



Job Description for the role of ULSU President

1. The role of President, who shall be a member of the Executive Committee, shall:
 - 1° Be the prime representative of the Union and seek to involve as many students in the Union as possible
 - 2° Attend Governing Authority and other relevant University committees, and report back to the Union
 - 3° Be a cheque signatory to the Union bank account, if over the age of 18
 - 4° Be the prime representative of the Union to liaise with the college over any matters affecting students
 - 5° Compile a report on his/her activities for consideration at Student Council
 - 6° Meet with the Returning Officer and ensure that elections happen in accordance with the Union constitution; notify Student Council of the resignation of any Union officer and ensure the Student Council decides appropriate action
 - 7° Chair and participate fully in Executive Committee meetings
 - 8° Maintain all legal documentation relating to the Union, including the constitution, instrument and articles of government, the Union code of practice and all legal advice
 - 9° Arrange training for the Executive Committee following their elections
 - 10° Ensure that all officers of the Union compile a written report for each meeting of Student Council and for wider circulation
 - 11° Ensure that an Annual Report is presented to the Student Council on the activities of the Union over the previous year. After approval this should be submitted to the Union archive
 - 12° Ensure that each officer compiles a report on upcoming activities for their office over the next academic year. This should be presented by the outgoing president to the incoming officer together with a budget for the activities
 - 13° Be a member of Student Council and ensure that the decisions made are implemented
 - 14° Be responsible for publicising all Executive Committee and Student Council meetings, receiving debates and changes for discussion and circulating agendas and minutes to members of the meeting
 - 15° Act reasonably and prudently in all matters, and in the best interests of the Union
 - 16° On election to this positions the officer elect must acknowledge
 - 17° As a member of the executive the President will sit as a trustee for the Union on the Management Committee and therefore on submission of their nomination form and subsequent election to the position will be accepting to be a trustee on the Management Committee
 - 18° The President will sit as a director for the ULSU Trading Ltd Board of Directors and therefore on submission of their nomination form and subsequent election to the position they are accepting the position as a director on the ULSU Trading Ltd Board of Directors