

DPFS Bye Laws Job Description Changes

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Purpose: To propose a new job description for the DPFS in the bye-laws.

Decision(s): To approve

A. Purpose

1. The current job description clauses in the Union bye-laws for the DPFS are outdated and need rewriting. There are a couple of sub-clauses where the law is quite clear about who these responsibilities should sit with, the DPFS role is not that person and is instead clearly defined to be senior staff managed. I have re-written those sections to ensure that the DPFS still is able to engage students' interests in those areas whilst allowing the responsibility to sit with the appropriate person.

B. Current Job Description

2. The Deputy President (Finance & Services) shall:
 - 2.1. Take on Presidential duties as appropriate,
 - 2.2. Be responsible for reporting student opinion on health and safety to the College, the Union and external bodies, suggesting areas for development, in conjunction with the relevant Union committees and staff,
 - 2.3. Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSPs) volunteers, in conjunction with the relevant Union committees and staff,
 - 2.4. Be jointly responsible with Deputy President (Clubs & Societies) for overseeing support on financial matters to Clubs, Societies & Projects,
 - 2.5. Be responsible for the Union's Financial Procedures,
 - 2.6. Be responsible for the Union's Health and Safety Procedures,
 - 2.7. Be responsible for ensuring student interests are accounted for in the delivery of Union services (commercial and otherwise) that the Union provides at all campuses, including, but not limited to conferencing, retail and licensed trade services,
 - 2.8. Be ultimately responsible for the sponsorship of the Union,
 - 2.9. Be ultimately responsible for the training, support and recognition of all student staff, in conjunction with the relevant Union committees and staff.

C. Proposed Job Description

3. The Deputy President (Finance & Services) shall:
 - 3.1. Take on Presidential duties as appropriate,
 - 3.2. Be responsible for reporting students' interests on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees and staff,
 - 3.3. Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSPs) volunteers, in conjunction with the relevant Union committees and staff,
 - 3.4. Be jointly responsible with Deputy President (Clubs & Societies) for overseeing support on financial matters to Clubs, Societies & Projects,
 - 3.5. Be responsible for reporting students' interests on financial procedures that impact students, suggesting areas for development, in conjunction with the Finance & Risk

sub-committee of the Board of Trustees, where the Deputy President (Finance & Services) will be a member,

- 3.6. Be responsible for ensuring students' interests are accounted for in the delivery of the Union services provided at all campuses, including but not limited to conferencing, retail and licensed trade services,
- 3.7. Be responsible for the sponsorship of the Union,
- 3.8. Be responsible for ensuring students' interests are considered in the training, support and recognition of all student staff, in conjunction with the relevant Union committees and staff,
- 3.9. Be responsible for ensuring students' interests are the key driving factor behind Union events, in conjunction with the relevant Union committees, volunteers and staff,
- 3.10. Be responsible for reporting students' interests on matters of sustainability – environmental, financial, and social – to both the College and the Union, suggesting areas for development, in conjunction with the relevant Union committees, volunteers and staff.