



PART-TIME
OFFICER
ELECTIONS

Role Description

SUBU Student Leader
Elections

Liberation Officers

Role Titles

- Asian, Arab and Ethnic Minority Officer
- Black Students' Officer
- Disabilities, Accessibility & Neuro-Diverse Officer
- LGBTQ+ Officer
- Trans, Non-Binary, Intersex & Gender Identity + Officer
- Women's Officer

Responsible to

The members of the Union and the Board of Trustees

Time Commitment (approx.)

2-5 hours per week

- Role Specific Work: 1-3 hours per week
- Executive Committee: 1 hour, every other week during term time
- SUBU Summit: 2.5 hours, 4 times per year
- Student Members' Meeting: 2 hours, once a year

Role Duration

One academic year

Staff Liason

- SUBU Democracy and Campaigns Department
- Full-Time Officer Team

Role Purpose

The Officer shall be responsible for leading on the relevant Liberation Network by ensuring that each network has a meaningful impact on the students at Bournemouth University. As a Liberation Officer the post holder will be expected to represent the voices of other self-identifying students by organising and executing a network's agenda which attempts: to raise awareness and educate, highlight current issues, and empower students to act collaboratively to bring about change.

As a Part-Time Officer the post holder is expected to proactively champion the rights and needs of SUBU members. They help lead the development of the union whilst providing oversight and scrutiny of SUBU's work. They help support the Full-Time Union Officers and Students' Union staff to deliver relevant campaigns and policies. The Part-Time Officers are also expected to attend and represent student views at the Union's democratic meetings such as the Executive Committee, SUBU Summit and Student Members' meeting.

Role Responsibilities

1. Work to advance the equality between members of the Liberation Network and other students.
2. Provide opportunities for members of the community to meet and socialise in a safe space.
3. Challenge discrimination, oppression and inequality.
4. Represent the needs and interests of students belonging to the Liberation Network, within the Union, the University and wider community.
5. Promote and facilitate discourse between members of the community.
6. Act as a representative at potential relevant conferences.
7. Lead on relevant events and activities for the Network.

8. Contribute to the planning and running of SUBU's history month programmes
9. Ensuring the effective representation of students through proactively gathering a range of student views and advocating on their behalf.
10. Supporting and working with members to promote and bring about change based on pledge and Union Policy.
11. Promoting participation and active citizenship within the student body.
12. Helping students to lead campaigns and projects that seek to improve the student experience.
13. Representing members to the Union and University through being an active participant at relevant committees and meetings.
14. Engaging in collective decision making and collective accountability with the Executive Committee.
15. Informing policy within the Union and University on matters relevant to their remit.
16. Engaging fully with the Union's democratic processes; including actively participating at every meeting of the Executive Committee, SUBU Summit, Student Members' meeting and any other Committee of which they are a member

Why you should become a Part-Time Officer

1. Create positive change for your community.
2. Gain experience and transferable skills which will boost your employability.
3. Build networks and relationships with Officers, key members of staff at the Union and University and external organisations.

Role Benefits

As well as adding skills and experience to your CV, being a Part-Time Officer comes with the following benefits:

- A monetary honorarium award*
- Training
- Professional headshots
- Relevant branded merchandise
- Social opportunities with your fellow Executive Committee members
- Ability to use your working hours towards a SUBU Volunteering Award and Graduate Skills Programme
- Guestlist entry to the Old Fire Station
- A Summer Ball ticket*

*Some benefits are conditional

Role Requirements

Only students that belong to the community the post represents are able to stand for election.

There are no formal requirements for the role but we encourage students who are passionate about making positive change to apply. The post holder will be expected to attend compulsory training from SUBU to ensure they have the relevant knowledge to undertake their role.

The post holder will also be expected to attend further training throughout the year.

Faculty Officers

Role Titles

- Faculty of Business and Law
- Faculty of Media, Science and Technology
- Faculty of Health, Environmental and Medical Science

Responsible to

- To the members of the Union and the Board of Trustees
- To all students within the Faculty, including Student Reps

Time Commitment (approx.)

2-4 hours per week

- Executive Committee: 1 hour, every other week during term-time
- SUBU Summit: 2.5 hours, 4x per year
- Student Members' meeting: 2 hours, 1x per year
- BU Meetings: 2-3 hours, 5 times per year

Role Duration

One academic year

Staff Liason

- **SUBU:** Student Voice and Insight Department, Democracy and Campaigns Department, Full-Time Officer Team
- **BU:** Dean Education And Student Experience, Associate Dean Education And Student Experience, Academic Quality

Role Purpose

As a Part-Time Officer the post holder is expected to proactively champion the rights and needs of SUBU members. They help lead the development of the Union whilst providing oversight and scrutiny of SUBU's work.

They help support the Full-Time Union Officers and Students' Union staff to deliver relevant campaigns and policies. The Part-Time Officers are also expected to attend and represent student views at the Union's democratic meetings such as the Executive Committee, SUBU Summit and Student Members' meeting.

Role Responsibilities

- Collate feedback collected by elected Student Reps and Faculty Reps and highlight trends between the Programmes and Schools
- Support and promote Student Rep elections and training across the Faculty, on an ad-hoc basis
- Prepare for and attend Faculty Academic Standards and Education Committee (five per year)
- Liaise with SUBU regarding meeting briefings, debriefings and meeting outcomes
- As necessary, meet with Faculty staff outside of scheduled meetings
- Be the lead Student Representative for the Faculty at SUBU, supporting other Student Representatives
- Prepare for and attend Education Committee
- Engage fully with the Union's democratic processes, including actively participating at every meeting of the Executive Committee, SUBU Summit, Student Members' meeting and any other Committee of which they are a member

- Support and work with SUBU members to promote and bring about change based on manifestos and Union Policy
- Engage in collective decision making and collective accountability with the Executive Committee

Why you should become a Faculty Officer

Only students that belong to the Faculty the post represents can stand for election.

The Faculty Officer role is only available to SUBU members.

There are no formal requirements for the role; however, the post holder will be expected to attend a compulsory training session which will be provided by SUBU, and all BU meetings where attendance is mandated.

The post holder will also be expected to attend further training and meeting briefings throughout the year.

In line with the Code of Conduct, if a post holder fails to carry out their duties as detailed, they may be removed from post.

Election

The individual who receives the most votes in the Faculty election shall be eligible for the role of Faculty Officer, providing that they are a SUBU member and they wish to take up the role. If the individual with the most votes is not a SUBU member the position will go to the individual with the second-highest number of votes and so on.

SUBU

Students' Union
Bournemouth University

SUBU Democracy & Campaigns Team
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