



Union Council Agenda

Monday 4TH March 2019

6.30pm

Meeting Room 1, Student Central


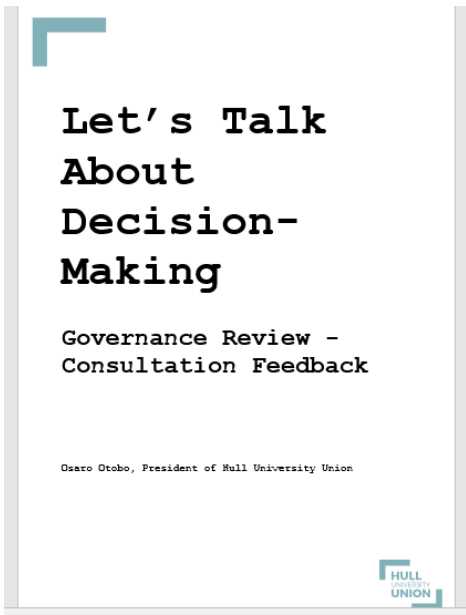
1. Adoption of agenda
2. Apologies for absence (for acceptance)
3. Minutes from previous meeting (to note) (Paper A)
4. Student President Reports – Objective updates (Paper B)
 - 4.1. President of the Students' Union
 - 4.2. President of Education
 - 4.3. President of Inclusivity & Diversity
 - 4.4. President of Activities
 - 4.5. President of Sport
 - 4.6. President Team
5. Zone reports (Paper C)
 - 5.1. Governance Zone
 - 5.2. Education Zone (no report submitted)
 - 5.3. Inclusivity & Diversity Zone
 - 5.4. Activities Zone
 - 5.5. Sports Zone (no report submitted)
6. Academic Representation Review Workshop presented by President of Education Isobel Hall
7. New General Business
 - 7.1. M.1819 – 24 A Motion to further update the role, responsibilities & election procedures of the Societies Executive Committee (SEC) (Paper D)
 - 7.2. M.1819 – 25 A motion to update the election procedures for the Heads of Media for JAM Radio and The Hullfire. (Paper E)
 - 7.3. M.1819 – 26 Motion for Union petition the University to keep graduation at City Hall and not the Bonus Arena. (Paper F)
 - 7.4. M.1819 – 27 Motion to amend the Standing Order for LINKS (Paper G)
8. AOB


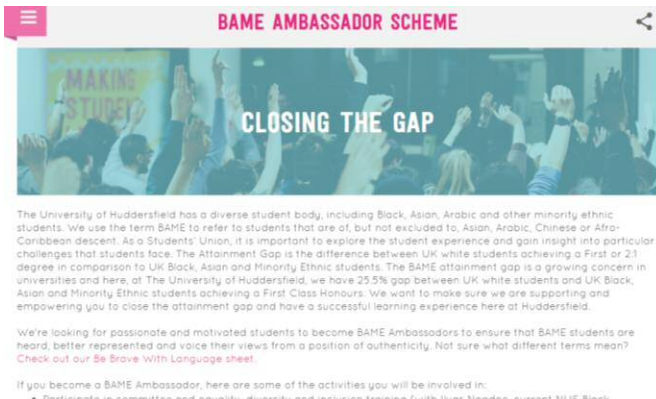
Next Union Council Meeting – Monday 1st April, 6.30pm, Student Central

Union Council - Objective Updates

President of the Students' Union


February/March

Objective	Update	Next Steps
Carry out a governance review this 18/19 academic year to improve the way students can make change effectively through our democratic processes.	<p>Following on from the democracy workshop and my presentation to governance zone, I presented feedback and a proposed structure to Union Council. To restructure Union Council it needs to go to referendum. I created a petition and collect signatures to trigger a referendum. It will be held during elections.</p>  <p>A blog and report on the student feedback I gathered last trimester about student decision-making was published on the hull university union website.</p> 	Campaign!

Improving hull university union's communication to students through online platforms and in person.	<p>As well as a personal objective this is also a team objective this trimester.</p> <p>From 27/02 to 15/03 I've got pop-ups planned and will be visiting various student groups around and outside campus.</p> <p>I've been more active and consistent on posting updates on social media.</p>	<p>Block out time to do pop-ups and decide on locations and themes.</p>
Establishing a more confident and effective board through board and sub-board pre-meets, chair/president catch ups and an active mentor/mentee scheme.	<p>Student trustees have been promoted on social media via official union platforms as well as my own work facebook page.</p> <p>I filmed a video with a student trustee to encourage people to nominate themselves for the role.</p> 	<p>Encourage people to vote for student trustees.</p> <p>Arrange a chat up with current student trustees.</p>
Support campaigns ran this 18/19 academic year with a focus on student-led campaigns and national & local HE issues.	<p>Dates have been finally set for Race Equality Charter and BAME working group to look issues like equality on campus and the black attainment gap.</p> 	<p>Get the university to invite Huddersfield to the BAME working group.</p>

Social media engagement and other projects

Governance review



Hull University Union
Page Liked · 13 February · 🌐

"Do you believe you can influence decisions at your students' union?"

Osaro has been asking you that important question and has conducted a Governance Review. Find out what it's all about here 📄 <http://bit.ly/2SsDP9T>

Emily Green, Komal Mahida and 3 others · 4 shares

Like · Comment · Share

Write a comment...

MON, FEBRUARY 25, 2019 - 07:46

LOGIN | MY ACCOUNT | JAM RADIO - LISTEN NOW | 🐦 · 📘 · 📺 · 🔍

HULL UNIVERSITY UNION

CHANGE THINGS ▾ NEED SUPPORT? ▾ JOIN IN ▾ SPACES & PLACES ▾ WHAT'S ON

PRESIDENT UPDATE - DECISION MAKING

February 11, 2019

Election promotion – Student Trustee role



Osaro Otobo is with Osaro Hazel Otobo and Madeline Grace Holden.

22 February at 13:17 · 🌐 ▼

🔊 APPLY NOW TO BE A STUDENT TRUSTEE 🔊

Being a Student Trustee of Hull University Union is an amazing experience, take a look at this video to find out what its all about!

Nominations are open and they close this coming Monday at midday. Apply here: <https://hulluniunion.com/nominatenow>

If you have any questions please feel free to let me know, I'm happy to help. The student trustees are also happy to help too if you'd like to chat to them 😊

