

STANDING ORDERS GOVERNING SCARBOROUGH WELFARE OFFICER

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 Scarborough Welfare Officer shall be a voluntary Officer of the Union and shall be a voting member of the Scarborough Executive Committee. The Scarborough Welfare Officer shall be responsible for the welfare of members in Scarborough. The Scarborough Welfare Officer is responsible to the Vice-President Scarborough.

3. Elections

The Scarborough Welfare Officer shall be elected in accordance with Hull University Union election regulations for Scarborough Campus.

4. Duties

The Scarborough Welfare Officer shall fulfil those duties and obligations that arise consequently upon being elected to the post of Scarborough Welfare Officer. Scarborough Welfare Officer is required to liaise with the Scarborough Executive Committee and Vice-President Scarborough over the delivery of the Welfare Operational plans on the Scarborough Campus and communicate via reports to the VP Welfare and the Welfare Zone.

In representing Hull University Union's Members at the Scarborough Campus the Scarborough Welfare Officer shall regularly report on progress through the available student media with particular emphasis on the successes achieved for both individual and groups of students. The Scarborough Welfare Officer is encouraged on average to spend at least six hours a week carrying out their duties. Particular duties shall include:

- a) Coordinating Hull University Union's Welfare Operational Plans on the Scarborough Campus.

- b) Conducting monthly surgeries with the membership of Hull University Union Scarborough Campus.
- c) Representing the views and opinions of Scarborough Students on any appropriate committee;
- d) Organising Scarborough Sexual Health and Guidance Week (SHAG week);
- e) Proposing updates on HUU Equal Opportunities Policy.
- f) Promoting and campaigning for equal opportunities within the Scarborough Campus, HUU and the local community.
- g) Liaising with local organisations on issues of equality and student welfare.
- h) Working actively with local bodies on matters affecting student health.
- i) Lobbying and campaigning to ensure sufficient provision is available for student general, sexual and mental health.
- j) Lobbying and campaigning to ensure sufficient provision is available for financial and debt management.
- k) Liaising with the Advice Centre Co-ordinator with regard to support, advice and information dissemination.

5. Internal

The Scarborough Welfare Officer shall be:

- a) Chairperson of:
 - (i) Scarborough Welfare Committee.
 - (ii) Any other welfare project that the Committee or Vice President Scarborough agree upon.
- b) Voting Member of:
 - (i) The Scarborough Executive Committee.

6. External

The Scarborough Welfare Officer shall represent the Union to the University on the following committees; sub-committees; groups and panels:

- a) Any Committee as appropriate

7. Budget

The Scarborough Welfare Officer shall have no responsibility for any budget heads and must liaise with the Vice-President Scarborough to address any financial requirements that are required to fulfil their duties.

8. Administration and Support

The Scarborough Welfare Officer shall be mentored by the Scarborough Union Manager who shall organise a mentor meeting at least once every four weeks. The Scarborough Welfare Officer shall be assisted by the Advice Centre Coordinator and Scarborough Union Manager who will deal with all administration connected

with the role and provide the Scarborough Welfare Officer with additional help and support in conjunction with the Vice-President Scarborough and VP Welfare.

9. Notice of any issues

The Scarborough Welfare Officer is required to notify the Vice-President Scarborough of any issues which will affect their ability to carry out their duties. The Vice-President Scarborough, other Sabbatical Officers and Hull University Union shall support the Scarborough Welfare Officer during times of assessment and unforeseen circumstances to ensure their role is not compromised.

WC/MJB

August 2010

Passed at UEC: 14th September 2010.

Passed at Union Council: 18th October 2010