

STANDING ORDERS GOVERNING SCARBOROUGH EDUCATION 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 Education Officer shall be a voluntary Officer of the Union and shall be a voting member of the Scarborough Executive Committee. The Scarborough Education Officer in conjunction with the VP Education shall be responsible for the academic welfare, support and representation of students at the Scarborough Campus. The Scarborough Education Officer is responsible to the Vice-President – Scarborough.

3. Elections

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

4. Duties

The Scarborough Education Officer shall fulfil those duties and obligations that arise consequently upon being elected to the post of Scarborough Education Officer. Scarborough Education Officer is required to liaise with the Scarborough Executive Committee and Vice-President – Scarborough over the delivery of the Education strategy on the Scarborough Campus and to communicate reports to the VP Education to be read at Education Zone meetings. The Scarborough Education Officer is encouraged to spend at least six hours a week on average carrying out their duties. In representing Hull University Union's Members at the Scarborough Campus the Scarborough Education 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.

Particular duties shall include:

- a) Assisting and supporting the VP Education with the implementation of HUU's Education Operational Plans on the Scarborough campus.

- b) Conducting monthly surgeries with the membership of Hull University Union Scarborough Campus.
- c) Liaising with the University of Hull at Scarborough on behalf of all its enrolled students.
- d) Representing the views of the Scarborough Campus students to the Education Zone by report.
- e) Assisting VPE and ERC with the election of:
 - i. Course Representatives
 - ii. Faculty (Board);
 - iii. Faculty (Learning & Teaching / Learning, Teaching & Assessment);
 - iv. Senate.
- f) Consulting with the student body on education issues that affect students on a national and local level with reference to changes that could impact upon them.
- g) Campaigning on education issues that affect students on the Scarborough Campus.
- h) Liaising with the VPE and ERC on issues affecting the student body specifically those raised in committee minutes to ensure a consistent position is maintained throughout the committee structure.

5. Internal

The Scarborough Education Officer shall be:

- a) Chairperson of:
 - (i) The Scarborough Academic Council.
- b) Voting Member of:
 - (i) The Scarborough Executive Committee.
 - (ii) The Scarborough and Hull Academic Council.

6. External

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

- a) None

7. Budget

The Scarborough Education 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 Education Officer shall be mentored by the Union Manager Scarborough who shall organise a mentor meeting at least once every four weeks.

The Scarborough Education Officer shall be assisted by the Education and Representation Co-ordinator and Scarborough Union Manager who will deal with all administration connected with the role and provide the Scarborough Education Officer with additional help and support in conjunction with the Vice-President – Scarborough and VPE.

9. Notice of any issues

The Scarborough Education 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 Education 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