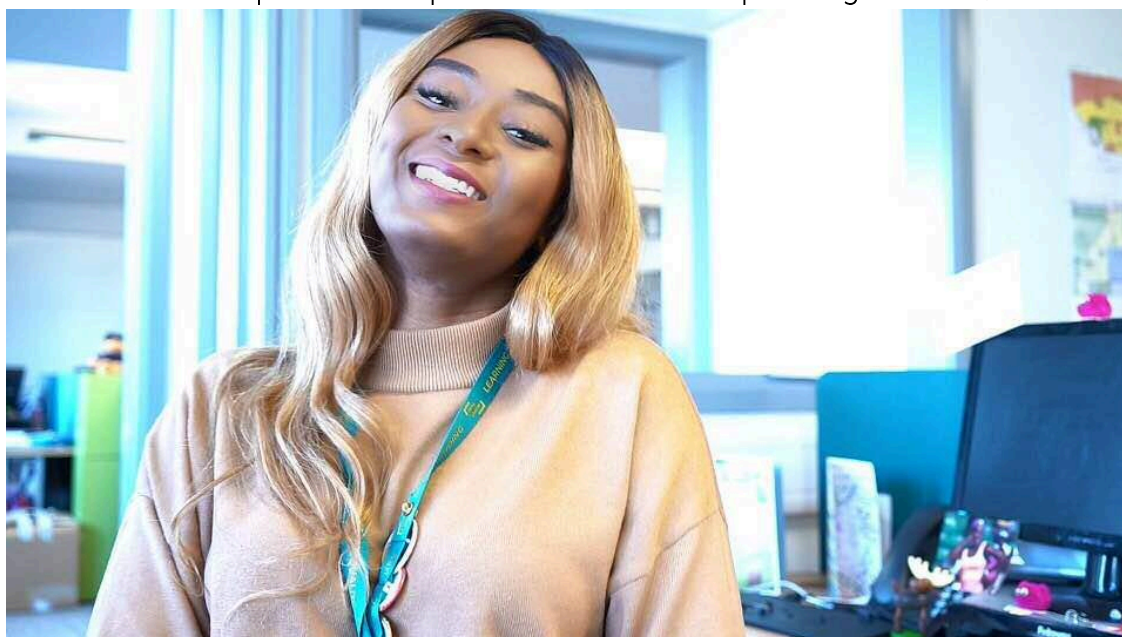


👍❤️👤 20

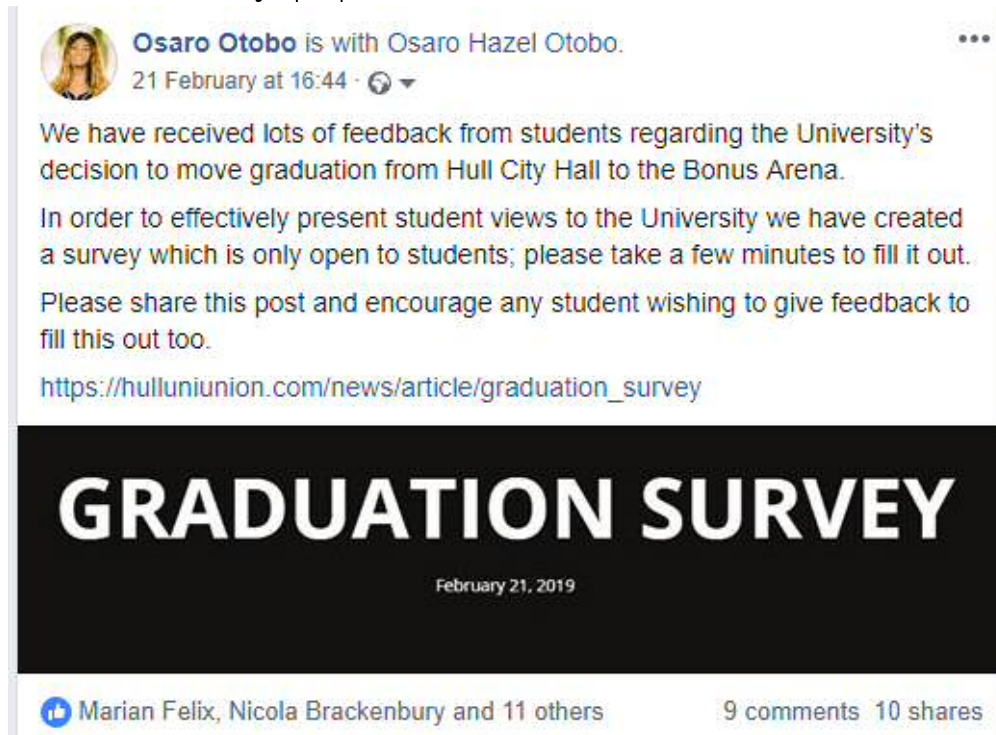
6 comments 2 shares

Election promotion – Life as a President

Got interviewed to promote the president roles for the upcoming elections.

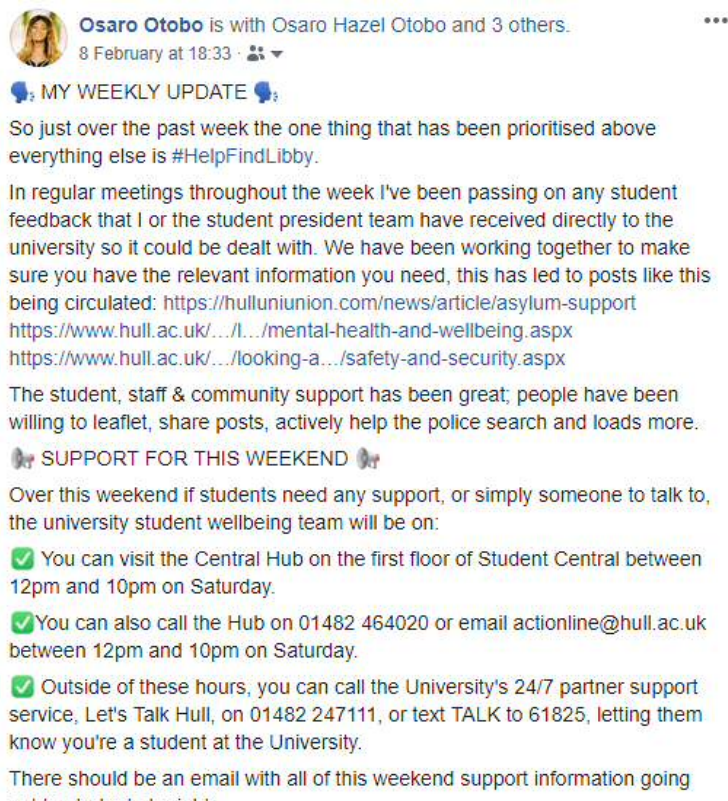


I created the survey with the marketing team to get feedback on how students feel about the university's proposal.



Student support & safety

Over the past month with various events that have occurred during this period, I have sat on a working group that is tackling all of the issues that have arose during this period and prior to it, this has led to some important communications and improvements to help students feel more safe on and around campus





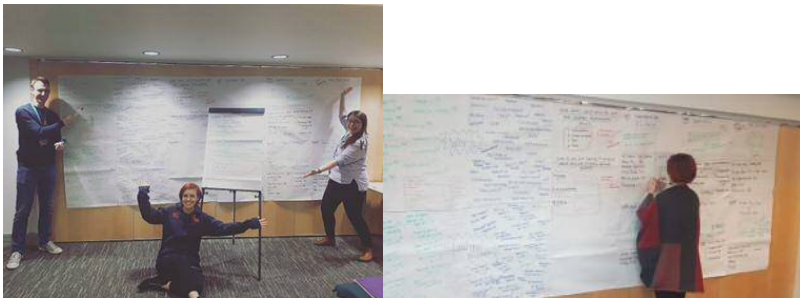
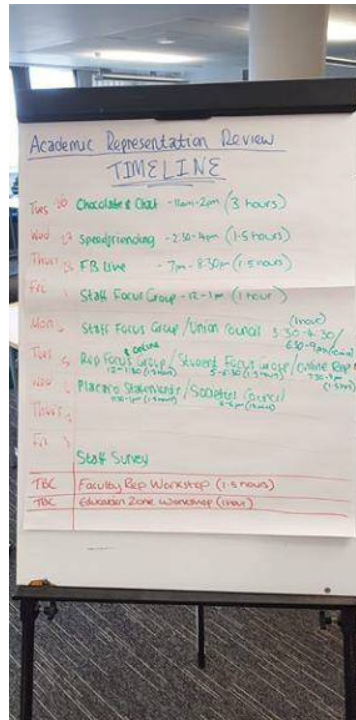
Report highlighting all the work that Hull University Union has done for trimester 1 has been made and will be shared.




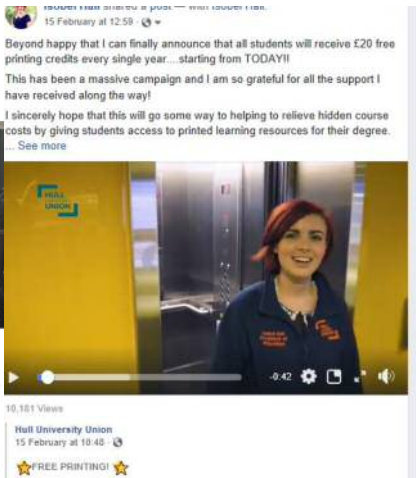



Union Council - Objective Updates

Isobel Hall, President of Education

January/February

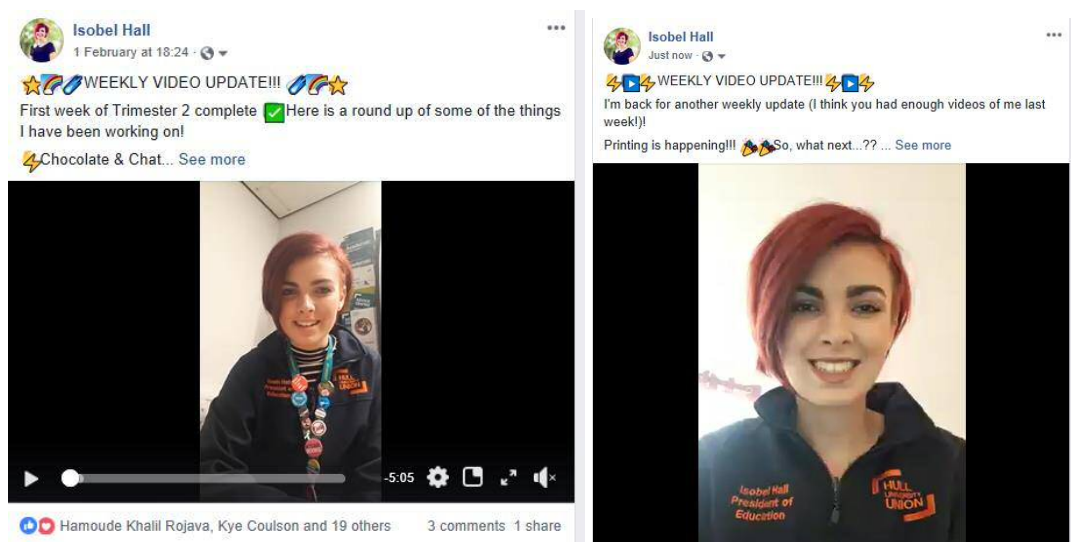
Objective	Update	Next Steps
Review of Academic Representation	<p>Chocolate & Chat (150 students):</p>  <p>Course Rep Forums (130):</p>  <p>MASTERPLAN!!</p> 	<p>Timeline:</p>  <p>Speedrepping Event</p> <p>Facebook Live Event</p> <p>Staff Focus Group (x2)</p> <p>Union Council Workshop</p> <p>Rep Focus Group</p> <p>Online Rep Focus Group</p> <p>Student Focus Group</p> <p>Placard statements</p> <p>Societies Council</p> <p>Staff Survey</p> <p>Faculty Rep Workshop</p> <p>Zone Workshop</p>

