

STANDING ORDERS GOVERNING SCARBOROUGH COMMUNITY 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 Community Officer shall be a voluntary Officer of the Union and shall be a voting member of the Scarborough Executive Committee. The Scarborough Community Officer shall be responsible for the internal Community of Hull University Union Scarborough Campus, including Societies, International Students and Media committees. The Scarborough Community Officer shall also be one of Hull University Union's representatives along with the Vice President Scarborough Campus to the external local community in relation to student issues. The Scarborough Community Officer is responsible to the Vice-President Scarborough. The Scarborough Community Officer is Deputy Editor -in-Chief of all Scarborough media, with items containing legally controversial material being submitted to the Editor-in-Chief

3. Elections

The Scarborough Community Officer shall be elected in accordance with Hull University Union's Scarborough Campus election regulations.

4. Duties

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

In representing Hull University Union's Members at the Scarborough Campus the Scarborough Community Officer shall regularly report on progress through all student media in Scarborough with particular emphasis on the successes achieved

for both individual and groups of students. The Scarborough Community 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 Community Operations Plan on the Scarborough Campus.
- b) Conducting monthly surgeries with the membership of Hull University Union Scarborough Campus.
- c) Attending all community forums and group meetings in term time
- d) Consulting with the student body on community issues that affect students with reference to changes that could impact upon them. This is to include holding open surgeries at the Scarborough campus at an agreed time and place published a week in advance
- e) Representing students on issues of safety, crime and housing both within the University and the local community.
- f) Working with the Community Volunteer Advisor on all volunteering initiatives in the local communities of Scarborough
- g) Monitoring the content of all Scarborough media.
- h) Being responsible for maintaining a harmonious relationship with the local community and promoting positive student activity.
- i) Ensuring the needs of International students are met.

5. Internal

The Scarborough Community Officer shall be:

- a) Chairperson of:
 - (i) Scarborough Community Committee
- b) Voting Member of:
 - (i) The Scarborough Executive Committee.
 - (i) All media committees

6. External

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

- a) Shall attend:
 - (i) All Ward forum and Scarborough Renaissance meetings within the university's ward in Semester.
 - (ii) Any other community meetings.

7. Budget

The Scarborough Community 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 Community Officer shall be mentored by the Union Manager Scarborough who shall organise a mentor meeting at least once every four weeks. The Scarborough Community Officer shall be assisted by the Community Volunteering Advisor and the Student Activities Co-ordinator who will deal with all administration connected with the role and provide the Scarborough Community Officer with additional help and support in conjunction with the Vice-President Scarborough and VP Community.

9. Notice of any issues

The Scarborough Community 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 Community Officer during times of assessment and unforeseen circumstances to ensure their role is not compromised.

WC/MJB

August 2010

Passed at UEC: 23rd August 2010.

Passed at Union Council: 18th October 2010