



Job Description for the role of Deputy President Welfare

1. The role of Deputy President Welfare who shall be a member of the Executive Committee, shall:
 - 1° Liaise with the college over the criteria and distribution of the access and hardship funds
 - 2° Attend Governing Authority and other relevant University committees, and report back to the Union
 - 3° In conjunction with the Academic officer meet with the college for the purposes of monitoring and review of the student charter, complaints, equal opportunities and disciplinary procedures
 - 4° Establish, and maintain, contact with and provide information from groups and organisations which work on welfare issues; maintain and order stocks of information as required
 - 5° Establish an enquiry service, and advertise its availability on each of the sites
 - 6° Deal with, but not counsel, students who have welfare problems, respecting confidentiality at all times
 - 7° When necessary, refer students to the college counsellors or other relevant organisations
 - 8° Attend any relevant training/briefing days for Union welfare officers
 - 9° Liaise with the Academic officer on welfare strategy in the college
 - 10° Campaign on, and raise awareness of, welfare issues as agreed by the Executive Committee e.g. debt, safe sex, drug/alcohol abuse, etc; distribute general welfare information
 - 11° Meet with the student support services section and, when necessary, college management to assure the quality of services provided by the college to students
 - 12° Consult student services regularly to find out what problems students are having in college and take account of these when campaign planning
 - 13° Have responsibility for representing students in disciplinary or academic appeals cases
 - 14° Present relevant reports to the Executive Committee
 - 15° Carry out other duties as laid down by the Executive Committee and Union parliament
 - 16° Be a member of Union Council and present relevant reports
 - 17° Act reasonably and prudently in all matters, and in the best interests of the Union
 - 18° As a member of the Executive the Deputy President Welfare 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
 - 19° The Deputy President Welfare 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