		<p>Lecture Shout Outs</p> <p>Library Focus Group</p> <p>Approximately 17 Hours of Consultation Planned from 26th February Onwards</p> <p>Consultation Hours to Date: 8 ½ hours</p>
<p>Value for Money/Hidden Course Costs</p>	<p>CONTINUED OBJECTIVE</p> <p>Printing – Achieved</p> <p>Announcement</p> <div data-bbox="279 790 600 1238">  </div> <div data-bbox="603 911 1090 1238">  </div> <div data-bbox="279 1272 1058 1747">   </div> <p>-----</p> <p>NEW OBJECTIVE</p> <p>Placement Travel Expenses</p> <ul style="list-style-type: none"> - Raised at Regulations, Codes and Practices Committee - Raised at meeting with new PVC Education - Section in Nursing Report (to go to Faculty and PVC Education) 	<p>-----</p> <p>Research:</p> <ul style="list-style-type: none"> - Find a hidden costs policy - Find out what placement travel expenses policies are within each faculty - Find out what external funding contributes to placement travel expenses reimbursement - Liaise with Jon Harrison, Project Lead for Placement Learning Paper <div data-bbox="1315 2007 1544 2190">  </div>

Postgraduate Space Campaign	CONTINUED OBJECTIVE Writing up survey results	Submit report to PGT Working Group and PVC Education
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NEW WEEKLY VIDEO UPDATES:

851 views and just uploaded!



I have decided to release more video content via my social media channels as a better way of keeping students up-to-date with what I am doing in a short weekly video. This also contributes to our team objective!

OTHER PROJECTS:

HYMS

- I have requested a breakdown of the number of Academic Appeals by Faculty (including HYMS) and the number of those appeals that were successful.

HYMS Representation - Recruiting for new HYMS PTO to improve representation for HYMS students in March 2019 Elections.

Postgraduate Taught Students

I am co-chairing a PGT Working Group with the University. The **FIRST EVER** PGT group at the University!!! Organising processfix of key points during the PGT journey. On this group sits a newly created position of **PGT Enhancement Reps** that I have recruited for (currently 5 reps).

Languages

Report has been submitted to the Deputy Vice-Chancellor and I have requested information on how students will be involved in the review!

LANGUAGES REPORT

Isobel Hall, President of Education
isobelhall@hull.ac.uk

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Education Zone

- Academic Reps
 - o RepFest2019 (Course Rep Conference)
 - o Course Rep Celebration (End of Year Awards)
 - o More video content (Facebook group and Canvas)
 - o Relaunch of recruitment with new online training
- Course Rep Forums
 - o Discussion Topics: Canvas/Library/Academic Representation Review and General Discussion



- Education Exec
 - o Creation of Handbook
 - o Planning promotion of PTO and Councillor of Scrutiny roles at elections

Nursing Students

Meeting with AD Student Experience and Faculty Academic Manager on the following recommendations:

To review what support, information and sign-posting is offered to students and how clearly this is communicated, ensuring that staff members are trained to be able to carry this out.
Make clear the policy of travel expenses reimbursement and communicate this with students.
To consider reimbursing students travel expenses on a weekly basis to combat financial struggles due to high upfront costs.
To consider issuing students with new uniforms on an annual basis to combat the hidden course costs of buying uniforms for placements.
To consider reducing timetabled hours for nursing students to finish earlier than the standard 6pm as the University actively recruits mature students to the course with dependents.
To consider an allowable expense or bursary for nursing students who are disadvantaged from supplementing income due to intensity and demand of degree course.
To review the quality of teaching material taught on nursing courses to ensure it is up-to-date and relevant.
To ensure the Faculty follows policy and notifies students of placement allocations at least 8 weeks before the placements commencement date.
To ensure that placement mentors are trained to use digital platforms used by nursing students.
To review resources available for nursing students and consider investment into these areas that are lacking.
To inform students about the new apprenticeship course and any possibilities of transferring if possible.

Union Council - Objective Updates

Andy Costigan – President of Inclusivity and Diversity

4th March 2019

Objective	Update	Next Steps
Creation and implementation of a mental health strategy	<p>Second Mental Health Steering Group has been cancelled because of ongoing student issues that require the commitment of the registrar and director of university student services.</p> <p>Second OfS bid group meeting has occurred – gave direct input on plans for spending and the redirection of funds.</p> <p>University marketing have updated their website pages. “Health and Wellbeing” is now “Mental Health and Wellbeing” and a “Staying Safe” pop up has been implemented on the front page.</p>	<ul style="list-style-type: none">- Await the second meeting to be rearranged along with the release of the first draft of Mental Health Strategy.- Determine who has responsibility for the other 4 subgroups including organisation.- Make contact with university marketing to see what progress has been made with signposting on the whole and what long term plans are.
Lighting	<p>New ‘Optics’ have been installed in the existing street lamps on Salmon Grove and Ferens Avenue. These distribute the light from LEDs more effectively ensuring that light reaches the ‘North/University’ side of Salmon Grove and also lights the footpath underneath – rather than just the road.</p> <p>Biggest concern from council are the trees – these may be trimmed in the summer.</p> <p>Additional joint commitment from the University and Council to install new lighting on the ‘North/University’ side of Salmon Grove where there has historically never been lighting before.</p>	<ul style="list-style-type: none">- Await forthcoming details from the council and university about the plans for work on the ‘North/University’ side of Salmon Grove.
Water Fountains	<p>University estates team have created a map outlining all the locations of water fountains on campus.</p> <p>From this they have developed a plan in three stages.</p>	<ul style="list-style-type: none">- Await further installations and updates from the estates team.


	<p>Phase one:</p> <p>Installation of new water fountains in Chemistry, Derwent and Leven (completed). Four more locations to follow in the coming weeks (Beacon, Pavilion, Dennison Centre, Student Central).</p> <p>Phase two:</p> <p>Replacing existing water fountains on campus (particularly the library) so that bottles can be filled from them.</p> <p>Phase three:</p> <p>Removal of the plastic water coolers used primarily by staff and replacing them with water fountains.</p>	
Sanitary Products	<p>Library has accepted distribution of Sanitary packs from their welcome desk.</p> <p>Feedback has been received on the location of the distribution points in the SU reception e.g. that the location isn't discrete. Ongoing conversations regarding potential relocations?</p> <p>Paper bag delivery delayed for the 4th week running – apparently unable to cancel order. Asked company for follow up.</p>	<ul style="list-style-type: none"> - Meet with students about the location of SU packs. - Await delivery of packs and then assembly and distribution.
Sexual Assault – Policies	<p>Have asked University for detailed policy on their procedures for responding to sexual assault on campus/ in university accommodation.</p> <p>A sexual violence policy has been drafted with intention of circulation to a working group that I have been invited to. Presently unaware of when this is to happen.</p>	<ul style="list-style-type: none"> - Await receiving sexual violence policy document/ procedure for reading. - Meeting with students to get feedback on specific issues with procedure. - Take feedback to working group when it is organised.
SHAG week	<p>Cancelled because of ongoing student issues and the timing felt inappropriate.</p> <p>Provisional date for reorganisation is sometime in April.</p>	<ul style="list-style-type: none"> - Discussions with SVOT team about including Student Voice Assistants in the planning process/ consulting with students on what SHAG week could look like.

