

# ELECTIONS 2019

STAND. CAMPAIGN. VOTE

## Pre-Term of Office Agreement for **SABBATICAL OFFICER TRUSTEES 2019/2020**

Thank you for showing an interest in this year's elections. To be eligible to stand for a sabbatical position you must obtain the signatures of 12 students, 3 from each college. You will also need to have a meeting with Matt Wall or Katie Badman, you can book this meeting through the RSU Reception. This meeting will be your

opportunity to meet a member of the team, discuss your manifesto objectives and to understand the objectives and expectations of RSU. If successful at the elections your term of office will begin on the 17th June 2019 and finishes on the 19th June 2020.

## OFFICER ROLE

Throughout your term in office you will carry out the portfolio roles and responsibilities outlined in the memorandum and articles of association and the bye-laws of the union. In addition you

will carry out the responsibilities under the central executive committee, these are joint sabbatical responsibilities.

### ▶ **TRUSTEE RESPONSIBILITIES:**

If elected you automatically become a member of the RSU Trustee Board, a position referred to as Officer Trustee. The Trustee Board is responsible for the direction of RSU and ensuring we achieve our charitable objectives, a strategic plan has been developed to support the union in this process. In addition the Trustee Board is responsible for overseeing the union's governance, legal obligation and finances. To be eligible to run for a sabbatical position it is compulsory you meet the trustee criteria outlined by the Charity Commission.

### ▶ **DUTY MANAGER:**

If elected you understand you will be required to undertake Duty Manager responsibilities, requiring the assigned Duty Manager to attend events in a professional role. The Duty Manager ensures students are being represented at events, support student welfare, complete incident reports and assist with the management of the event. The Duty Manager responsibilities rotate on a weekly basis between the elected sabbaticals, in addition all sabbaticals will support the union's larger events through this role i.e. Fresher's Week, Summer Ball.

### ▶ **WORK COMMITMENT/SUPPORT:**

The primary hours of the role are 9am til 5pm, responding to Student and University needs. However the nature of the work will require you to attend social events and meetings out of these normal hours making your hours more flexible, communicating this with the President and Chief Executive. During the periods when you are duty manager arrangements will be made to ensure adequate rest. The union has an allocation of full time staff to oversee the operational aspects of the union and will provide the sabbaticals with advice and guidance; in addition the RSU Chief Executive is responsible for the day to day management of the union and provides direct support and guidance to the sabbaticals.

### ▶ **STANDARD OF BEHAVIOUR/GRIEVANCE:**

The primary hours of the role are 9am til 5pm, responding to Student and University needs. However the nature of the work will require you to attend social events and meetings out of these normal hours making your hours more flexible, communicating this with the President and Chief Executive. During the periods when you are duty manager arrangements will be made to ensure adequate rest. The union has an allocation of full time staff to oversee the operational aspects of the union and will provide the sabbaticals with advice and guidance; in addition the RSU Chief Executive is responsible for the day to day management of the union and provides direct support and guidance to the sabbaticals.

### ▶ **REMUNERATION/HOLIDAY:**

You will receive an honoraria payment of £23,000 and this will be paid in equal amounts on the 26th of each month. During your term of office you will be entitled to 25 days holiday. Holiday needs to be mutually agreed with the central executive committee and Chief Executive; term time should be avoided, giving as much notice as possible when booking leave. Holiday must be taken before the end of office and cannot be paid after finishing post.

**In signing this Pre-Term of Office I understand and agree to the responsibilities and conditions if elected.**

Name:

Signature:

Date:

Signed by Matt Wall: