PART-TIME OFFICER HANDBOOK

2018-19

HULL UNIVERSITY UNION

Congratulations!

You have been elected to sit on Union Council and represent your constituency to your Students' Union and the wider University. As elected Officers you are the foundation to everything that we do in the Students' Union. We are very excited about the work ahead of us and the ambitions that you have to make the student experience here the best one possible.

We hope this training will help you with your role and that it will allow you to make the most out of your time as a Part-time Officer.

Happy reading!

HULL UNIVERSITY UNION

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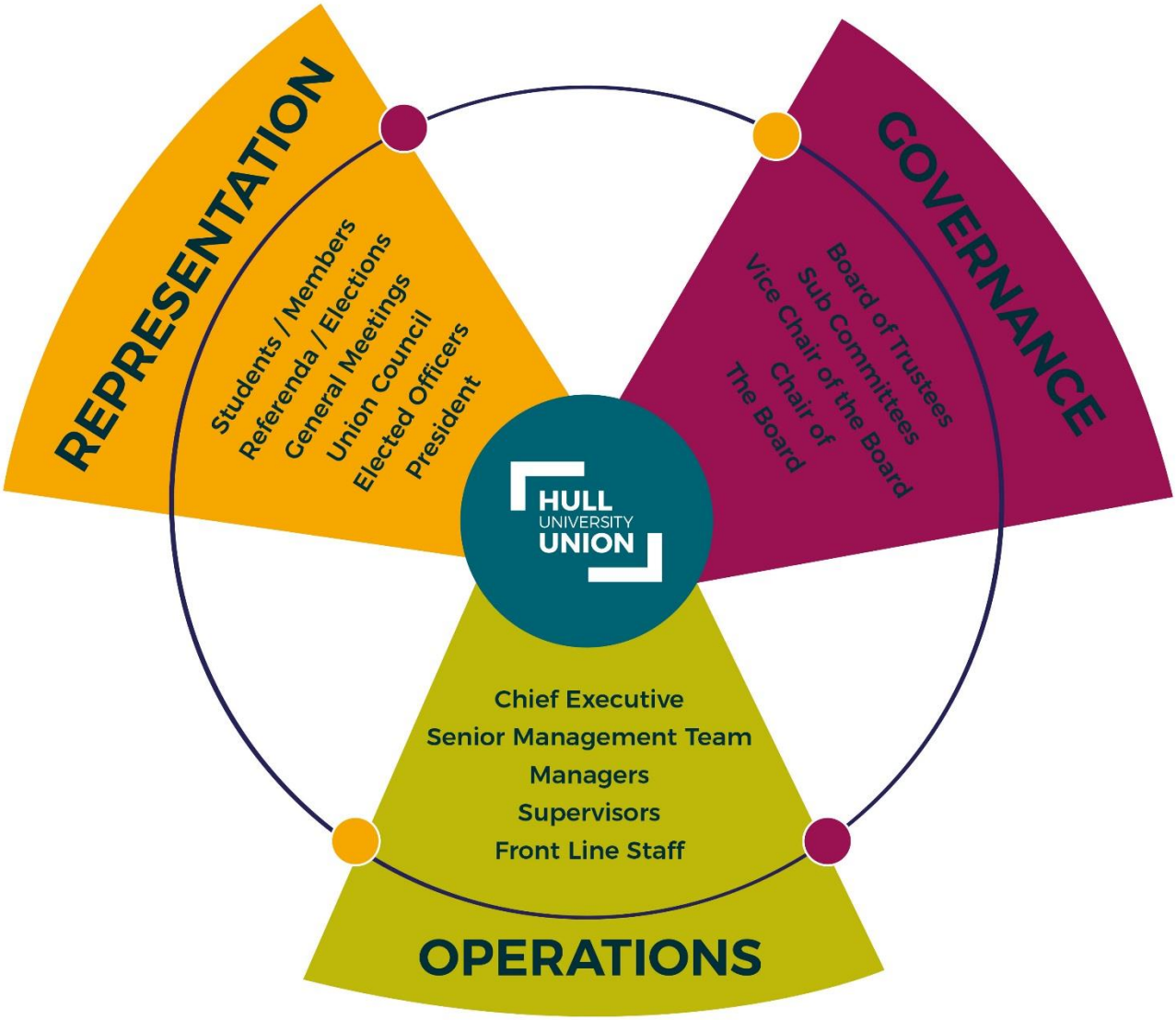
1. How do we operate?

1.1 Our Operational Structure



1.2 Our Objectives and Values

1.3 Board of Trustees

Our governance is carried out by a Board of Trustees. This includes the five Presidents, four external Trustees selected for their skills and experience and four elected Student Trustees. The Board meets approximately six times per year to coincide with important times in the planning and reporting cycle. The Chief Executive, Jane Stafford, acts as advisor.

The Board concentrates much of its time looking to the future and positioning us so that we can continue to meet the needs of all our student members on a continuing basis.

1.4 Union Executive Committee

The Union Executive Committee (UEC) consists of the Presidents, who are responsible for implementing the vision, mission, values and strategy set by the Board of Trustees. The UEC focuses on representing students.

1.5 Presidents

There are five Presidents elected annually: President of the Students' Union, President of Welfare & Community, President of Activities, President of Sports and President of Education.

They are full-time paid representatives who take their position for a year.

All Presidents sit on the Board of Trustees alongside the other elected student trustees. Each President leads the Zone for which they are elected.

Each President will contribute to the work of UEC in ensuring the collective voice of our student members is heard by the University, the local community and nationally.

1.6 Union Policies

Including, but not limited to:

- Zero Tolerance Policy towards Bullying, Harassment and Discrimination
- Equality & Diversity Policy
- External Speaker Policy
- Alcohol and Initiation Policy
- Breastfeeding Policy

These can be viewed on the Union website or you can speak to a member of staff to obtain a hard copy or ask any questions.

2. The Zones

Union Council Structure 2018/19

BOARD OF TRUSTEES: 5 Presidents, 4 Student Trustees, 4 External Trustees				
UEC (Union Executive Committee): 5 Presidents				
UNION COUNCIL: 5 Presidents (non-voting)				
President of the Students' Union	President of Education	President of Activities	President of Welfare & Community	President of Sports
Governance Zone	Education Zone	Activities Zone	Welfare & Community Zone	Sports Zone
Zone Chairs 2 Councillors for Scrutiny	4 Faculty Reps International Students Officer Part-time Students Officer Mature Students Officer Postgraduate Taught Students Officer Postgraduate Research Students Officer HYMS Students Officer Foundation Students Officer 2 Councillors for Scrutiny	Media Rep(s) Societies Mentors (2 Co officers) Chair RAG Societies Council Rep HYMS Societies Rep 2 Councillors for Scrutiny	Disabled Students Officer LGBT+ Co-officers Trans Rep BAME Students Officer LINKS Officer Women's Officer Environment & Ethics Officer 2 Councillors for Scrutiny	AU Members Rep AU Secretary AU Non BUCS Rep AU Participation and Inclusivity (2 Co officers) 2 Councillors for Scrutiny

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2.1 Governance Zone

President of the Students' Union
Osaro Otobo
O.Otobo@hull.ac.uk
@HUUPresident
01482 466278

- Chairs UEC
- Oversees the work of the President team
- Head of the Governance Zone
- Acts as the main link between the University and the local community

Chair Union Council	Jessica Clunan
Chair Education Zone	Saalo Sparkes
Chair Activities Zone	Dominic Clare
Chair Welfare & Community Zone	Jessica Clunan
Chair Sports Zone	Daniel Bill
Councillor of Scrutiny	Daniel Ingram
Councillor of Scrutiny	Reece Lingard

All Part-time Officers have the opportunity to run to be the Chair of their Zone and Chair of Union Council. These officers then also sit on the Governance Zone.

Staff Support:
Nicole Steele, Student Voice Manager
N.Steele@hull.ac.uk
01482 466246

2.2 Education Zone

President of Education
Isobel Hall
I.Hall2@hull.ac.uk
@HUUEducation
01482 462064

Head of the Education Zone.

- Responsible for academic welfare, support and representation of students
- Organisation of the course representation system and elections for student and senate representatives
- Chairs Course Rep Forum
- Responsible for the Part-Time, Postgraduate, International and Mature Student Officers

Part-time Students Officer	VACANT
Mature Students Officer	Marc Brooke
Postgraduate Research Students Officer	Charlotte Durham
Postgraduate Taught Students Officer	Rosie Russell
International Students Officer	Gavin Zhongxiaochu Gong
Faculty Rep (Business, Law and Politics)	Lee Tilling
Faculty Rep (Arts, Cultures and Education)	Amy Heaney
Faculty Rep (Health Sciences)	Saalo Sparkes
Faculty Rep (Science & Engineering)	Sanaa Sabir
HYMS Students Officer	Emma Welch
Foundation Students Officer	VACANT
Councillor of Scrutiny	Lee Pearson
Councillor of Scrutiny	Miguel Beedle

Staff Support:
Benedict Greenwood, Education Co-ordinator
huu-representation@hull.ac.uk
01482 466269

Fran Trceziak, Education Co-ordinator
huu-representation@hull.ac.uk
01482 463429

2.3 Welfare & Community Zone

President of Welfare and Community
Andy Costigan
A.Costigan@hull.ac.uk
@HUUWelfare
01482 466259

Head of the Welfare & Community Zone.

- Promotes and campaigns for equal opportunities at the University of Hull and the wider community
- Liaises with national, regional and local organisations on issues of equality and student welfare
- Responsible for the following committees: LGBT+, Women's, BAME students, LINKS, Disabled students and Environment & Ethics

BAME Students Officer	Eric Martin
Disabled Students Officer	Jessica Clunan
LGBT+ Co-officers	Ralph Lending
Trans Rep	Rayan Shipton
Women's Officer	Phoebe Bastiani
Environment & Ethics Officer	Adam Kirk
LINKS Officer	Rory Hamill
Councillor of Scrutiny	Mayanie Koroma

Staff Support:
Stephanie Halsey, Campaigns & Democracy Co-ordinator
S.Halsey@hull.ac.uk
01482 463216

2.4 Activities Zone

President of Activities
Tom McNamara
T.McNamara@hull.ac.uk
@HUUActivities
01482 466245

Head of the Activities Zone.

- Supports Raising and Giving (RAG) Committee
- Oversees The Hullfire newspaper, Jam Radio and Torch TV
- Responsible for our Society provision

Media Representative	Jam Radio: Connor Drake/Nathan Alcock
Chair RAG	Olivia Tant
Societies Mentors	Robert Ackers
	David Wait
Societies Council Rep	VACANT
HYMS Societies Rep	Charlie Dorlin
Councillor for Scrutiny	Emily Green
Councillor for Scrutiny	Dominic Clare

Staff Support:
Chloe Birr-Pixton, Student Opportunities Manager
chloe.birr-pixton@hull.ac.uk
01482 466297

Vicky Dean, Sports & Societies Co-ordinator
v.dean@hull.ac.uk
01482 466254

Angie Drinkall, Volunteering Co-ordinator
a.drinkall@hull.ac.uk
01482 466295

2.5 The Sports Zone

President of Sports
Nick Wright
Nicholas.Wright@hull.ac.uk
@HUUSport
01482 466256

Head of the Sport Zone.

- Responsible for the organisation of AU Council and AU events
- Ensures the safety and legality of all AU activities, including insurance policies held and required by the AU
- Works with the Sports Zone and the Societies & Sport Co-ordinator to oversee kit, AU events, Varsity, BUCS, Communication and club finances
- Responsible for lobbying the University for better sports provision

AU Members' Representative	Sian Doherty
AU Secretary	Maisie Loggie
AU Non BUCS Rep	Erin Pettit
AU Participation and Inclusivity	Chiedzu Dzumbuna
	Meg Cooke
Councillor for Scrutiny	Daniel Bill

Staff Support:
Vicky Dean, Sports & Societies Co-ordinator
v.dean@hull.ac.uk
01482 466254

3. Who's Who in the University

University Leadership Team (ULT)

The University Leadership Team (ULT) is the senior management decision-making body of the University.