Union Council - Objective Updates

President of Activities

04.03.19

Objective	Update	Next Steps
Objective 1: To improve the representation and support provided to Societies.	<ul style="list-style-type: none">• Proposing a further update of the SEC structure and responsibilities.• Good attendance at Societies Council,• SEC have launched survey to get feedback on Societies Council	<ul style="list-style-type: none">• Presidents' Handbook finished but holding off for AGM's and the launch of the Develop website section.• Further review of Societies Council to take place.• Planning for AGM season to ensure effective handover of committees.
Objective 2: To review our current room booking system; working with the University to continue making space accessible for students while looking to accommodate societies and clubs of all size.	<ul style="list-style-type: none">•	<ul style="list-style-type: none">• Planning a meeting with Ian Aylett from timetabling to discuss room booking system.• Trying to highlight issues faced my reception in booking rooms.
Objective 3: To improve dialogue between our commercial team and student stakeholders to generate new ideas and events; enticing more students into using and benefitting from our outlets.	<ul style="list-style-type: none">• Sponsorship agreements sent out to 7 Societies to social in Sanctuary on Friday nights, starting on the 22/02/19.	<ul style="list-style-type: none">• Running Commercial Workshops with students to get feedback on our business plan and what we can do to improve the service in our outlets.<ul style="list-style-type: none">◦ Union Council (4th March)◦ Societies Council (6th March)◦ Student Staff (TBC)
Objective 4: To review Society Finances, looking at how societies spend their money, what we can offer in support (i.e. The Societies Grant) and considering going forward, what	<ul style="list-style-type: none">• Promoted BOOST at Societies Council as a new means for Societies to fund projects.	<ul style="list-style-type: none">• Paper to update the financial procedures governing societies, still need to be put to the Board of Trustees on the 7th March.



Societies need to thrive.

Objective 5: To improve the profile, impact & sustainability of Hull Student Media.

- Consultation on the creation of a Hull Student Media Website to help with media's reach.
 - Waiting to hear back from Superfly Marketing to begin looking at website designs.
- Motion to be passed at March Union Council to update the election procedure of the JAM Radio Station Manager and Hullfire Editor.
- Finalising list of Alumni speakers for the Alumni in Media event that I'm planning with Student Media.

- Looking at ways of expanding what Media offers:
 - Digitalising the Hullfire.
 - Podcasts for JAM Radio.
- Discuss how we can make Torch TV a more sustainable project.
-



Union Council - Objective Updates

Nick Wright

22/2/19

Objective	Update	Next Steps
Cost of Sport Review	Decision timeline agreed at SMG re: Sports Pass 2019/20	Prepare presentation for March AU Council – case studies and options. Compile survey results in to a publishable form.
AU review	Areas of work established	Delegate tasks Identify order of priority
Club Debt	Total Debt at just under £38000 Improvement of over £11000 from year start	Continue to monitor and work with at risk clubs.



Union Council - Objective Updates

Governance Zone

08.02.19

Councillors for Scrutiny

- Proposed a review of frequency of Governance Zone meetings due to the overseeing nature of the zone and the frequency of reports received from other zones.

Activities Zone

- Varsity preparation is underway.
- Bar sponsorship for societies
- Fines will be upheld against Societies not showing up to Council without sending apologies. Drop in sessions have been arranged to allow more opportunities for societies to catch up on what is missed out on at societies council.

Sport Zone

- No report

Welfare Zone

- No report

Education Zone

- No report

Union Council

- No report

Inclusivity & Diversity Zone Report – February

1. Planned a campaign about trans positivity focused on outreach to other trans students. At university, trans students can often feel isolated and in a hostile environment. Goal is to make the university more of a friendly place by making the trans community presence more visible so it's easy for other trans students to find us. This will culminate with a trip to Trans Pride Leeds on Transgender Day of Visibility (31st March).
2. As part of this I've put up posters advertising Trans Rep contact details to trans students. Hopefully this will allow trans people to get involved without compromising the secrecy of Trans Group.
3. Publicised campaign events (karaoke, bake sale, film screening, Leeds Trans Pride trip) on Facebook to ensure people can see them from early on.

RAG- RAG WEEK 18TH-22ND STALLS BOOKED ALL NIGHTS OF WEEK

Events in front of union and glitter party with asylum

Partnership w. global café

Pledge board

Walk down dementia w. sport/AU (colour run launch event)

RAG asylum night was a huge success!

SEC- societies council review

Society of the month

Welfare packs (nearly ready to go) 30 ready to go

Presidents handbook nearly ready

Drop in sessions for all members of SEC

Societies grant panel on Monday

1. Application from women empowered £100 for tables and chairs for asylum: pp
2. WARPS 17 students going to nationals £425 asked for: £200 given
3. Debating, competition coming up £520.41 to cover costs to allow for profits: pp
4. Catholic soc. £200 for trip to ampleforth abbey: £100 given
5. Barbershop £150 for trip to Manchester: £100 given
6. Anime £400 for comicon trip: pp

Bar sponsorship for societies

Media- scheduling focus

Trying to get show descriptions from people for marketing

Training for new presenters and new music tech

RAG promotion for Alzheimers night in asylum

Social media updates and promotions

New committee for Hullfire (paper is in the works)

New website designs

HYMS-

Hull surgical society:

- laparoscopy workshop, want funding, lack of understanding from HUU. Laparoscopic equipment needs buying. All costs are in detail in grant form
- Room booking is a problem, Ryton and AMB is needed for videolink but automatically allocates to loxely. At the time of needing the room, they are told to contact security or porters to open the room but aren't given the means to contact porters or security.
- Vascular surgery talk – 21/02
- Suturing workshop – March
- Surgical talk – April

Physicians Associate talk:

- Graduate speaker day – 2nd March – guest speakers and current students

Friends of MSF Hull:

- Stall during RAG week, Wednesday 20th – fundraiser game
- Fundraiser music event - March 7th – collaboration with events society and Crystal-Clear DJ – Tofts, ticketed event

HYMS Obstetrics and Gynaecology Society:

- HYMS O&G conference (talks and workshops) – 6th April

Wilderness Society:

- Annual walking weekend – 29th – 31st March
- York society members paying through the Hull Uni page are showing as having not paid, but they have. Why is this?
- York based members can't sign up
- President (based in York) can't access Hull union accounts, spoken to Vicky and HUU reception, they have been asked to go in but can't travel at this moment in time.

MedSoc:

- Mystery Tour – 23rd March – Coach takes students to mystery city and go on a night out.
- CPR Marathon – 17th – 19th Feb – 48h non-stop CPR to raise money for British heart foundation, bake sales, PASoc are also involved.
- Planning trip abroad – April



UNION COUNCIL MOTION

Title of motion:

A Motion to further update the roles, responsibilities & election procedures of the Societies Executive Committee (SEC)

HUU Notes:

Election of the SEC

- That currently the SEC is elected via AGM with each Society having one vote each. These AGM's are generally poorly contested meaning most people that run will get elected.
- That due to the poor attendance and contention at these AGM's, the committee aren't entirely representative.
- That appointing candidates based on skills and experience would allow the best people to be appointed; improving the effectiveness of the committee.

Committee Roles & Responsibilities

- That currently the SEC is comprised of 2 Society Mentors, Secretary, Communications Officer, Treasurer, Welfare Officer, Publicity Officer and Events Coordinator.
- That after trialling the current structure for a Trimester, it's clear that some roles are either unnecessary or could be better utilised.
- That a few members of the committee had been elected prior to the decision to restructure the committee in October which meant their roles couldn't be fairly restructured despite obvious changes needing to be made.
- That the roles of Society Mentors have worked well in supporting Societies and the President of Activities this year. They have operated as the main point of contact between Societies and the SEC and have allowed the committee to be far more proactive.
- That there are elements to the SEC that aren't mentioned in role descriptions such as the Society Inventories or BOOST.

HUU Believes:

Election of the SEC

- The SEC should move to being appointed by interview as this would allow the best candidates to be chosen for the roles based on skills and experience.

- Moving to interview would allow other candidates to run who may not feel confident that they would win in an AGM, which is largely based on popularity.
- That while students may argue the committee would become less representative they should be better equipped to deal with issues presented and provide better support to societies.

Committee Roles & Responsibilities

- That the Comms Officer is an unnecessary role as its primary purpose is to reply to emails which can be picked up easily by the Secretary or any member of the committee.
- That in line with the recent changes to the title of the President of Welfare & Community to the President of Inclusivity & Diversity, it is believed that the title of the Welfare Officer is potentially no longer appropriate and that Society Welfare shouldn't be put on just one student.
- That the responsibility of tracking inventories should be tied into the role of Secretary while promoting BOOST is picked up by the Treasurer.

