

# SO:1001

## **STANDING ORDERS GOVERNING THE POST OF PRESIDENT**

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

2. **Status of Officer**

The President shall be a Principal Officer of the Union; a Trustee of HUU and shall be the Chairperson (casting vote only) of the Union Executive Committee. The President shall be responsible for Union representation and liaison between the Union, the University, the local community and national bodies. The President is head of the Governance Zone and is to liaise with its officers on a regular basis.

3. **Election**

The President shall be elected in accordance with Hull University Union election regulations<sup>1</sup>.

4. **Duties**

The President shall fulfil those duties and obligations that arise consequentially upon signing the Sabbatical Officer Contract for the post of President. The President shall spend time on the Scarborough Campus when appropriate for them to lead or support on relevant projects. They will also ensure that all HUU's Officers and Zones are fulfilling their responsibilities.

In representing HUU's Members the President shall regularly report on progress through the student media (Hullfire/Jam/Hullstudent) with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- a) Co-ordinating Welcome Week on both campuses;
- b) Attending and representing HUU at official Union, University, local and national functions;
- c) Producing Union publications including the Annual Report and press releases (in liaison with the Media Officer and Commercial & Marketing Manager where appropriate);
- d) Attending national and regional NUS events;
- e) Ensuring all Sabbatical officers are liaising with the Vice President Scarborough Campus and their relevant zone members on Scarborough Campus;
- f) Ensuring regular reviews of HUU Strategy and action plans by the UEC and Zones; in particular, ensuring that actions required to bring about gold medal performance in the SUEI are undertaken;
- g) Ensuring Elections are conducted in accordance with all relevant Regulations;
- h) Ensuring that Council are presented with the year's strategy at the first Council meeting in Semester 1 and comprehensive updates are given in the following meetings.

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<sup>1</sup> Bye Law 15 and Standing Order 8001

5. **Representation**

The President shall have overall responsibility for representation of the Union to the local community; University; the membership, and the National Union of Students. The President shall have responsibility for organising the Union's participation in national NUS events.

6. **Internal**

The President shall be:

- a. Chairperson of:
  - (1) Union Executive Committee;
  - (2) Elections Appeals Committee;
  - (3) Disciplinary Committee;
- b. Voting Member of:
  - (1) Campaigns Committee;
  - (2) Board of Trustees;
- c. Ex-Officio Member of:
  - (1) Campaigns Committee;

7. **External**

The President shall be the Union Public Relations Officer and first point of contact for any media enquiries. The President shall liaise with the Chair Media Committee and the Commercial and Marketing Manager on any printed material that shall be released for PR purposes.

8. The President shall represent the Union to the University on the following committees; sub-committees; groups and panels:

- (1) University Court;
- (2) University Council;
- (3) University Senate;
- (4) Senate Executive Board;
- (5) Hull Alumni Association;
- (6) Ethics Committee;
- (7) Lawns Halls Committee.

9. **Signatory**

The President shall be an authorised signatory as detailed in S.O. 9001 Governing Financial Procedures.

10. **Budget**

The President shall have responsibility for the following budget heads:

- i. President;
- ii. Campaigns;
- iii. Elections;
- iv. Union Council;
- v. Welcome Week;
- vi. NUS.

11. **Personnel**

The President shall be the Officer responsible to the Trustees for staff employed by HUU and will forward any matter relating to staffing arrangements or conditions of service to the Union Executive Committee for consideration under the heading of "Staff Matters".

SR/AM

March 2011

Passed at UEC: 1/4/11

Passed at Union Council: 5/4/11

Ratified by the Board of Trustees: 11/5/11