

3. FULL TIME OFFICER BYELAW

This Byelaw describes the roles and duties of the Full Time Officers.

FULL TIME OFFICER ROLES

1. The Full-Time Officer roles of the Union are:
 - 1.1 President;
 - 1.2 Vice President Activities;
 - 1.3 Vice President Education; and
 - 1.4 Vice President Community & Wellbeing.

APPOINTMENT

2. Full Time Officer roles stated in paragraph 1 are the appointments to “major union offices” under Section 22 of the Education Act 1994.
3. Unless the Full Time Officer was elected to fill a vacancy arising during an Academic Year, the term of office of each Full Time Officer shall be for one year and ordinarily commence on 1st July after their election. The term of office shall terminate on 30th June the following year, unless otherwise specified by the Board.
4. Subject to successful re-election, Full Time Officers may serve a maximum of two terms, which need not be consecutive.

STATUS OF FULL TIME OFFICERS

5. Full Time Officers are both an office holder and an employee of Liverpool John Moores Students’ Union (the “Union”).
6. Full Time Officers are subject to the policies and procedures of the Union as outlined in the Constitution and Byelaws including, but not limited to, complaints and disciplinary procedures and confidence motions.
7. Officers are additionally required to adhere to their terms and conditions of employment as stated in Full Time Officer contracts of employment and the Trustee Code of Conduct

OFFICER DUTIES FOR ALL ROLES

8. All Full Time Officers are expected to undertake the following duties:
 - 8.1 Uphold and take responsibility for their own adherence to the Constitution, Byelaws, regulations, and policies to ensure the effective governance and development of the Union;
 - 8.2 Engage with the wider membership, seeking feedback and input from Student Members and encouraging positive participation and involvement in the Union;
 - 8.3 Actively represent, both locally and nationally, the interests of the Student Members ensuring the needs of all students are represented and taking into account the diversity of the Union's membership;
 - 8.4 Serve as a Full Time Elected Officer Trustee on the Board and any subcommittee to which they are appointed, collaborating with other Trustees to ensure accountability of decision-making and the financial and legal wellbeing of the Union;
 - 8.5 Subject to any restrictions set out in the Constitution, perform any other duties as may be assigned to the Full Time Officers by Referenda, Student Members' Meetings, the Board, or the Student Forum, if consistent with their elected role and terms of employment;
 - 8.6 Regularly report back to the Executive Committee on their activities;
 - 8.7 Run and lead political campaigns that are relevant to their portfolio and work in collaboration with other officers and staff, ensuring that such campaigns do not in any way conflict with any of their duties as a Trustee or employee;
 - 8.8 Work collaboratively to support equity, diversity, and inclusion in decision-making and activities, with particular focus on students from liberation backgrounds, distance learners, and mature students;
 - 8.9 Work collaboratively to engage, represent, and support Postgraduate students and groups of students identified in the University's Access and Participation Plan;
 - 8.10 Deliver initiatives and activities, as individuals and collaboratively with other officers and staff members, which promote a positive state of student wellbeing and improve the student experience;
 - 8.11 Complete mandatory induction and training as well as continual development throughout the year in post;
 - 8.12 Ensure students' interests and experiences are carefully considered within the University's decision-making processes;

- 8.13 Ensure that any and all information derived from Board and Student Forum meetings and business is not conveyed to any Union media outlets or to social media, whether used in a professional or personal capacity, or by anyone working under their supervision, without the express written authority of the Board of Trustees and/or the Student Forum as applicable. (Failure to comply with this requirement may result in disciplinary action); and
 - 8.14 Fulfil the specific Full-Time Officer roles and duties as outlined in this Byelaw, the Trustee Byelaw, and the Constitution.
 - 8.15 Conduct their work at all times in accordance with the seven Nolan Principles of Public Life. Namely: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
9. Full Time Officers must keep a reasonable record of their activities (having due regard to the confidentiality of matters, including personnel related activities and University level confidential discussions), for the basis of a report to each Student Forum in accordance with the Student Forum Byelaw.