HUU Resolves:

Election of the SEC

- The SEC should be appointed by interview.
- Interview panel will consist of the incumbent President of Activities as well as the Sports & Societies Coordinator (or other relevant HUU staff member if unavailable) and a current member of the SEC.

Committee Roles & Responsibilities

- The position of Communications Officer should be dissolved with the Secretary taking on the primary responsibility for answering emails.
- The title of Welfare Officer should be amended to Participation & Inclusivity Officer to reflect recent changes within HUU and would tie in well with work the President of Welfare and Community is currently working on.
- The Secretary should take on the responsibility of working with the President of Activities to monitor Society inventories.
- A third Societies Mentor position should be introduced to allow them the scope to fulfil all their responsibilities.
- The New Committee structure would consist of 8 positions:
 - 3 x Society Mentors
 - Secretary
 - Finance Officer
 - Publicity Officer
 - Participation and Inclusivity Officer

- 
- Events Officer

Proposer: Tom McNamara (President of Activities)

Seconder:

- Rob Ackers (SEC Society Mentor & Dr Who Soc President)
- Anotidaishe Manjanja (SEC Secretary)
- Luke Blair (SEC Communications Officer)
- Ashley Tasker (SEC Publicity Officer & Zoology Soc President)
- Huey Arslan (SEC Events Coordinator & Physics Soc Treasurer)
- James Hibberd (SEC Treasurer & Anime Soc Treasurer)
- Dominic Clare (Councillor for Scrutiny for the Activities Zone)
- Charlie Dorlin (HYMS Societies Rep)

SO 2004

STANDING ORDER GOVERNING UNION SOCIETIES' EXECUTIVE COMMITTEE

INTERPRETATION


1. These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders (particularly 2001, 2002, 2003 and 2005) of Hull University Union and shall be interpreted accordingly.

FUNCTION

2. The Union Societies' Executive Committee in discharging its responsibilities in accordance with the Constitution and Bye-Laws, shall:
 - (a) Consider and advise on matters referred by the Societies' and the Union Executive Committee;
 - (b) Ensure the publication of a Societies' and a Presidents' handbook;
 - (c) Ensure that members of Hull University Union know they can set up a Society and facilitate their ability to do this;
 - (d) Ensure communication between Societies,
 - (e) Ensure the promotion of Societies within Hull University Union and Hull University;
 - (f) Monitor the activity of Societies;
 - (g) Provide mediation, help and support for struggling societies
 - (h) Act as a forum for the exchange of ideas;
 - (i) Ensure the publication of a Society Events Calendar

MEMBERSHIP AND DUTIES

2. The membership of the Union Societies' Executive Committee and their duties shall be:
 - (a) The President of Activities shall be responsible and accountable for the management and oversight of the committee. Their responsibilities are set out in Standing Order 2001.
 - (b) Society Mentors (~~x2~~ x3), one of which will be appointed as Chair, in the absence of the President of Activities. They will be ~~the primary port of call for~~ responsible for:


- 
- (i) Assisting with the development of societies and best practice for existing ones;
 - (ii) Offering 1-2-1 introductory meetings to newly-elected Society Presidents;
 - (iii) Assisting the President of Activities with the running of Societies Council by contributing to the agenda and monitoring attendance.
 - (iv) Assisting in all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
 - (v) Directing Society Presidents to relevant members of staff;
 - (vi) Promoting Give it a Go within Societies.
 - (vii) Taking the lead on updating and circulating the Presidents' Handbook to Presidents.

(c) Secretary ~~who will act as the Chair in the absence of the President of Activities.~~ They will be responsible for:

- (i) Organising the Society Council meetings, Society AGM and any other relevant meetings
- (ii) Ensuring that all new societies submit their constitution for ratification by the first Union Council of Semester 1.
- (iii) Organising the publication of the Society Events Calendar in partnership with the Publicity Officer.
- (iv) Replying to emails in the hull-societies@hull.ac.uk inbox or forwarding them on to the relevant committee member.
- (v) Oversee society inventories, reminding societies that all new equipment must be registered with HUU.

(d) ~~Treasurer~~ Finance Officer. They will be responsible for:

- (i) General Society Finances
 - a. Overseeing the societies' individual balances and encouraging societies to remain out of, or remove themselves from, debt.
 - b. Encouraging societies to spend their own society finances to ensure value for money for their members.
 - c. Helping societies generate income through ideas and support.

- 
- d. Overseeing the committee's own allocated budget through cooperation with the President of Activities.

- (ii) The Societies' Grant

- a. Overseeing the societies grant fund and its allocation to societies; ensuring that decisions are made in line with the criteria laid out in the Bye-Laws.
- b. Assisting the President of Activities in writing up the grant panel report following each meeting to ensure transparency in the process.

- (iii) Sponsorship

- a. Offering advice and support on matters relating to finances and sponsorship.

- (iv) BOOST

- a. Liaising with the Student Opportunities Manager to promote BOOST; supporting Societies in starting crowdfunding projects on the platform.

~~(d) Communications Officer who will assume the Secretary position in a time of succession, taking minutes when the Secretary is Chairing the meeting. They will be responsible for:~~

~~(i) Updating societies and their membership, their executives and presidents of all relevant matters relating to the administration and promotion of societies.~~

~~(ii) Forwarding all emails to their relevant committee member or union staff member.~~

(e) Publicity Officer, They will be responsible for:

- (i) Providing advice to societies on matters relating to marketing and promotion
- (ii) Updating the societies calendar
- (iii) Overseeing societies' individual social media and relaying information to the committee
- (iv) Overseeing the use of the 'HUU Societies & Volunteering' Facebook page
- (v) Overseeing and establishing all other forms of social media

(f) Events Officer ~~Co-ordinator~~, who will assume the Treasurer position in a time of succession. They will be responsible for:

- (i) Providing advice to societies on matters relating to the organisation and running of events and socials.


- (ii) ~~Organising the~~ ~~Setting-up~~ Presidents' Social, to be held within the first two weeks of semester one.
- (iii) Setting up additional events throughout the year to promote societies and cooperation between them.
- (iv) Working with the President of Activities to enrol interested societies up to compete at Varsity. Establishing relationships with their counterparts at Lincoln.

(g) ~~Welfare Officer~~ Participation & Inclusivity Officer who will be responsible for:

- (i) Promoting participation within Societies to ensure year-round recruitment; pushing the idea that it's never too late to get involved.
- (ii) Working with the President of Activities to highlight new societies that are struggling to recruit members; offering advice on boosting membership numbers.
- (iii) Overseeing societies that represent particular religious, ethnic or cultural minorities to ensure that their needs and concerns are represented within the committee;
- (iv) Assisting the Society Mentors in dealing with all informal complaints between and within all societies to ensure that equity is met within societies as a whole, regardless of their circumstances, background or protected characteristics;
- (v) Liaising with ~~relevant Welfare Officers at HUU~~ the President of Inclusivity and Diversity on training and support available to students, to improve inclusivity within societies.
- (vi) Promoting society participation in campaigns and projects ran by HUU.
- ~~(vii) Signposting students to wellbeing services.~~
- (viii) Working with the President of Activities to identify barriers preventing students from participating in Societies; looking at means of making Societies and the process of setting up a society more accessible and inclusive.

MEETINGS OF THE COMMITTEE

3. Calling a Meeting. Meetings should take place fortnightly and shall be organised by the SEC Secretary at a time that is convenient for all members of the committee. Emergency meetings may be called by the President of Activities ~~or the SEC Secretary on their own initiative~~ or at the request of a Societies Council or by four members of the Committee.

- 
4. Notice of Meetings. All members of the Union Societies' Executive Committee must be notified two clear days in advance of the meeting. The Agenda will be produced by the SEC Secretary in partnership with the President of Activities and must also be made available to the committee at least one day before the meeting.
 5. Quorum. The quorum of the Committee shall be 50%.
 6. Minutes. Minutes shall be taken by the Secretary at all meetings and will be made available to all members of the SEC, and distributed to all society presidents. Minutes can be distributed to society members upon request.
 7. Closed Session. Any full voting member of HUU may attend the meeting as an observer with speaking rights except when two thirds of the Committee wish to meet in closed session.
 8. Attendance. If a voting member misses two meetings without apologies, they will have deemed to have resigned.

