

Regulation 1 Officers of the Union

A. Officers of the Union

1. The Officers of the Union Shall be:

- President
- Deputy President
- Sites & Services Officer
- Alumni & Careers Officer
- Secretary
- Treasurer
- Academic Officer (Years 1, 2 & Graduate Entry)
- Academic Officer (Year 4, Biomedical and Pharmacology)
- Academic Officer (Years 3, 5 & 6)
- Welfare Officer
- Clubs & Societies Officer
- RAG Chair
- Summer Ball Chair
- Entertainments Chair
- Social Secretaries (2 Officers)

B. General Provisions

1. The Officers of the Union have a collective responsibility as trustees of the Union to execute their office according to the Aims and Objects of the Union.
2. An Officer of the Union may resign in writing to the President. The President of the Union may resign in writing to the President of Imperial College Union and the Principal of the Faculty of Medicine.
3. The President is responsible for the co-ordinating the work of the Officers of the Union, and in the event of a vacancy or an Officer of the Union being unable to fulfil his or her duties, the President may delegate the powers and responsibilities of that Officer.
4. No Person may hold more than one Officer of the Union post.
5. The President, Treasurer and Clubs & Societies Officer may not be the principle officer of a club or society.
6. No Officer of the Union may co-opt their position.

C. Job Descriptions of Officers of the Union

President

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for managing the Students' Union Officers and supervising the day to day activity of the Union
- Oversees the running of the Reynolds Bar, including management of staff
- Represents the views and interests of ICSM students (on education, welfare, extracurricular activities and post-qualification issues) to the College, the Medical School, ICU, prospective students and schools, and external bodies such as the GMC, BMA and funding bodies

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Executive Committee

2 April 2009

- Chairs the School of Medicine Staff Student Liaison Group meetings, the ICSMSU Executive meetings and the BMA ISC meetings
- An advocate for students in times of College academic or disciplinary disputes
- Responsible for overseeing the ICU Disciplinary policy relating to any Faculty of Medicine student as delegated by the ICU President
- A point of contact for students with pastoral and welfare concerns
- Responsible for coordinating the School of Medicine Open Days and interviews in coordination with the UMO
- Responsible for the election of ICSMSU Executive Officers
- Actively updates the ICSMSU website in conjunction with all other officers
- Financially responsible for ICSMSU along with the Treasurer
- Accountable to ICU Council, the Imperial College NHS Trust Charitable Trustees, the Faculty of Medicine and the electorate for all activities of ICSMSU
- The ultimate representative of ICSMSU and responsible for all its actions

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Deputy President

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports to the ICSMSU President and takes on delegated presidential duties where appropriate
- Deputises for the President in his/her absence
- Supports and assists the President
- Aids with other officers' roles where necessary.
- Monitors the ICSM Students' Union Constitution
- Continually updates the ICSMSU website
- Works with the officers to develop their roles
- Works with the School of Medicine Student Experience Vertical Theme Head to help develop all aspects of the student experience

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Responsible for coordinating all aspects of the ICSMSU quality assurance process, including but not exclusively implementation of the 5 year strategy and Union development

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Alumni & Careers Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Promote the cause of the ICSM Alumni to final year students and develop ways of involving postgraduates
- Liaise and work with the UMO Alumni Administrator to the benefit of the members
- Be an advocate of the ICSM Alumni and work with the ICSMSU President and honorary ICSM Alumni President in developing it and furthering its aims
- Chairs meetings of the ICSM Alumni Executive
- Maintains the ICSM Alumni website and updates relevant parts of the ICSMSU website
- Responsible for informing students on the job application process and career opportunities, including editing the ICSM Careers guide
- To liaise with the President, Academic Officers, Faculty and external bodies regarding medical careers
- Co-ordinates regular events for students and alumni on relevant and beneficial topics, including the Mansfield Lecture Series

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Sites & Services Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Representation of the interests of students at all teaching sites Should inspect all facilities both clinical and non-clinical, for example, common rooms, bike racks and computer facilities
- To monitor and maintain all Union facilities, including offices, common-rooms, storage, shops, student spaces and the Reynolds Bar
- To liaise with Academic and Welfare Officers regarding sites issues so as they can best represent students at appropriate meetings
- Liaise with the Academic Officer (Years 3, 5 & 6) regarding future development of teaching and services at clinical sites
- Line manager of the Reynolds Bar managers and staff, and the merchandise shop staff
- Liaise with the Reynolds Bar Managers to ensure all facilities are working to ensure successful events
- Responsible for the running of the ICSMSU shops and supply of merchandise
- Chair of the Reynolds Bar Steering Group meetings and the Charing Cross Residents meetings

Secretary

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Carries out the secretarial affairs of the ICSMSU Executive, ICSMSU Clubs & Societies Executive and the Reynolds Bar Steering Group
- Responsible for administrative affairs within the ICSMSU Executive, including but not exclusive to duty rotas and room bookings
- Responsible for all Union publications, archive records and documentation
- Responsible for bookings of all ICSMSU space
- Ultimate responsibility for the publicity of events organised by the Students' Union via posters, website, newsletter, emails, plasma screen etc Continually updating and monitoring of the Union website Work closely with the Entertainment Chair and Social Secretaries with regard to social activities within ICSMSU, including but not exclusively Freshers' Fortnight, bops, and Balls etc
- Liaise with clubs and societies, the Entertainments team and the bar managers regarding publicity opportunities for events
- Responsible for production of the term planner by liaising with social and club and societies officers