THE ROLE AND DUTIES OF THE PRESIDENT

10. The additional role and duties of the President are:
- 10.1 Set the strategic direction of JMSU and identify what priorities the Union should work on to improve the lives of students.
 - 10.2 Provide support and work closely with JMSU Executive Officers in 1-2-1 sessions and team meetings to foster collaboration.
 - 10.3 Work with the Chief Executive Officer to ensure SU staff are supported and working on SU strategic objectives.
 - 10.4 Encourage effective student engagement across all sites and channels to support student representation.
 - 10.5 Work to maintain and develop contacts with other organisations and students' unions.
 - 10.6 Represent students to the University on relevant issues, including sitting on the relevant committees of the University.
 - 10.7 Sit on student appeal and disciplinary panels, to provide a student voice, as appropriate.
 - 10.8 Work with NUS to represent students nationally and support any national campaigns to improve students' lives.

- 10.9 Be the primary spokesperson on behalf of students to the University, external organisations, or the media.
- 10.10 Chair JMSU's Board of Trustees, ensuring trustees individually and collectively meet their key responsibilities and receive the training and support to do so.
- 10.11 Be the principal channel of communication and external representative for JMSU both locally and nationally.
- 10.12 Be a representative and delegation leader to the NUS Annual Conference.

THE ROLES AND DUTIES OF THE VICE PRESIDENT EDUCATION:

11. The additional role and duties of the Vice President Education are:

- 11.1 Set the strategic direction of JMSU and identify what priorities the Union should work on to improve the lives of students.
- 11.2 Attend the JMSU's Board of Trustees. This includes responsibility for ensuring the SU is running effectively and not spending over budget or going against the core objectives of the SU.
- 11.3 Work with the Chief Executive to ensure SU staff are supported and working on SU strategic objectives.
- 11.4 Encourage effective student engagement across all sites and channels to support student representation.
- 11.5 Work to maintain and develop contacts with other organisations and Students' Unions.
- 11.6 Represent students to the University on relevant issues, including sitting on the relevant committees and working groups of the University.
- 11.7 Sit on student appeal and disciplinary panels, to provide a student voice, as appropriate.
- 11.8 Work with NUS to represent students nationally and support any national campaigns to improve students' lives.
- 11.9 Be the face and Officer lead of the Course Representative system.
- 11.10 Be the face and Officer lead for our Student Experience recognition processes and events.
- 11.11 Be a full member of several LJMU committees including the Academic Board to ensure the University knows what LJMU students need from their education.
- 11.12 Deliver our vision for learning and teaching, in collaboration with student feedback.

THE ROLES AND DUTIES OF THE VICE PRESIDENT COMMUNITY & WELLBEING:

12. The additional role and duties of the Vice President Community & Wellbeing are:

- 12.1 Set the strategic direction of JMSU and identify what priorities Union should work on to improve the lives of students.
- 12.2 Attend the JMSU's Board of Trustees. This includes responsibility for ensuring the SU is running effectively and not spending over budget or going against the core objectives of the SU.
- 12.3 Work with the Chief Executive to ensure SU staff are supported and working on SU strategic objectives.
- 12.4 Encourage effective student engagement across all sites and channels to support student representation.
- 12.5 Work to maintain and develop contacts with other organisations and Students' Unions.
- 12.6 Represent students to the University on relevant issues, including sitting on the relevant committees of the University.
- 12.7 Sit on student appeal and disciplinary panels, to provide a student voice, as appropriate.
- 12.8 Work with NUS to represent students nationally and support any national campaigns to improve students' lives.
- 12.9 Present to students at various events e.g., during welcome week to welcome new students to the University.
- 12.10 Be a representative at meetings with local councillors, discussing issues such as student safety, student living, and wellbeing.
- 12.11 Work with community partners (such as Merseyside Police, Liverpool Student Homes, and Community Centres) to make sure students living in Liverpool are safe in their accommodation and within the Night-time Economy.
- 12.12 Develop relationships with LJMU colleagues, such as Student Advice and Wellbeing to ensure a joined-up approach to campaigns.
- 12.13 Respond appropriately to student queries regarding welfare.

