



Falmouth & Exeter
Students' Union

FXU President Welfare – Job Description

Position:	FXU Sabbatical and Trustee
Job Title:	FXU President Welfare
Elected:	By cross campus ballot of all UCF and UoE CC students
Term of Office:	13 Months commencing 1 st July 2011 to 31 st July 2012
Accountable to:	The Student Body via the FXU Student Council

KEY AREAS OF RESPONSIBILITY and DUTIES:

Governance

- a) To serve as a trustee of FXU, and as such, to take (collective) responsibility for the effective operation of the organisation, making informed decisions for the benefit of students and FXU (as an organisation)
- b) Carry out any other duties which are reasonably within the scope of the role; or as set out in the Memorandum of Understanding / Constitution & Bye-laws*; or as mandated by the FXU Board or Student Council
- c) To support and be a member of FXU committees ,as required
- d) Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy

Representation

- e) To represent and support the combined student body with regards to general student welfare and well-being
- f) Liaise across, and represent students' interest throughout, UoE CC, UCF and TCS; the local community; the regional area, and nationally
- g) Attend meetings and undertake specific tasks and duties in order to represent students' welfare interests
- h) To seek student opinion on matters of interest and/or importance to them
- i) To inform students of any issues / activities / plans, etc that may be of importance or interest to them, particularly those which may affect their welfare and/or experience as a student
- j) To be aware of, and involved in, current and future developments within both institutions and elsewhere, representing students' views as appropriate, and supporting positive relationships with FXU
- k) Represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and FXU
- l) To support and/or represent students on an individual or group basis
- m) Communicate with, and seek the opinions of, students, in order to represent them effectively
- n) Maintain an awareness and knowledge of issues affecting students – on campus; locally; regionally and nationally

Services

- o) To work closely with the FXU President UCF and FXU President UECC to deliver representation and services, notably freshers' activities and the annual end of year garden party, and to ensure equity (as far as is possible) for all students across the combined population
- p) To work alongside the FXU General Manager and staff team to ensure that services and operations run effectively, and where appropriate, to develop existing and new services for students
- q) Liaise with staff responsible for Welfare and related services to ensure they are student-centred, accessible and effective
- r) Co-ordinate and deliver a range of awareness campaigns throughout the year

Other

- s) Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.
- t) Jointly design, plan and deliver a communication strategy to support all areas of FXU
- u) In collaboration with other Sabbaticals, Exec Officers, FXU Staff, etc organise other FXU activities and events throughout the academic year, such as awareness-raising events and elections.
- v) Carry out health & safety risk assessment in relation to all activities and events planned. Also, to ensure that all considerations have been made to ensure the safe and effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.
- w) Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions
- x) Respond appropriately to NUS national campaigns, etc
- y) Attend NUS (and other) training and conferences appropriate to the position
- z) Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc and to keep other FXU colleagues and students informed appropriately
- aa) Promote and encourage positive student involvement in all areas of FXU activities
- bb) Jointly co-ordinate and support the FXU Executive team and their corresponding activities through monthly Exec meetings and meeting officers individually as required
- cc) Attend all relevant scheduled meetings and represent students in this way. Regular meetings to be attended include:
 - o FXU Board
 - o FXU MT
 - o FXU Executive Meetings
 - o FXU Student Council
 - o FXU AGM
 - o TCS Stakeholders Committee
 - o TCS Exec & Board (as invited)
 - o TCS Sustainability Committee
 - o Tremough Health & Safety Committee
 - o Woodlane Health & Safety and Environment Group
 - o Equality & Diversity Steering Group
 - o Chaplaincy Advisory Group
 - o Carrick Urban Safety Committee
 - o PACT – Falmouth & Penryn
 - o Others identified as appropriate and required.

General

- 1) To produce end of year reports - an individual report and jointly, an annual trustees end of year report
- 2) To deliver a comprehensive handover to your successor

*NB: At time of writing FXU is governed by its Memorandum of Understanding, but during the time of office of this post, FXU will register with the Charities Commission and a new Constitution with accompanying bye-laws, will supersede this document.