RESPONSIBILITIES

9. The responsibilities of the Union Societies' Executive Committee are as follows:
 - (a) The President of Activities who shall Chair meetings and have a casting vote only. They shall liaise with the rest of the committee and be their main link to the rest of the Union.
 - (b) Each member of the Committee shall have direct responsibility for the communication between societies. They shall also be responsible for the coordination of the activities and for supporting all societies.
 - (c) The President of Activities and the SEC Secretary shall be responsible for co-ordinating the activities of the Societies Executive Committee.
 - (d) Each Society Executive member will also be expected to take a full and active role in supporting the activities of other members of the societies' executive committee. This may include, but is not exclusive to, assisting with fundraising activity and organising Presidents Socials.
 - (e) The ~~SEC Secretary, Welfare Officer and two~~ Society Mentors shall be responsible for representing societies to all meetings of Union Council. The three Society Mentors shall have a shared vote.
 - (f) Every member of the committee shall be responsible for signposting students to wellbeing services if the situation calls for it.



ELECTION

~~10. Each member of the Societies' Executive Committee, excluding the President of Activities, shall be elected in the Societies' Annual General Meeting in week 8 of Semester 2 and shall hold position from week one of the following academic year, or in the event of a vacant position by Union Council. Any society member can stand.~~

Each member of the Societies' Executive Committee shall be appointed by an interview panel consisting of the incumbent President of Activities, the Sports & Societies Coordinator (or another member of HUU staff) and a current member of the SEC. These interviews will primarily take place in week 8 & 9 of Trimester 2 or at another time if required due to resignation of a committee member.

CONFLICT OF INTEREST

11. Members are not permitted to handle matters regarding societies that they are paid members of, or where there otherwise may be a possible conflict of interest. If this is not possible to achieve, the committee must request additional oversight from the President of Activities on matters of finance and/or complaints, and on all other matters it is the responsibility of the least conflicted member, by discretion of the President of Activities.

Passed at UEC: 26 April 2016

Passed at UC: 9 May 2016

Passed at UC: 8 May 2017

Passed at UC: 23 April 2018

Passed at UC: 22 October 2018



UNION COUNCIL MOTION

Title of motion:

A Motion to update the election procedures for the Heads of Media for JAM Radio and The Hullfire.

HUU Notes:

- That currently the Station Manager for Torch TV is appointed by Interview. Meanwhile the Station Manager for JAM Radio & the Editor of The Hullfire is elected by AGM.
- These AGM's are generally poorly contested, due to the niche nature of the groups, meaning most people that run will get elected.

HUU Believes:

- The three Heads of Media are not representative positions and instead benefit from having someone with skill and experience in the area to run their committee effectively.

HUU Resolves:

- The Station Manager for JAM Radio & the Editor of the Hullfire should be appointed via interview, in line with the process for Torch TV to ensure that the best candidates are put in position.
- The wording for the Appointment of the Executive Committee will be updated in order to maintain consistency across the media committees.



Proposer: Tom McNamara (President of Activities)

Seconders:

- Connor Drake & Nathan Alcock (Co-Station Managers for JAM Radio)
- Amy Smith (Editor of the Hullfire)
- Emma Hitchenor (Head of Production at JAM Radio)
- Andy Corrigan (Head of Engineering at JAM Radio)

SO 2007: Broadcasting Committee

6. ~~Elections~~ Appointment of the Executive Committee:

All members of the Executive Committee ~~(with the exception of Station Manager(s) who shall be elected at an AGM)~~ are to be appointed through an interview process. The appointment of the Station Manager is to be done via an interview panel consisting of the outgoing Station Manager, the incumbent President of Activities and the Student Opportunities Manager. Following this the incoming Station Manager could interview for their committee alongside either the President of Activities or the Student Opportunities Manager, ~~overseen by the Station Manager(s), President of Activities and Student Activities Manager.~~ The AGM will be done in accordance with SO.8008 and subject to the following provisions:

- ~~a. only signed up members of Jam Radio are entitled to vote;~~
- b. a member of the Executive Committee must resign before standing for another appointment;
- ~~c. a member may only stand for one appointment in an election~~
- ~~d. only first year members can run to be the Fresher's Representative~~

SO 2006: Hullfire Committee

6. ~~Elections~~ Appointment of the Executive Committee:

All members of the Executive Committee ~~(with the exception of Editor who shall be elected at an AGM)~~ are to be appointed through an interview process. The appointment of the Editor is to be done via an interview panel consisting of the outgoing Editor, the incumbent President of Activities and the Student Opportunities Manager. Following this the incoming Editor could interview for their committee alongside either the President of Activities or the Student Opportunities Manager, ~~overseen by the Editor, President of Activities and Student Activities Manager.~~ The AGM will be done in accordance with SO.8008 and subject to the following provisions:

- ~~a. only members of the Committee who have contributed to or worked on one of the two issues prior to the election are entitled to vote and stand for election;~~
- ~~b. only those present at the meeting at which the elections are held may vote;~~
- c. a member of the Executive Committee must resign before standing for another appointment.

~~Any position that becomes vacant shall be advertised and should be filled within two weeks.~~



SO 2009: Television Committee

6. Appointment of Executive Committee:

All members of the Executive Committee are to be appointed by interview. The appointment of the Station Manager is to be done via an interview panel consisting of the outgoing Station Manager, the incumbent President of Activities and the Student Opportunities Manager. Following this the incoming Editor could interview for their committee alongside either the President of Activities or the Student Opportunities Manager.

~~by a panel which will normally consist of Station Manager, President of Activities and Student Activities Manager subject to the following provisions:~~

- a. A member of the Executive Committee must resign before standing for another appointment.



UNION COUNCIL MOTION

Title of motion:


I would like the Council to petition the University to keep the graduation at City Hall and not the Bonus Arena.

HUU Notes:

The current decision has been made without consulting current students or Staff, the statements that have been released contradict themselves. The decision to move to the Bonus Arena was to enable greater capacity and hold all three stages of the graduation experience under one roof. Now the hat throwing is in the city centre which requires walking to and the after party is in the basement of a shopping centre. None of this is befitting for degree students who have been promised city hall and have built up this picture in their head for their entire degree, for many they have pictured this as the closure of the experience.

HUU Believes:

- *Students were promised City Hall on commencement of their degree at the University of Hull*
- *No consultation has been done with current finalists or current students*
- *No proof of actual consultations with previous graduates*
- *City Hall has adequate facilities for disabled students and guests*
- *City Hall have confirmed that the same experience can be given to a disabled student*


- 
- *The reasons given for the decision are being contradicted by the registrar.*

HUU Resolves:

We would like the Presidential team to petition the Univeristy to return the venue for graduation to be kept at City Hall. This needs immediate action as arrangements for graduation would already have been completed in previous years. This year due to the secrecy of the change in venue the arrangements are already behind. There is a petition with over 2,400 students signatures in support of this action. Here is the link :

https://www.change.org/p/hull-university-keep-hull-city-hall-as-hull-university-s-graduation-venue?recruiter=false&utm_source=share_petition&utm_medium=facebook&utm_campaign=psf_combo_share_initial.pacific_post_sap_share_gmail_abi.gmail_abi&utm_term=psf_combo_share_initial.pacific_post_sap_share_gmail_abi.gmail_abi&recruited_by_id=a75a40f0-32ff-11e9-a6ac-4ff5c5319ae1&utm_content=fht-14309907-en-gb%3Av5&fbclid=IwAR203Z_UIiAipOaNDGwyRry2gGAOPTIJF3crqr_O39H-82Oo3WrhOk4x8_w

Proposer: *Lee Tilling (Faculty Rep for Business, Law and Politics)*



Seconders: *Ben Weeks (Subject Rep for Law)*



UNION COUNCIL MOTION

Title of motion:

Change LINKS Standing Orders

HUU Notes:

LINKS Standing orders were change last year (23rd April 2018) not including changes made in the move into the Activities Zone.

HUU Believes:


The LINKS Standing orders are 10 pages long, with some positions having over 10 responsibilities. The role of PR & Fundraising Lead has not operated effectively for the past 5 years with these in this position struggling to fulfil the role alongside studies. In addition to this a membership review was included which is not in line with HUU policy and standing orders.

HUU Resolves:

LINKS Standing orders be updates to those shown

Summary of changes made:

- Definition of LINKS has been clarified with a focus towards HUU and not SJA. HUU standing orders and SJA policy are now equally important.
- Aims of LINKS has been clarified
- Type of members (informally known as social and operational) has been put into the SO as Union and SJA and their entitlements and accountability clarified.
- The process becoming a LINKS Life Member has been clarified and its entitlements stated.
- The position of PR & Fundraising has been changed to Activities Lead with focus on running social and PR events not organising and coordinating all fundraising of LINKS. This has become a whole committee responsibility.
- The elections section has been removed and content put into the meetings section (which has been brought forward from the end of the SO)
- Individual responsibilities have had all SJA focused responsibilities removed and replaced with the SJA role description for each which is attached.
- Remaining responsibly are Union focused.
- Executive committee members are removed from role if they do not attend 3(previously 2) consecutive committee meetings with out apology. A warning is sent to them after the second. They can also be dismissed by SJA or HUU I this event the exec is to follow up on this with the other organisations procedure.