Vice-Chancellor: Professor Susan Lea
Professor Susan Lea is passionate about the role of universities in transforming lives and positively impacting society. Her role is overall strategic leadership of the University.

Deputy Vice-Chancellor and Pro-Vice-Chancellor for Academic Affairs: Professor Glenn Burgess
Professor Glenn Burgess has worked at the University of Hull since 1994 and his research interests lie in the history of Tudor and Stuart England, the history of political thought, and philosophy and theory of history.

Pro-Vice-Chancellor for Education: Professor Rebecca Huxley-Binns (from January 2019)

Pro-Vice-Chancellor for International: To be appointed

Pro-Vice-Chancellor for Research and Enterprise: Dr David Richards
Dr Richards is leading on the changes in research and enterprise and will help drive the University's ambitions to become an internationally-renowned centre of research excellence.

University Registrar and Secretary: Jeannette Strachan
Jeannette is responsible for Governance and Compliance, Legal Services, Health and Safety and Student Services (including Careers and Employability, Registry Services, Student Wellbeing and the Student Hub).

Chief Finance Officer: Stephen Willis
As CFO, Stephen is responsible for the Finance, Information Communication Technology (ICT), Campus and Accommodation and Estates departments.

Human Resources Director: Kate O'Connell
Kate O'Connell was appointed to the post of HR Director in 2015, and is responsible for human resources across the University.

Interim Dean of Faculty of Arts, Culture and Education: Professor Paul Middleton
Dean of Faculty of Health Sciences: Professor Julie Jomeen
Interim Dean of Faculty of Science and Engineering: Professor Graham Scott
Dean of Faculty of Business, Law and Politics: Professor Kathryn Haynes

If you are interested in finding out more about the University's strategy, you can find the strategic plan for 2016-2020 here.

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4. Top Tips for Councillors

1. Regularly check your emails. This is our main form of contact, and a meeting could be called at any time.

2. Please inform us as soon as possible if you really can't attend a meeting.

3. If you don't understand anything, or need clarification about something, please just ask. There is staff support to give impartial advice.

4. Remember that you work with Hull University Union, and therefore it is important that you reflect our values in how you conduct yourself, including on Social Media.

5. Treat our staff, Presidents and other volunteers with respect.

6. Only share student details with the individual's explicit permission and when necessary. Keep any personal details locked away safely or password protected. If in doubt, check with staff.

7. Be mindful of the working hours of staff and Presidents (generally Monday-Friday in office hours) and always contact them via work email address instead of social media or text.

8. Talking to external media: When you want things in the media, please run what you are writing through your President and our Marketing Team first.

   If you are contacted by media please:
   - Say you are busy, ask what they are calling about and say you will call back soon.
   - Get them to email you with their enquiry if possible.
   - Contact your President and our Marketing Team (HUU-Marketing@hull.ac.uk) just to let them know. You are usually free to reply with your answers, but there can be reasons not to give comment, or to change your responses.

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5. Expectations

As a part-time officer you are accountable to the student body and there are certain expectations attached to your role:

· **Attendance**: You should attend every meeting of Union Council and your zone. If you know you cannot make it, send your apologies in advance to huu-council@hull.ac.uk otherwise you can be removed from your role after 2 missed meetings.

· **Communication**: Let the student body know what you are doing. Talk to people about your role, write a blog, tweet or share your great work by emailing us.

· **Keep in touch**: Talk to your President at least once a week (at Council or zone meetings - make an appointment, or email them). They want to know what you are up to and if they can help!

· **Preparation**: Come to meetings prepared and read the papers in advance – there is a reason why you get them in advance.

