

**Byelaw 2 – Part time Executive Officers**

# Part-Time Executive Officers and General Duties

* 1. The Part-Time Executive Officers shall be

2 X Harper Community Officers

1 X Welfare and Wellbeing Officer

* 1. Part-Time Officers shall be recruited by a combination of the President, Vice President and outgoing Part-time Officers to start in September each year. Where there is no outgoing Officer then the President may select a recruiting committee.
  2. Part time Officers will be paid a bursary, to be determined by Trustee Board each academic year, with their term of office lasting 1 academic year. They can then be recruited again for a further year but cannot hold the role for more than two years.
  3. In addition to other duties Part-Time Officers shall attend SU Executive Committee, representing the view of their portfolio of work.
  4. All Part-Time Officers shall advocate and engage students in Union campaigns as set out by the SU Executive Committee and to take an active role in Union decision making as a member of the Union Executive Committee including attending All Students Meetings/SU General Meetings.
  5. Part-Time Officers shall sit on Union appeals committees when invited.
  6. Part-Time Officers shall make effective & appropriate use of any budgets allocated to them.
  7. Part-Time Officers must attend Part-Time Officer training throughout the year.

# Role and Duties of Harper Community Officers

* 1. Champion campaigns related to the Harper community including but not limited to the under-represented groups at Harper Adams University.
  2. To support the Liberation Societies.
  3. To support Clubs and Societies.
  4. To deliver activity and events if any Liberation Societies are inactive.
  5. Promote the work of HASU to aid with increasing awareness and engagement.
  6. Work alongside relevant Officers, HASU and University staff to build a strong community at the University
  7. To ensure all groups of students at Harper have a voice to comment on or improve their student experience.
  8. To attend appropriate University meetings, in particular University Academic Board and the Learning, Teaching, Student Experience Committee (LTSEC) To attend other committees, as requested.
  9. To actively use the network of Course Reps to encourage a two-way dialogue with the Union and University including collecting feedback and encouraging engagement in University and Union consultations.

1. **Welfare and Wellbeing Officer** 
   1. Champion campaigns related to the welfare of our students by gathering feedback and student issues to ensure that the welfare and wellbeing of students is reflected through the activities of the Union.
   2. Lead on ensuring that the Union promotes members mental, physical and social wellbeing.
   3. Lead on liaison with the University welfare and wellbeing services to ensure students are happy with the service they are receiving.
   4. Work with the President and Vice President and other Part time Executive Officers to improve HASU and the services it offers.
   5. Promote the work of HASU to aid with increasing awareness and engagement.
   6. To attend appropriate University meetings, in particular University EDI and Respect committees and the Learning, Teaching, Student Experience Committee (LTSEC) To attend other committees, as requested.
2. **Removal of Part time Executive Officers**
   1. Part time Executive Officers can be removed by a majority vote of the Executive Committee.
   2. Quoracy for this meeting to discuss a removal must be a minimum of 3 before a vote can occur.
   3. The Union Director and/or nominee will firstly discuss any concerns of performance with the Part time Executive Officer before a vote for removal occurs.
   4. The Part time Executive Officer will be given the opportunity to improve performance before any further action except where:
      1. They have not responded to any emails
      2. They have missed 2 Executive Committee meetings without sending apologies
      3. They have not attended any training
   5. In the case of potential gross misconduct the Part time Executive Officer can be suspended immediately, pending an investigation, following the HASU Discipline Policy -[Discipline-Policy.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.harpersu.com%2Fpageassets%2Fyoursu%2Fofficialdocuments%2FDiscipline-Policy.docx&wdOrigin=BROWSELINK).