Treasurer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Overall financial responsibility for all clubs and societies within ICSMSU as well as for the Executive
- Ensuring all club and society officers have had appropriate training in Union finances so as to ensure they are able to run smoothly
- Ensuring all events and tours for clubs, societies and the SU have been appropriately budgeted and authorised, giving assistance and advice on these matters
- Ensuring all clubs and societies annual budgets are submitted on time and meet guidelines
- Allocation of club and soc budgets for the following year with the clubs and societies officer

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Executive Committee

2 April 2009

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- Reportable to the ICU Deputy President (Finance & Services)

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Welfare Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Represents students' welfare needs to the Faculty and to ICU at ICU Council, Representation and Welfare Board, Student Welfare Committee and Staff Student Liaison Groups Act upon relevant welfare issues from the above meetings and feedback all outcomes to the student body, thus ensuring they are always well informed
- Is an independent listener and advocate for students who need advice and support
- Liaise with the Faculty Senior Tutors regarding student welfare, Criminal Records Bureau and Fitness to Practice information
- Liaise with the ICU Deputy President (Welfare) regarding welfare campaigns
 - Organises and monitors the medical school 'mums and dads' system for the incoming freshers, including the 'mums and dads' party.
- Works with the Academic Officers to organise activities to encourage integration of 3rd year Oxbridge students as well as Graduate Entry Students,
- Maintain and update the Welfare section of the ICSMSU website Liaise with the Academic Officers and Sites & Services Officer to ensure that any overlapping problems are dealt with accordingly
- Reportable to the ICU Deputy President (Welfare)

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BSc and Graduate... o...s beginning the new fast track course. ... [23]

Academic Officer (Years 1, 2 and Graduate Entry)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study
- To represent post-graduate students on both the six-year and Graduate Entry courses Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees Represent ICSM Students' Union to College, ICU Council, RWB and the School of Medicine Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed
- Organise student representatives to lead tours of the medical school on interview and open days
- Organise the recruitment and election of the Education Year Reps and DepSoc committees for years 1, 2 and GEP
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Be an advocate of SOLE and help develop ways to increase participation
- Maintain the education section of the ICSMSU website
- Reportable to the ICU Deputy President (Education)

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<#>Act as a moderator on the WEBCT forum for clinical years 3,5 & 6 and, in conjunction with education representatives, address any issues raised ¶
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Academic Officer (4, BMS & Pharmacology)

Executive Committee

2 April 2009

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant courses Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- To represent the needs of students in Year 4 and on the Biomedical Sciences and Pharmacology courses
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council, RWB, Humanities Committee and the School of Medicine. Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.
- Organise the recruitment and election of Education Year Reps and DepSoc committees for the 4 courses which they are representing
- Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website
- Reportable to the ICU Deputy President (Education)

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<#>Organise student representatives for the Interview Panels for the Medical School and organise tours of the medical school in conjunction with the year reps on interview days. ¶

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Academic Officer (Years 3,5 & 6)

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Be able to represent students in matters relating to all aspects of education of the relevant years of study Integrate and establish a good channel of communication between students and the Academic officer and between students and staff of the Faculty of Medicine
- Voice the needs and opinions of students to the appropriate Student Staff Liaison Groups and Education Sub Committees
- Represent ICSM Students' Union to College, ICU Council RWB and the School of Medicine
- Responsible for the coordination of submission of papers to the relevant Student Staff Liaison Groups and Education Sub Committees
- Act upon relevant education issues from the above meetings and feedback all decisions to the student body, thus ensuring they are always well informed.
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- Organise student representatives for the interview panels for the Medical School Organise the recruitment and election of the Education Year Reps for years 3, 5 & 6 Train year reps, arrange regular meetings with them and co-ordinate student feedback in staff student liaison groups
- Chair of the ICSM Year representatives meetings
- Be an advocate of SOLE and help develop ways to increase participation.
- Maintain the education section of the ICSMSU website, including advice on courses and resources available for revision
- Maintain close links with the Medical Education Society to ensure that communication between students, staff and clinicians is effective. Also help to promote MedEd events
- Work with the School of Medicine and the relevant Vertical Theme Head in order to increase awareness of the standards of student professionalism expected
- Reportable to the ICU Deputy President (Education)

Executive Committee

2 April 2009

Clubs & Societies Officer

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Responsible for the organisation of Clubs and Societies in all matters e.g. communication of match fixtures, results and problems that arise during the year as well as organisation of club information packs and post
- Responsible for the financial running of ICSMSU Clubs and Societies with the ICSMSU treasurer, including the distribution of contingency funds, And allocation of Hammermith Trust Grants
- Work alongside the Entertainment Chair to organise the annual Sports Dinner
- Liaise with the Sites & Services officer regarding storage of clubs and societies equipment Works with the alumni officer to increase awareness of clubs and societies to ICSM Alumni
- Chair of the ICSMSU Clubs and Society Executive Committee and represents clubs and societies wishes to the Students' Union Executive
- Represents ICSMSU on the ICU Clubs & Societies Board
- Represents ICSM at all internal and external committees e.g. BUCS, Sport Imperial and ULU committees
- Maintain the Clubs & Societies section of the ICSMSU website
- Reportable to the ICU Deputy President (Clubs and Societies)

