



ACSA EXECUTIVE COMMITTEE ROLES DESCRIPTIONS

[Document subtitle]

Abstract

[Draw your reader in with an engaging abstract. It is typically a short summary of the document.]

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September 2015

[Email address]

The Black and Minority Ethnic (BME) Students Officer

Who **self-identifies** and shall be a Member of the Executive Committee and Student representative Council and shall:

- (i) Ensure BME student's views and opinions are reflected throughout the whole of the acsa's work
- (ii) Represent the perspective of BME students on all matters concerning acsa and the College and ensure there is a regular forum/group where BME students can meet.
- (iii) Raise the awareness of students of the issues that affect BME students through meetings and events.
- (iv) Co-ordinate activities designed to counter racism, ethnocentrism and discrimination.
- (v) Establish and maintain contact with, and provide information for groups and organisations which work on black and anti-racism issues.
- (vi) Liaise with the NUS Black Students campaign.
- (vii) Participate as a member of the Ayrshire College Values Inclusion Equalities and Wellbeing (VIEW) group.
- (viii) Promote the positive involvement of BME students in all areas of the acsa's activities.
- (ix) Present relevant reports to the Executive Committee.
- (x) Act reasonably and prudently in all matters, and in the best interests of the acsa.
- (xi) Provide a PVG certificate that does not go against acsa aims and objectives or impair their ability to carry out the role description.

The Disabled Students Officer

Who **self-identifies** and be a member of the Executive Committee and Student Representative Council shall:

- (i) Ensure that the views and opinions of students with disabilities are reflected throughout the whole of the acsa's work.
- (ii) Represent the perspective of students with disabilities on all matters concerning acsa and the College.
- (iii) Ensure there is a regular forum/group where students with disabilities can meet.
- (iv) Liaise with the NUS Students and Disabilities Campaign
- (v) Establish and maintain contact with, and provide information for, groups and organisations which work on disability issues.
- (vi) Promote the positive involvement of students with disabilities in all areas of the acsa's activities.
- (vii) Participate as a member of the Ayrshire College Values Inclusion Equalities and Wellbeing (VIEW) group.
- (viii) Present relevant reports to the Executive Committee.
- (ix) Act reasonably and prudently in all matters, and in the best interests of the acsa.
- (x) Provide a PVG certificate that does not go against acsa aims and objectives or impair their ability to carry out the role description.

The Events Officer

Who shall be a member of the Executive Committee and Student Representative Council shall:

- (i) Organise and publicise a variety of entertainment, fundraising and social events to reflect the interests of all sections of the student body.
- (ii) Assist in the development of new clubs, societies and sports team.
- (iii) Maintaining contact with all relevant clubs, societies, companies and organisations to the advantage of students.
- (iv) Liaise with appropriate bodies outside College for promotion and sponsorship of clubs and societies.
- (v) Establish and maintain contact with relevant officers at other colleges.
- (vi) Be responsible for the sale and distribution of tickets and the collection of monies for activities and from fundraising, under the direction of the Sabbatical Officers.
- (vii) Meet with the Sabbatical Officers and the Sports & Physical Activity Officer to ensure that all social and fundraising events and well publicised to all students on all sites.
- (viii) Consult with students on a regular basis and assist in the planning and delivery of events, in conjunction with the Sabbatical Officer, on the basis of information received from the student body.
- (ix) Present relevant reports to the Executive Committee.
- (x) Act reasonably and prudently in all matters, and in the best interests of the acsa.
- (xi) Provide a PVG certificate that does not go against acsa aims and objectives or impair their ability to carry out the role description.

The Lesbian, Gay, Bisexual and Transgender (LGBT) Students Officer

Who **self-identifies** and who shall be a member of the Executive Committee shall:

- (i) Ensure that LGBT students' views and opinions are reflected throughout the whole of the acsa's work.
- (ii) Represent the perspective of LGBT students on all matters concerning the acsa and the College and ensure there is a regular forum where LGBT students can meet on each campus.
- (iii) Assist training events for LGBT students in conjunction with the NUS LGBT campaign.
- (iv) Establish and maintain contact with, and provide information from, groups and organisations which work on LGBT issues.
- (v) Promote the positive involvement of LGBT students in all areas of the acsa's activities.
- (vi) Participate as a member of the Ayrshire College Values Inclusion Equalities and Wellbeing (VIEW) group.
- (vii) Present relevant reports to the Executive Committee.
- (viii) Act reasonably and prudently in all matters, and in the best interests of the acsas.
- (ix) Provide a PVG certificate that does not go against acsa aims and objectives or impair their ability to carry out the role description.