· **Reports**: All full-time and part-time officers are required to write Semester Reports and send those to huu-council@hull.ac.uk when papers are due for the last Union Council meeting of each semester. Both reports will be publicly available on the HUU website.

6. How to Represent

You represent a diverse student population from a wide range of backgrounds.
The importance of being a representative is that you're working to represent the wide range of opinions and experiences felt by all of your constituency. There's a number of things to consider on diversity:

Nationality
Does the issue equally affect British, EU and International students?

Ethnicity
What do BAME (Black, Asian and Minority Ethnic) students think about this matter?
Does the issue more significantly affect students of a particular ethnicity?

Disability
What do students with disabilities think about the matter?
Does the issue more significantly affect students with any particular disabilities?

Age
How many mature or postgraduate students are in your constituency and how does the issue affect them?

Gender
How does the issue affect students of different genders?

Living situation
Do you know how many commuting students or students with families or caring obligations you have in your constituency and how it affects them?

Taking that extra step to ensure that your opinion is representative of a wide range of students helps to prove your point and make a more effective case.

7. How to collect feedback

Use evidence to show why change matters
When you make an argument for change, it needs to be backed up with evidence. Being able to present evidence helps to make a case for changing something while inherently carrying the weight of being a representative opinion. This is why collecting feedback from students is an essential skill for any Part-time Officer to have.

Surveys
You can make your own by using Google forms or SurveyMonkey. Our staff are happy to help you with any questions regarding how to set up a survey.

Social media groups
If you have a Facebook group or page oriented towards the students you represent, you can easily gather individual feedback from your fellow students online.

Office hours
You can hold a regular office hour that you publicise amongst your fellow students to invite them to come along and talk about any issues with you.

Emails
Running a survey or doing a great event that you would like to publicise? Get in touch with our Marketing team so they can help to spread the word!

Confidentiality and anonymity
Whenever you are collecting feedback, especially if it's qualitative, ensure that when you take it onwards to the next step, you are anonymising the data you have. Instead of specifying a student with their name, just say what year they're in and what they said to you. You can still make your point and preserve the anonymity of a student who's come to you. Due to recent changes in data protection laws through GDPR, it is essential that none of us is sharing other people's personal or contact information without their explicit permission for that particular purpose.

8. What you can achieve as an Officer

Every Officer can bring motions to Union Council if they think action should be taken on a specific matter. But there are also many other ways in which you can drive issues and work on things that you are passionate about.

Think about what you want to achieve during your time in office and formulate your **objectives** in an action plan. Make sure your goals are specific, attainable and relevant and think about who you need to contact/get on board. Discuss your plans with your President and get started! You can find more information here.

Surveys. Whether online or paper-based, surveys are an excellent method of finding out what students think about an issue. If you need some support in designing your survey to ensure it will gather the feedback that you need, come and get support from the Student Voice Manager.

Social events. This can be a great way of bringing together the groups of students you represent. Sometimes holding a relaxed social can be the best way of encouraging people to share their experiences, opinions and ideas.

Campaigns. Campaigning can be the most exciting way of driving changes forward and engaging with your constituents! There is a central campaigns fund that is open to applications from all students and officers to support student-led campaigns, plus a dedicated member of staff to help you make your campaign plans a reality – email huu-campaigns@hull.ac.uk to find out more.

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9. Reward and Recognition

We really appreciate all the time and dedication you spend on your roles and want to recognise all the amazing work our volunteers do. Here are some of the ways HUU does this...

Shout about it!
Have you run a campaign, lobbied the University for change or helped a student? Let us know by emailing huu-marketing@hull.ac.uk so that we can shout about it to the rest of the student population!

Hull Employability Awards
As an elected officer, you are gaining skills in different areas. You are constantly developing as a person, but do you know how to talk about your knowledge and experience in an interview or how to describe it in a job application? The Hull Employability Awards can help you with that! Find out more here.

HUU Awards
Our HUU Awards recognise the outstanding work of all our volunteers from Course Rep of the Year to the Outstanding Work for the Students' Union Award. You can submit your nominations online in early 2019.