THE ROLES AND DUTIES OF THE VICE PRESIDENT ACTIVITIES:

13. The additional role and duties of the Vice President Activities are:

- 13.1 Set the strategic direction of JMSU and identify what priorities the Union should work on to improve the lives of students.
- 13.2 Attend the JMSU's Board of Trustees. This includes responsibility for ensuring the SU is running effectively and not spending over budget or going against the core objectives of the SU.
- 13.3 Work with the Chief Executive to ensure SU staff are supported and working on SU strategic objectives.
- 13.4 Encourage effective student engagement across all sites and channels to support student representation.
- 13.5 Work to maintain and develop contacts with other organisations and Students' Unions.
- 13.6 Represent students to the University on relevant issues, including sitting on the relevant committees and working groups of the University.
- 13.7 Sit on student appeal and disciplinary panels, to provide a student voice, as appropriate.
- 13.8 Work with NUS to represent students nationally and support any national campaigns to improve students' lives.
- 13.9 Present to students at various events e.g., during welcome week to welcome new students to the University.
- 13.10 In conjunction with the Opportunities & Development Team, support student leaders in their role. and develop our sports clubs and societies across campus.
- 13.11 Be the advocate and face of our welcome activities.

EXECUTIVE COMMITTEE TERMS OF REFERENCE

- 14. There shall be an Executive Committee whose primary duties shall be:
 - 14.1 The delivery of Policy and manifesto goals, including new or replacement Policies set by any Union Meetings.
 - 14.2 The development and delivery of a Union manifesto.
 - 14.3 The coordination of the production of reports from the Full-Time Officers to be presented to Student Forums.
 - 14.4 The coordination of the overall political programme of work of the Union, individual.
 - 14.5 Full-Time Officer priorities, and resolution of emerging political issues with the permanent staff of the Union, via the Chief Executive Officer.

14.6 To act as a formal method for operational staff to interface with the work of the Officers, and to ensure the delivery of stated objectives of the Full-Time Officer mandates.

14.7 Linking wider work across the University committee strands, student groups and community engagement.

EXECUTIVE COMMITTEE MEMBERSHIP

15. The Executive Committee shall consist of each of the then current Full-Time Officers.

16. In their capacity as members of the Executive Committee, the Full-Time Officers must at all times act in accordance with their duties and responsibilities as Trustees (including the Trustee Code of Conduct), in a manner consistent with current Policy and having due regard to any other relevant directions or decisions of the Trustee Board from time to time.

17. Having regard to their other responsibilities and budget constraints, the Executive Committee shall be supported and advised by the Senior Leadership Team.

18. A member of Union staff shall act as Secretary of the Executive Committee.

19. The President shall be the Chair of the Executive Committee.

EXECUTIVE COMMITTEE MEETINGS

20. Meetings of the Executive Committee shall take place fortnightly at such times and places as the President may determine (acting reasonably).

21. The Executive Committee shall regulate its proceedings as it sees fit having due regard to Union policies and standards. It should work to the principle of collective responsibility and strive to make any decisions in good faith and based on consensus.

22. The Executive Committee is not a Committee of the Board and shall not interfere or otherwise disrupt the due operation of the Board.

23. The Executive Committee shall have no powers in addition to the individual powers conferred upon the Full-Time Officers as set out in the Full-Time Officer Byelaw, the Trustee Board Byelaw, and the Constitution.

24. Any action taken by the Full-Time Officer Group shall be in full alignment with the principles of collective responsibility of the Trustee Board and in full compliance with all policies and procedures applicable to the conduct of the Trustees, the Union and/or employees of the Union at the relevant time.

25. The Full-Time Officer Group shall not be empowered to make, amend, or terminate any Policy, contract or terms and conditions.

APPROVED BY TRUSTEE BOARD:	16/11/2023
DATE OF NEXT REVIEW:	16/11/2024