- 
- *Standing orders are now to be review every 2 years to ensure they remain relevant and in line with current SJA and HUU policy and procedures.*

Proposer: *Rory Hamill (Chair of LINKS/Unit manager)*

Seconded: *Rebecca Humphries (Logistics Lead for Hull LINKS)*

Standing Order

Governing LINKS First Aid Committee

Definition

LINKS First Aid Committee is a standing committee as defined in SO 8008 and will be subject to these regulations unless otherwise stated in SO 2012. The Activities Zone shall be responsible for the management and co-ordination of the activities of the LINKS Standing Committee.

The Executive Committee will facilitate communication between HUU and St. John Ambulance to ensure that policy and regulations of both organisations are complied with.

Aims

The aims of the LINKS First Aid Standing Committee are:

- Provide volunteering opportunities with St. John Ambulance (SJA) for members of HUU
- Facilitate first aid event cover to HUU and the university of hull through St. John Ambulance.
- Promoting First Aid to students on campus

Membership

Union Members are individuals who have paid membership to Hull LINKS but are not members of St. John Ambulance.

SJA members are individuals who hold membership to Hull LINKS and are also a member St. John Ambulance. These individuals are entitled to the benefits of this organisation but must also comply with its policies in addition to those of HUU.

They are both entitled to attend training, social, and fundraising/PR events run by Hull LINKS. They are considered voting members and can cast a vote and run for Executive Committee positions in The Annual General Meeting (AGM) and Emergency General meetings (EGM).

LINKS Life Members

LINKS Life Membership is awarded to members of the Hull LINKS First Aid Standing Committee who are to graduate. Membership can be applied for by submitting The LINKS Life Member Application before the Annual General Meeting. Each applicant will be invited to speak at the AGM. Then Voting Members of Hull LINKS will then vote for the acceptance of an individual's application. Successful application for LINKS Life Membership does not entitle the individual to membership of HUU or to vote in The AGM or EGM, however they are welcome to return to for training or other activities of Hull LINKS.

Positions on the Executive Committee

The Executive committee will be elected at the Annual General Meeting or EGM if there are any vacant positions in accordance with SO 8008.

The Executive Committee Positions are as follows:

- a) LINKS Chair/ Unit Manager
- b) Event Services Lead/ Vice LINKS Chair
- c) Logistics & Facilities Lead
- d) Human Resources Lead
- e) Training Lead
- f) Activities Lead

A member of LINKS can only hold one position on the executive committee at any one time.

Meetings

Annual General Meetings (AGM)

A notice must be given to all LINKS members of 2 weeks of the AGM occurring. In order for the AGM to go ahead, 20% of the LINKS membership must be present. Each candidate for an executive committee position will have 3 minutes to speak and 3 questions will be asked to each candidate. The 3 questions will be decided for that set position. There are no personal questions for each candidate, but questions can differ from role to role. When the other candidates for that role are speaking and the questions are being decided, they must leave the room. The vote is taken with secret ballot papers.

Emergency General Meeting (EGM)

An Emergency General Meeting can be called by the Executive Committee. This can be done through a simple majority vote. If this is to occur, then it must adhere to the same standards of an AGM

Executive Committee Meetings

Executive Committee meeting should be held at least fortnightly during term time.

However, this is at the discretion of the Executive committee. For an executive committee meeting to take place the majority of the Executive committee must be present. Any person can attend the committee meeting at the discretion of the Chair.

Moving into committee

Any member of committee can ask to move into committee where only the executive committee members are present. However, the executive committee can ask the members of SJA or HUU staff to stay if they so wish. When in committee the discussions shall not be minuted. What will be recorded is the time of going into committee, the subject and the outcome.

Responsibilities of The LINKS Executive Committee

All Executive Committee positions are to:

- 1) Ensure that all correspondence is dealt with by the relevant committee member upon receipt from the post tray, Hull LINKS email and Social media.
- 2) Keep the Chair aware of all issues being dealt with and activities in the LINKS Standing Committee;
- 3) Ensure that all members are happy and comfortable in LINKS.
- 4) Facilitate Fundraising and ensure correct SJA and HUU procedures are followed.
- 5) Ensure that an adequate handover takes place when relinquishing their roles to the incoming the executive committee.
- 6) Ensure that any member of Hull LINKS reporting a complaint or concern is aware of all options available to them.

Chair

The Chairperson is to:

1. Fulfil the SJA role description of Unit Manager (appendix A)
2. Ensure fortnightly Executive committee meetings occur and call extra Executive committee meetings as necessary.
3. Chair both the Executive Committee and general committee meetings;
4. Attend Societies Council & Union Council or send a delegate.
5. Ensure that Staff Members of HUU know who the Members of the LINKS Executive committee are and their roles.
6. Hold only a casting vote in General Meetings.
7. Maintain and manage the HUU LINKS Accounts with the assistance of two other executive committee members who are to be made signatories of the accounts.
8. Signpost and assist members as necessary and report welfare concerns to the relevant university serveries if required.
9. Oversee all the activities of The Hull LINKS Standing Committee.

Event Services Lead (Vice-Chair)

The Event Services Lead (Vice-Chair) is to:

1. Fulfil the SJA role description of Event Services Lead (Appendix B)
2. Deputises for the LINKS Chair/Unit manager

Logistics & Facilities Lead

The Logistics & Facilities Lead is to:

- 1) Fulfil the SJA role description of Logistics Lead (Appendix C).
- 2) Liaise with the Union Facilities Team and SJA Members to ensure the care and maintenance of HUU facilities used by LINKS.
- 3) Be responsible for the completing of a deep clean of all clinical areas every 3 months and completing monthly safety checks.

Human Resources Lead

The Human Resources Lead is to:

- 1) Fulfil the SJA role description of HR lead (Appendix D)
- 2) Keep a register of attendance at LINKS meetings and training nights;
- 3) Be responsible for booking rooms for the purposes of committee meetings and related purposes.
- 4) Record and publish the minutes of all Executive Committee Meetings and General Meetings within 5 working days.
- 5) Inform members of all General meetings or Executive Committee Meetings or other necessary events.
- 6) Be responsible for maintaining a membership database of training attended and Union Event Hours completed.
- 7) Contacting members of LINKS who have been absent from 2 consecutive training nights with no reason for absence for the purposes of welfare.

Training Lead

The Training Lead is to:

- 1) Be a point of contact for any organisation/ society wanting to use LINKS for first aid awareness sessions (This is not for first aid training or qualification).
- 2) Be responsible for Organising casualty simulation exercises at the end of each semester.
- 3) Be responsible for booking rooms for training purposes such as weekly training nights.
- 4) Complete all necessary external speaker forms or any other documentation in line with HUU policy.

Activities Lead

The Activities Lead is to:

- 1) Be responsible for ensuring that social media presence (Twitter, Facebook etc.) is updated on a regular basis in coordination with other members of the Executive committee.
- 2) Be responsible for organisation of LINKS activities such as Social and PR/Fundraising.
- 3) Be responsible for leading the organisation of recruitment at the Welcome Fest Societies fair and other appropriate times.
- 4) be responsible for organising and publishing a social events calendar.

Resignation or Dismissal of an executive committee member

An executive committee member can be dismissed from their role:

- a) If they miss 2 consecutive Executive Committee meetings without submitting an apology to The Executive Committee. The Chair will contact them to warn them that if they miss the next Executive Committee meeting without submitting an apology this will be taken as resignation from role.
- b) By following the following the relevant HUU procedures. In the event of this the remaining LINKS Executive Committee will ensure that appropriate SJA procedures are also followed for the dismissal of that member.
- c) Dismissal through appropriate SJA procedure. In the event of this the remaining LINKS Executive Committee will ensure that appropriate HUU procedures are also followed for the dismissal of that member.

Review of Standing Orders

These standing orders are to be reviews every 2 years.

VOLUNTEER ROLE DESCRIPTION

UNIT MANAGER

The Unit Managers role is to lead, organise and manage a vibrant and thriving Unit, that attracts, motivates and retains its volunteers, to be active in the delivery of the organisations charitable vision and goals. The Unit Management Team (UMT) will provide an engaging quality programme and offer support, guidance and development to provide the best possible experience for their volunteers.