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10. How does Union Council work?

As Union Councillors, you are part of our main democratic body, "the governing body". All Student Officers and Standing Committees are accountable to Union Council. You have the power to mandate change in practice and hold those responsible for decisions to account. Anything that happens in the Union is accountable to Union Council through each zone, and Union Council as a whole.

10.1 Union Council can:

- Scrutinise the performance of elected Officers, zone committees and all student positions elected to Union Council.
- Approve policy or review and recommend policy for referral to a referendum that has been proposed at a Union Council meeting or by the zone committees.
- Ratify new and updated Standing Orders.
- Issue motions of caution, censure and no confidence against individual members of Union Council.

10.2 The Meetings

Union Council meetings are compulsory for Councillors and it is important that you attend all six meetings throughout the year. If meetings are not quorate, motions cannot be passed thus preventing the main body of the Union from functioning.

The Chair of Union Council will be elected at the first Union Council of the year and they will be expected to chair all meetings appropriately. The Chair of Union Council will be given adequate training to fulfil the role. All Councillors must respect the Chair throughout a meeting.

10.3 Structure of a Motion

You can bring a motion to any Union Council meeting if you think action should be taken on a matter or if you want to change a Standing Order. Motions should be submitted ten days before a Union Council meeting to huu-council@hull.ac.uk.

TITLE

Your title needs to explain what the motion is about.

COUNCIL NOTES

This section needs to raise the issues in question and the facts known as current. This is the section in which you include undisputed evidence that supports your motion. This section is for facts and figures that your fellow council members can't disprove.

If you make a point in this section make sure it is 100% factual. This section is the backbone of your argument and will help you during

debate. Always know where you got your facts so that you can back up your points, and if you feel it necessary include a list of your resources as an additional paper.

Example of facts: The Fairtrade policy was passed in 2013 and has not been reviewed since.

COUNCIL BELIEVES
This is what Council believes about the issues raised under Council Notes.

This is the section in which you state your beliefs. You want to tie in your beliefs to the point you are trying to make. You can pretty much say whatever you want if you believe that as a result of actions taken something will happen.

Example: This Council believes that Hull University Union should be offering Fairtrade products where possible and actively promoting Fairtrade through Fairtrade fortnight and other events.

COUNCIL RESOLVES
This is the action that Council believes should be taken on the issues raised. All motions need a proposer and a seconder. This is the section in which you write what you actually want the motion to do.

It needs to be a clear and definitive action, otherwise people will get confused. This is the most important section because it will determine what actions are taken should the motion pass.

Example: This Council mandates the Environment & Ethics Officer and the President of the Students' Union to review the Fairtrade policy and develop an action plan to implement the next steps. They should report on the progress made at the next Union Council.

Don't worry if you don't know how to write a motion, as you can get help from us! You can get in touch with our Student Voice Manager who will be happy to help.

10.4 The Agenda

At least five clear days before a Union Council meeting, you will be sent an email with an agenda for the meeting and any other relevant documents. It is important that you read through these to ensure that Union Council meetings are as clear and productive as possible.

10.5 Attendance

Should you not be able to attend a Union Council meeting, then you must send apologies and explanations for your absence prior to the meeting to huu-council@hull.ac.uk. Grounds for acceptable apologies are being involved in University/Union business or through illness.

10.6 Minutes

Minutes of the previous meeting are sent to you at least five clear days before the meeting and it is your responsibility to read through these to make sure they are an accurate recording of the last meeting. You can then flag any inaccuracies at the meeting and this can be amended accordingly.

10.7 Matters Arising

Questions under 'matters arising' shall be taken by the discretion of the Chair. These questions usually include follow-ups on anything discussed in the previous meeting.

10.8 Reports

Written reports by each President and each Zone are circulated with the papers in advance of the meeting. They are intended to report on the activities of the Officers and the zones since the last meeting. At the meeting you can ask questions about the reports. This is your chance to hold each other accountable so make sure you have read the reports and know what everyone has been up to.

