

# SO 2001

## **STANDING ORDER GOVERNING THE POST OF ACTIVITIES 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 Activities Officer shall be a Principal Officer of the Union; a Trustee of HUU and a voting member of the Union Executive Committee. The Activities Officer shall be responsible for the Societies, RAG (Raising and Giving) and Media committees at HUU. The Activities Officer is head of the Activities Zone and is to liaise with its members on a regular basis. The Activities Officer is an Ex-Officio member of The Hullfire Committee, the Broadcasting Sub-Committee (Jam Radio) and the Television Sub-Committee (Torch TV).

### 3. **Election**

The Activities Officer shall be elected in accordance with Hull University Union election regulations<sup>1</sup>.

### 4. **Duties**

The Activities Officer shall fulfil those duties and obligations that arise consequentially upon signing the Student Officer Contract for the post of Activities Officer.

In representing HUU's members the Activities Officer shall regularly report on progress through the student media (The Hullfire/Jam Radio/Torch TV) with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- Support all societies, volunteer groups, student media and RAG;
- Represent students on all student activities matters;
- Engage with students on a regular basis;

- Run campaigns on student issues and assist in campaigns that other officers may be running;
- Be a member of a Faculty Board and represent students from that Faculty on all academic and non-academic issues in liaison with the respective Faculty Rep and Education Officer;
- Oversee all volunteering initiatives in the local communities of Hull in co-ordination with the relevant member of HUU staff;
- Ensure that all Media committees carry out their duties;
- Ensure that the Activities zone budget is not exceeded;
- Ensure all Activities Zone events and trips are risk assessed by the relevant member of HUU staff;
- Support part-time Officers and fellow Student Officers with their projects;
- Contribute to training of student volunteers and part-time elected officers;
- Liaise with relevant HUU staff on issues affecting the student body.

5. **Internal**

The Activities Officer shall be:

- a. Voting Member of:
  - (1) Board of Trustees;
  - (2) Union Executive Committee;
  
- b. Ex-officio member of:
  - Activities Zone;
  - Media Committees;
  - Hullfire Committee;
  - Broadcasting Sub-Committee (Jam Radio);
  - Television Sub-Committee (Torch TV);
  - Societies Executive Committee;
  - Raising and Giving (RAG) Committee.

6. **Signatory**

The Activities Officer shall be an authorised signatory as detailed in Standing Orders Governing Financial Procedures.

7. **Budget**

The Activities Officer shall have responsibility for the following budget heads:

Activities;  
Raising and Giving;  
Community Volunteering;  
Societies;  
Hullfire;  
Jam Radio;  
Torch TV.

UEC passed: 7th December 2012  
Union Council passed: 15/04/2013

UEC: 26 April 2016  
UC: 9 May 2016

UEC:  
UC: 20 February 2017

UC: 8 May 2017