



Job Description of the Vice President Academic

1. The role of Vice President Academic who shall be a member of the Executive Committee, shall:
 - 1° In conjunction with the President be responsible for dealing with students' concerns, aspirations and problems in relation to their courses
 - 2° Liaise with the Welfare Officer on the development of the Union's welfare strategy within the college
 - 3° In conjunction with the Welfare Officer meet with the college for the purposes of monitoring and review of the student code of conduct/charter, complaints, equal opportunities and disciplinary procedures
 - 4° Meet with Department Heads to develop and maintain a system for the election of Department reps
 - 5° Arrange training for Department representatives, student councillors and Class Reps in conjunction with management
 - 6° Maintain contact with Department representatives, student councillors and Class over the year and represent their views and concerns to the college through the academic council and other appropriate forums
 - 7° Be a member of the Academic Council and any other relevant bodies established by the college
 - 8° Present relevant reports to the Executive Committee
 - 9° Carry out other duties as laid down by the Executive Committee and Union Council
 - 10° Update the amendments to the Council Guidebook as approved by Council
 - 11° Approve the Union's schedule for the academic year (which must include campaigns planned, dates for the elections, council meetings and general meetings)
 - 12° Update the amendments to the Class Reps code of conduct and make available to Class Reps
 - 13° Be a member of Union Council, and present relevant reports
 - 14° Act reasonably and prudently in all matters, and in the best interests of the Union
 - 15° As a member of the Executive the Vice President Academic 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
 - 16° The Vice President Academic 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