

6001

STANDING ORDERS GOVERNING THE POST OF VICE-PRESIDENT SCARBOROUGH

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 Vice-President shall be a Principal Officer of the Union; a Trustee of HUU and shall be the Chairperson (casting vote only) of the Scarborough Executive Committee and a voting member of the Union Executive Committee. The Vice-President Scarborough shall be responsible for Union representation and liaison between the Union, the University, the local community and national bodies for the Scarborough Campus.
3. **Election**
The Vice-President Scarborough shall be elected in accordance with Hull University Union election regulations¹.
4. **Duties**
The Vice-President Scarborough shall fulfil those duties and obligations that arise consequentially upon signing the Sabbatical Officer Contract for the post of Vice-President Scarborough..

In representing HUU's Members the Vice-President Scarborough shall regularly report on progress through the available student media with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- a) Coordinating Welcome Week on the Scarborough campus;
- b) Attending and representing HUU Scarborough Campus at official Union, University, local and national functions;
- c) Liaising with the President in producing Union publications relating to the Scarborough Campus including the Annual Report and press releases (in liaison with the Media Officer and Scarborough Union Manager where appropriate);
- d) Attending national and regional NUS events;
- e) Ensuring regular reviews of HUU Strategy relevant to Scarborough and action plans by the SEC and Zones; in particular, ensuring that required action is taken to bring about SUEI Gold;
- g) Supporting all members of the SEC as required and having regular one to one meetings with them.
- h) Holding a monthly meeting with the Dean of Scarborough campus.
- i) Ensuring Scarborough campus is marketed both externally and internally by the marketing department.

- j) Ensuring open forums and sabbatical surgeries happen regularly.
- k) Ensuring SEC officers tender reports to the relevant Zone meetings.
- l) Acting as editor in chief of any media (subject to the media being separate from Hull campus)

5. **Representation**

The Vice-President Scarborough shall have responsibility for representation of the Union at the Scarborough Campus to the local community, the University and the membership, on issues affecting Scarborough Campus

6. **Internal**

The Vice-President Scarborough shall be:

- a. Chairperson of:
 - (1) Scarborough Executive Committee;

- b. Voting Member of:
 - (1) Board of Trustees;
 - (2) UEC
- c. Ex-Officio Member of:
 - (1) Scarborough Sport Committee;
 - (2) Scarborough Education Committee;
 - (3) Scarborough Welfare Committee;
 - (4) Scarborough Community Committee;

7. **External**

The Vice-President Scarborough shall be the Scarborough Campus Union Public Relations Officer and first point of contact for any media enquiries referring to the Scarborough Campus. The Vice-President Scarborough shall liaise with the Scarborough Marketing and Publicity Assistant and Scarborough Union Manager on any printed material that shall be released for PR purposes.

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

- (1) University Court;
- (2) University Senate;

and any other committees that the VP Scarborough Campus shall be elected to

9. **Budget**

The Vice-President Scarborough shall have responsibility for the following budget head:

- i. Vice-President Scarborough
- ii. Agreeing the commercial activities budget set by the Scarborough Union Manager.

10. **Working Week**

The Vice-President Scarborough shall be based at the Scarborough Campus and their office hours shall take place at the Scarborough Campus.

MJB/WC
August 2010

Passed at UEC: 23rd August 2010.
Passed at Union Council: 18th October 2010