10.9 Motions

A motion is a proposal designed to instigate change or make something happen. A motion can be a proposal to mandate UEC to run a campaign or to take action on a policy.

Union Council can only mandate elected representatives to take action, not staff. Union Council also cannot make financial decisions on behalf of Hull University Union.

Motions of Discipline

Motions of Caution, Censure and No Confidence can be put by Councillors to the UEC for failure to complete their duties as a President and a Trustee of the Union. Duties are outlined in the Standing Orders, and therefore it is expected that these should be referred to if a Motion of Discipline is to be used.

Motions affecting the Constitution, Bye-Laws or Standing Orders
Any changes made to the Standing Orders or Bye-Laws need to be approved by Union Council and need to be passed with a 2/3 majority. Changes to the Constitution must be put to referendum, to be voted on by all students. All changes must go to the Board of Trustee for final approval.

Motions on Policy Matters
These are motions to change the current policies of the Union and either mandate someone to do something or change the way in which something is done.

Motions of a General Nature
Any motions to accept items of general nature, such as introducing gender-neutral toilets to our building.

Amendments to Motions
Amendments can be put to change a motion. This can be anything from changing the exact wording used, to clarify its positions or to propose an alternative to the original. These can be contrary to the spirit of the main motion and will need someone to propose and second it. A drafting amendment can only make minor changes to the original motion and requires the agreement of the proposer of the original motion.

Procedural Motions
These are different to the motions described above, and will not appear on the agenda. They are used to change the way the Council is being conducted and can be proposed by any member of Council, at any point during the meeting, except during a vote. They need a proposer and seconder.

A Challenge to the Ruling of the Chair
This needs to be proposed by a member of Council and backed by at least four voting members. This can be used if you believe the Chair is not chairing the meeting in a satisfactory manner. The Deputy Chair will take over if this is passed.

A Motion for a temporary suspension of Order of Business
If you think that a break is needed.

A Motion to Move Straight To Vote
If you think questions have been going on for too long or going around in circles. If passed, no more questions will be accepted and you will vote on the original motion.

A Motion That a Motion Be Voted On In Parts
If you agree with parts of the motion or amendment, but not all of it. If passed, Council will vote on each part separately.

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A Motion to Move in Committee
Any member of HUU can attend a Council meeting. If passed, this means that any one present who is not a Council member must leave. No minutes are taken beyond this point.

A Motion to Lay a Matter On The Table
This means that the matter is postponed to the following Council meeting or until more information is available to discuss it in full.

A Motion to Refer To Zone Committee
This will allow a matter to be discussed by a zone committee and then referred back to Council with recommendations, which Council can accept or reject.

A Motion for the Adjournment of Council
If the meeting has overrun and it is felt that the meeting has become counterproductive, this can finish the meeting and remaining items on the agenda will be discussed at a later date.

Points of Order
Related to the conduct of a meeting or a proposal to accept a procedural motion can be put forward at any point except during voting.

10.10 Voting

All elected members of Council have the right to vote, except Presidents. Voting cards are issued at the beginning of a meeting to Councillors. If you leave, you must hand in your voting card. All cards must be handed in at the end of a meeting.

Simple Majority Voting
All motions are carried by a simple majority of those present and eligible to vote, unless otherwise prescribed. Voting may on occasion be requested by email, when a meeting cannot be scheduled.

Two Thirds Majority Voting
The motions detailed below shall only be carried by a two-thirds majority of those present and eligible to vote:

- A Procedural Motion
- A motion to change the Constitution, Bye-Laws or Standing Orders
- Affiliations

Elections, Ratifications of Union Societies, Membership of Union and Affiliations
Voting will be by a show of voting cards unless a secret ballot is proposed, where you will be asked to vote using a voting slip.

10.11 Any Other Business (AOB)

This is where items that have not been placed on the agenda or that have cropped up during the meeting should be discussed. Items are usually put into AOB if, in the opinion of the Chair, it would not have been possible for the business to have been published on the agenda or that it is a matter of extreme urgency, which cannot reasonably be left until the next meeting of Council.

