

BYE LAW TWO: THE EXECUTIVE COMMITTEE / OFFICER TRUSTEES

1. Definition

- 1.1. The Executive Committee shall be the four Sabbatical Officer Trustees.
- 1.2. There shall be the following Officer Trustees:
 - President;
 - Three Vice Presidents
- 1.3. These positions should be reviewed by the Trustee Board at least every 2 years to ensure they align with the needs of the membership and the strategic focus of the Union

2. Summary Terms & Conditions

- 2.1. Officer Trustees shall remain in office in accordance with clauses 22-24 and 29-30 of the Constitution.
- 2.2. An Officer Trustee must be a Student Ordinary Member at the time of their election.
- 2.3. Officer Trustees are employed for one year using the normal Union employment contract and have the associated rights and responsibilities of an employee.
- 2.4. Officer Trustees are paid at a rate equivalent to the median of UK sabbatical officer salaries (excluding London Weighting) which will be subject to normal inflationary pay increases.
- 2.5. Any changes to Officer Trustee's remuneration will be considered by the Nominations & Remuneration Committee.
- 2.6. All Officers shall hold office for one year from July 1st until June 30th , with orientation days and a changeover week prior to commencement. On taking up their post, each Officer will sign a contract and code of practice governing their behavior and conduct whilst in office.

3. Multiple Accountabilities and Line Management

- 3.1. With regard to representative and campaigning matters:
the Officer Trustees are accountable to the student membership through Students' Representative Council, Better Staffs Forums, General Meetings and Referenda. As members of the Union, they are subject to member Code of Conduct.
- 3.2. With regard to Trustee responsibilities:
Officer Trustees are responsible to the Board of Trustees.
- 3.3. With regard to employment matters:
The President will be the designated line manager of the other three Officer Trustees. In the case of the President, who is formally accountable to the Board of Trustees, the Deputy Chair of the Board will act as line manager.
As Employees, they are subject to staff disciplinary and grievance procedures

4. Duties of all elected Officers:

- 4.1. Carry out all duties and responsibilities in accordance with the Union's Constitution and policies.
- 4.2. Always behave in a manner that maintains the good reputation of the Union and their office, and upholds the Union's values
- 4.3. Strive to represent fairly the opinions and issues of their constituencies and Staffordshire students, as a whole.
- 4.4. Represent the Union and its members' interests in a professional manner, both internally to the University and externally.
- 4.5. To promote and defend the rights of members.
- 4.6. To work in accordance with and in furtherance of, Union policy.

- 4.7. Attend University meetings to represent Staffordshire Students.
- 4.8. Carry out any other duties as may be assigned to them from time to time by Better Staffs Forum, Executive Committee and/or Board of Trustees, which are reasonably consistent with that Officer's position.
- 4.9. Consider the development of the Union's provision to the student body as an integral part of their role.
- 4.10. Attend Executive, Students' Representative Council, Better Staffs Forum and other Union meetings as appropriate and report to those meetings on their activities and actions.
- 4.11. To work towards and support the Union's Representation Strategy

5. Duties and Responsibilities of Officer Trustees

- 5.1. To be Trustees of the organisation.
- 5.2. To be responsible both to and for the Executive Committee and its actions.
- 5.3. To ensure Students' Representative Council, Better Staffs Forum and the membership are kept up to date on the work of the Executive Committee.
- 5.4. To liaise with external organisations appropriate to individual roles.
- 5.5. To be impartial and not publicly take sides in representative elections.
- 5.6. To promote involvement in all Union activities
- 5.7. To lead and develop the Union's "Go Out and Listen" approach.
- 5.8. To support student volunteers, representatives, Committee and Forum members and Student Activity Groups