The Mature Students Officer

Who **self-identifies** shall be a member of the Executive Committee shall:

- (i) Be a student aged 25 or over at the start of the election.
- (ii) Be responsible for organising a mature students group and encouraging mature students to participate within it.
- (iii) Provide a perspective on the issues which affect mature students to the Executive Committee, and ensure that this is recognised in all of the aca's work.
- (iv) Establish and maintain contacts with mature students' groups in other Student Associations and unions throughout the country, NUS Mature Students' Committee and the Mature Students' Union (MSU).
- (v) Attend relevant conferences on behalf of the aca.
- (vi) Establish a number of projects relating to mature students' education, welfare and social needs at the beginning of the year, as agreed by the Executive Committee.
- (vii) Participate as a member of the Ayrshire College Values Inclusion Equalities and Wellbeing (VIEW) group.
- (viii) Present relevant reports to the Executive Committee.
- (ix) Act reasonably and prudently in all matters, and in the best interests of the aca.
- (x) Provide a PVG certificate that does not go against aca aims and objectives or impair their ability to carry out the role description.

The Welfare Officer

Who shall be a member of the Executive Committee and Student Executive Council shall:

- (i) Establish and maintain contact with and provide information from groups and organisations which work on welfare issues and maintain and order stocks of information as required.
- (ii) Establish an enquiry service, and advertise its availability on each of the sites.
- (iii) Take details of students who have welfare issues and refer cases to the sabbatical officer, respecting confidentiality at all times.
- (iv) Consult Student Services regularly to find out what problems students are having in College and take account of these when planning campaigns.
- (v) Campaign on, and raise awareness of, welfare issues as agreed by the Executive Committee eg debt, safe sex, drug/alcohol abuse, etc. distribute general welfare information.
- (vi) Attend any relevant training/briefing days for Student Association's welfare officers.
- (vii) Present relevant reports to the Executive Committee.
- (viii) Act reasonably and prudently in all matters, and in the best interests of the aca.
- (ix) Provide a PVG certificate that does not go against aca aims and objectives or impair their ability to carry out the role description.

The Women's Officer

Who **self-identifies** shall be a member of the Executive Committee and Student Representative Council shall:

- (i) Ensure that women's views and opinions are reflected throughout the whole of the acsa's work.
- (ii) Represent the perspective of women students on all matters concerning the acsa and the College, and a regular forum/group/for women to meet.
- (iii) Organise social, educational and training events specifically for women.
- (iv) Establish and maintain contact with and provide information from groups and organisations which work on women's issues including other unions throughout the country and NUS.
- (v) Promote the positive involvement of women in all areas of the acsa's activities.
- (vi) Present relevant reports to the Executive Committee.
- (vii) Act reasonably and prudently in all matters, and in the best interests of the asca
- (viii) Provide a PVG certificate that does not go against acsa aims and objectives or impair their ability to carry out the role description.

The Young Students Officer

Who self-identifies shall be a member of the Executive Committee and Student representative Council shall:

- (i) Be a student aged between 16 and 18 at the start of the election.
- (ii) Be responsible for organising a young students group and encouraging young students to participate within it.
- (iii) Provide a perspective on the issues which affect young students to the Executive Committee, and ensure that this is recognised in all of the aca's work.
- (iv) Establish and maintain contacts with young student groups in other aca's and unions throughout the country and NUS.
- (v) Attend relevant conferences on behalf of the aca.
- (vi) Establish a number of projects relating young students' education, welfare and social needs at the beginning of the year, as agreed by the Executive Committee.
- (vii) Present relevant reports to the Executive Committee.
- (viii) Act reasonably and prudently in all matters, and in the best interests of the aca.
- (ix) Provide a PVG certificate that does not go against aca aims and objectives or impair their ability to carry out the role description.

The Sports & Physical Activities Officer

Who shall be a member of the Executive Committee and Student Representative Council shall:

- (i) Organise and publicise a variety of sports, health and wellbeing events to reflect the interests of all sections of the student body.
- (ii) Assist in the development of new sports clubs and sports societies
- (iii) Maintaining contact with all relevant clubs, societies, companies and organisations to the advantage of students.
- (iv) Liaise with appropriate bodies outside College for promotion and sponsorship of sports clubs and societies.
- (v) Establish and maintain contact with relevant officers at other colleges.
- (vi) Be responsible for the sale and distribution of tickets and the collection of monies for activities under the direction of the Sabbatical Officers.
- (vii) Meet with the Sabbatical Officers and the Events Officer to ensure that all sporting events are well publicised to all students on all sites.
- (viii) Consult with students on a regular basis and assist in the planning and delivery of events, in conjunction with the Sabbatical Officer, on the basis of information received from the student body.
- (ix) Present relevant reports to the Executive Committee.
- (x) Act reasonably and prudently in all matters, and in the best interests of the acsa.
- (xi) Provide a PVG certificate that does not go against acsa aims and objectives or impair their ability to carry out the role description.