10.12 Chair of Council

Responsibilities

The Chair is responsible for the proper conduct of the meeting. Their ruling on any matter is final, unless there is a successful challenge to the Chair.

Casting Vote

The Chair shall not take part in any debate or discussion and shall have no vote, except for when the voting on any motion is equal. They shall stand down in this occurrence.

Chair's Discretion

They can use their discretion on matters. For example, they can take Any Other Business at their own discretion, if they feel it is relevant and necessary or call for a break.

10.13 Order of Debate

Presenting the motion. The proposer of the motion (or their nominee) presents the motion to Union Council and outlines the main points.

Questions. The proposer responds to questions from the floor about the motion that are content-related or seeking to clarify parts of the motions. This is not the time to exchange different views on the motion just yet.

Open debate. The Chair opens and manages the debate. If you wish to speak you must wait for the Chair to signal that it is your turn. You have a time limit of three minutes when speaking at any one time. The length of the debate is at the Chair's discretion. Please respect your fellow Councillors - let them finish their remarks, and don't heckle anyone.

Vote. The Chair will close the debate at their discretion and call for a vote on the motion.

11. HUU Jargon Buster

Abstention	A vote in abstention is used when you believe you can't make up your mind due to a lack of information or when there is a lack of knowledge in an argument.
AC	Advice Centre. Our Advice Centre provides free, impartial, confidential advice and information to all students at Hull University. It is based on the 2nd floor of Student Central.
Agenda	The agenda is the published order of business that is conducted at a meeting.
AU	The Athletic Union, which is formed by different sports clubs. AU has its own Council, as well as their Executive being part of Union Council.
BAME	Black, Asian and Minority Ethnic.
Budgets	Annual budgets are produced for Hull University Union and Hull University Union S Limited. These dictate how much each area is predicted to make and spend.
Bye-Laws	These explain briefly how we strive to maintain our objectives.
Chief Executive	Jane Stafford is our Chief Executive and offers UEC advice when necessary.
CoP	Code of Practice
Ex-officio	A member of a committee without voting rights, e.g. a staff member.
FACE	Faculty of Arts, Cultures and Education
FBLP	Faculty of Business, Law and Politics
FHS	Faculty of Health Sciences
FSE	Faculty of Science and Engineering
HUU	Hull University Union, which is a charity.

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HUUSL	Hull University Union Services Limited. This is our commercial services, such as the shop and bars. Each year Hull University Union Services Limited gives profit made to Hull University Union, the charity.
HYMS	Hull York Medical School
LGBT+	Lesbian, Gay, Bisexual and Trans Committee. Part of the Welfare & Community Zone.
LINKS	First aid – our student St John's Ambulance team.
NSS	National Student Survey
NUS	National Union of Students.
Presidents	Full-time, paid representatives, who are elected annually. These are the President of the Students' Union, President of Activities, President of Education, President of Sports, and President of Welfare & Community. They are based on the 2nd floor of Student Central.
RAG	Raising & Giving, which is the Charities Appeal Committee. If you want to raise any money in the Union, they are the people to get in contact with.
Ratification	Formal approval of documents and positions held on committees.
SSF	Student-Staff Forum
SMT	Senior Management Team
Standing Orders	These are the rules that govern how the Union is run. Any changes to the Standing Orders have to be brought to Union Council in form of a motion.
Student Voice and Opportunities Team	Based on the 2nd floor of Student Central next to the Presidents – staff support and admin for part-time and full-time officers.
UEC	Union Executive Committee. This is formed of the Presidents, who are elected annually.
ULTC	University Learning and Teaching Committee
UQSC	University Quality and Standards Committee

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UoH	University of Hull

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Anything else?
If there's something we missed, or if you have any more questions throughout your time as a Part-time Officer, feel free to contact our Student Voice Manager at any time.

Huu-council@hull.ac.uk
01482 466246

Good luck and enjoy!

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