Entertainment Chair

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- A point of contact for all things that fall under the category of social within the medical school. Social secretaries report directly to the Entertainments Committee
- Responsibility for the organisation of a well-planned and financially successful Fresher's fortnight, including the creation of the Fresher's passport and handbook
- Responsible for social integration of Oxbridge, pharmacology, biomedical sciences and graduate entry students in conjunction with the Academic Officer and the Welfare officer
- Liaise with the secretary to help create the term planner.
- Planning and execution of a popular and financially successful Fresher's and Christmas Ball with the social team
- Throughout the year, ultimately responsible for the organisation and smooth running of SU Executive organised event, designed to cater for all members of the Union
- Responsible for the allocation process of Friday bops to ICSMSU clubs and societies
- Responsible for the publicity for all social events is in conjunction with the ICSMSU secretary via posters, the ICSM SU website, newsletter and plasma screens
- Oversees the social secretaries of the individual clubs and societies regarding any events they wish to hold, in conjunction with the Clubs and Societies Officer Oversees the Summer Ball Chair, STFYD Chair, Halfway Dinner Chair and RAG chair, and should sit in on the majority of their respective committee meetings To work closely with the Sites & Services Officer and Reynolds Bar managers, attend the Bar Steering Group meetings and look for ways to continually drive and promote the Reynolds Bar

Responsible for delegation of 'on the night' operations at bops and other events, to ensure that clubs and societies are well drilled in the security and stewarding procedures involved in running an event, and to liaise with college security regarding license extensions and residents complaints Social Secretaries (2 posts)

- First and foremost an officer of the Union

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Executive Committee

2 April 2009

- Represents the interests of all ICSMSU students
- Report directly to the Entertainment Chair
- Key organisational role in Freshers' Fortnight; SU organised balls, bops, events and afterparty venues for sports nights
- Responsible for maintaining the social section of the ICSMSU website to ensure the medical school is aware of upcoming social events
- Liaise with the bar and secretary to help promote events at the bar and be involved in making them run smoothly
- Member of the Entertainments Committee

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RAG Chair

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports directly to the Entertainment Chair
- Responsible for the creation and co-ordination of a RAG committee
- Along with the RAG committee, decide who will be the beneficiary of the year's campaign
- Responsible for the organisation of RAG Dash, RAG Week, the RAG Ball and any other RAG events
- Responsible for electing a Fashion Show Chair (SU Executive ratification needed)
- Financially responsible for the RAG society
- Member of the Entertainments Committee

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Summer Ball Chair

- First and foremost an officer of the Union
- Represents the interests of all ICSMSU students
- Reports directly to the Entertainment Chair
- Responsibility for the co-ordination of a Summer Ball committee, and subsequently for the organisation of the Summer Ball, including its venue, food, decoration, entertainment, publicity, sponsorship and acquirement of speakers
- Member of the Entertainments Committee
- Responsible for the creation and co-ordination of a Summer Ball committee

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Page 4: [24] Deleted (specifically "Resit advice"/"Useful Contacts"/"FAQs" sections) Act as a moderator on the WEBCT forum for clinical years 3,5 & 6 and, in conjunction with education representatives, address any issues raised	Windows User	07/02/2009 14:07:00
Page 4: [24] Deleted Education	Windows User	07/02/2009 14:08:00
Page 4: [25] Deleted o	Mark Chamberlain	08/02/2009 15:46:00
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Academic Affairs Meetings (and Humanities Committee where appropriate)		
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the		
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which they are representing		
Page 4: [29] Deleted	medic	20/03/2009 17:09:00
((BScs and GPost-graduates))		
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Organise the School of Medicine Open Days with the Medic President, including the recruitment of volunteers to assist during the events		
Page 5: [31] Deleted	Mark Chamberlain	08/02/2009 15:15:00
and organise tours of the medical school in conjunction with the year reps on interview days.		
Page 5: [32] Deleted	Mark Chamberlain	08/02/2009 15:17:00
and one representative for Oxbridge		
Page 6: [33] Deleted	Mark Chamberlain	07/02/2009 14:17:00
which meets at least termly		
Page 6: [34] Deleted	Mark Chamberlain	07/02/2009 14:17:00
BUSA (British Universities Sports Association)		
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4th Year and Postgraduate Education		
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; e.g. quiz nights, pre-varsity, comedy nights		
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essential and is the responsibility of the social team,		
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the Reynolds. Bops to be organised and allocated via the bop application pack. Work		
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; at the very least any meetings where key decisions are to be made		
Page 6: [40] Deleted	Mark Chamberlain	08/02/2009 15:11:00
(e.g. Reynolds Bar Event Log)		
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– to report directly to the President on these matters		