Expected time commitment: 4 to 6 hours a week

Function: Operations Division

Line managed by: Area Manager

WHAT YOU WOULD BE INVOLVED IN (DUTIES & RESPONSIBILITIES)

- Build a positive Unit culture by engaging, motivating, supporting, and developing your team of volunteers
- Build an appropriate Unit Management Team (as appropriate) to support the effective running of the unit
- Work with the Area Manager and District New Volunteer Lead to support the recruitment and induction of new volunteers
- Work with the Unit Management Team to plan and deliver an engaging Unit programme of CPD activities appropriate for the Unit
- Work with the Unit Management Team to develop and retain existing volunteers
- Provide support and guidance to volunteers in the Unit to ensure they are well trained and have a positive and rewarding experience
- Proactively support the Wellbeing of their team and wider colleagues
- Ensure that the Unit is part of its community and supports the needs of its community
- Ensure all volunteers are contributing to the delivery SJAs charitable vision and goals
- Ensure effective people management practices are undertaken with your team such as 1:1s and Volunteer Development Reviews
- Recognise and reward the contribution of volunteers
- In partnership with Facilities ensure the meeting place is suitable for the required activities and well maintained to provide a safe and inviting environment for the Unit
- Ensure SJA policies and procedures are complied with.

As well as the responsibilities listed above there are also specific responsibilities relating to youth units:

- Ensure the Youth Leadership Team are delivering the SJA Badger or Cadet programme in a fun and exciting way that attracts and retains young people and embraces the youth voice principles
- Ensure opportunities for development are readily available, for example Peer Educator or attending events as part of the team
- Work with the Area Manager, District Youth Officer, District New Volunteer Lead and Youth Leadership Team to support the recruitment and induction of young people and adult volunteers
- Work with the Area Manager and adjoining Units/Functions to aid effective transition for young people through the organisation
- Recognise and reward the contribution and achievements of the young people in the Unit
- Ensure our Safeguarding Policy and Procedures are understood and followed by all adults involved in running the Unit
- Ensure the Subs Policy is understood and is being effectively implemented.

Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder.

WHAT YOU WILL GET FROM THIS ROLE

- Opportunities to learn and develop skills through training and hands on experience in all areas of leadership and management
- Opportunity to input into the wider strategic goals of the organisation
- Opportunity to meet new people and be part of a team
- Opportunity to have a positive impact on your local community and the people within it.

WHO WE ARE LOOKING FOR (PERSON SPECIFICATION)

The role holder must demonstrate their ability to meet the following requirements within 12 months of starting the role:

- | | |
|--|----------|
| • Approachable with good people skills and the ability to communicate effectively with people both verbally and in writing | Required |
| • Ability to motivate, manage and support volunteers | Required |
| • Ability to build and maintain effective relationships with a wide range of people | Required |
| • Ability to delegate and prioritise effectively | Required |
| • Willing and able to role model the SJA heart values | Required |
| • Ability to manage and resolve conflict | Required |
| • Able to plan, manage and monitor own tasks and time | Required |
| • Ability to use basic computer software and SJA IT Systems | Required |
| • Willingness to travel throughout the district and attend regional events as needed. | Required |

ROLE SPECIFIC EXPECTATIONS

- ***This role is exempt from the provisions of the Rehabilitations of Offenders Act***
- This is a 'Primary' role meaning that the delivery of it should be the first call on the volunteer's available time commitment to the organisation. Some Unit Managers may also have secondary roles for example in Event Delivery, such as Event Managers or First Aiders, but the time spent delivering these roles must remain as a secondary priority.

SCREENING REQUIREMENT FOR ROLE (CATEGORY THREE)

This role requires the following pre-volunteering screening checks:

- Occupational Health (including driving if appropriate), Criminal record check (DBS), Professional Registration (PIN) check (if applicable), One written reference, Identity check and Interview.

TRAINING & SUPPORT PROVIDED

The training we will provide for you in your first few months is as follows:

- Welcome programme introducing you to the charity and volunteer manager induction
- Role specific leadership and management training and first aid training
- Introduction to Safeguarding Level 1 and level 2
- Training on appropriate IT systems such as DIPS, MyData and CONNECT.

A buddy/mentor (another Unit Manager) will be appointed to support you in your Induction period
SJA will provide uniform appropriate to the role, excluding footwear.

Please note that internal candidates will not be subject to repeating training or screening that they have already undertaken for their current role.

OUR VALUES

This role requires the volunteer to embrace the organisation's vision and values, which are:

Our vision is for communities that save lives and serve each other through volunteering for health and first aid. To achieve this, our mission will be to build volunteering for health into every community, providing first and second response and resilience every day.



This role description is intended as an outline indicator of general areas of activity and will be amended considering the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: Youth & Volunteering

Date of preparation: October 2018

Volunteer role description



Role: Unit Event Services Lead

Reporting to: Unit Manager

(This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.)

A Disclosure and Barring Service (DBS) check is not required for this role

About St John Ambulance

Our vision is that everyone who needs it should receive first aid from those around them. No one should suffer for the lack of trained first aiders. Everything we do at St John Ambulance must be judged by whether it helps to bring about a world where everyone who needs it receives first aid.

Purpose of the role?

As a unit event services lead you will be responsible for coordinating the event services activities of the unit on behalf of the unit manager. This will involve liaising with the appropriate functional specialists and with external event organisers as appropriate.

What would you be involved in?

- Organise local event cover under direction of unit and area manager
- Coordinate the resourcing and deployment of event service volunteers for events
- Maintain records on event computer system (i.e. DIPS)
- Coordinate unit participation in response to emergencies
- Liaison with Regional and District Event Services staff as necessary
- Assist the Unit Manager as appropriate with other volunteer management tasks.

What we are looking for?

- An enthusiasm for the work of St John Ambulance and an appreciation of our values
- Someone who is interested in event services and emergency response
- Someone who likes to communicate with people
- Someone who is able to work as part of a team or on their own initiative under guidance
- Ability to use computer systems
- Trained as an event first aider or have previous experience
- Knowledge of St John Ambulance's event services activities (but not essential)
- Knowledge of St John Ambulance emergency response procedures (but not essential).

Support and training available?

- Event Services and Emergency Response policies and practice
- Duty information planning system (DIPS)
- First aid training.

Location of this volunteering role?

Role is unit, event and home based.

Role specific commitments?

- Induction to role
- We would ideally like you to volunteer for us at least once a week.

Contact details for recruitment

Unit Manager

Volunteer role description



If you have any questions about the recruitment process for this role you should contact the person above. General enquiries about volunteering can be made by calling 08700 10 49 50

General information for all St John Ambulance volunteers

Full information on St John Ambulance volunteering is available on both our public website at www.sja.org.uk or on the 'People' pages on SJACconnect (internal site). If you have any specific questions talk to the line manager highlighted above.

Please note the following about volunteering with St John Ambulance:

- You will need to fill in an application form and a health declaration, returning to the recruiter
- We screen all volunteers which as a minimum means taking up two references from people you have known for at least two years and who are not related. For appropriate roles we will also apply for a Disclosure and Barring Service check; process a health assessment and check eligibility to volunteer in the United Kingdom
- All volunteer roles are subject to a trial or probation period of six months (12 months for work with young people). This is so that both you and the organisation are comfortable with your involvement in the charitable work of St John Ambulance
- All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times
- You will receive appropriate training and ongoing support for any role
- It is the aim of St John Ambulance to ensure that no one receives less favourable treatment on any grounds and is not placed at a disadvantage by conditions of volunteering
- We will therefore make you aware of your responsibilities under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees or service users
- If you have contact with data systems you are required to obtain, process and/or use the information in a fair and lawful way; to hold data only for the specific registered purpose; and not to use or disclose it in any way incompatible with such purpose
- St John Ambulance will cover all legitimate out of pocket expenses incurred during your volunteering with us
- St John Ambulance aims to recognising all volunteers' contributions to our charitable work.

This role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St John Ambulance. It is expected that the volunteer will be as positive and flexible as possible using this document as a framework.

Internal use only

National/ Region:	National Volunteering team – People and Organisation
Initials:	TG
Date developed:	December 2013

Volunteer role description



Role: Unit Equipment and Logistics Lead

Reporting to: Unit Manager

(This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.)

A Disclosure and Barring Service (DBS) check is not required for this role

About St John Ambulance

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Purpose of the role?

As a unit equipment and logistics lead you will be responsible for supporting the unit manager in all matters relating to equipment resourcing and logistics management including liaising with the appropriate functional specialists to make sure that the equipment needs of the unit are met.

What would you be involved in?

- Maintenance and arranging servicing of unit equipment
- Management of supplies on behalf of the unit manager
- Procurement of supplies including uniform and disposables
- Coordinating effective day to day vehicle assess (if vehicles unit based)
- Liaison with Regional and District Equipment/Logistics staff as necessary
- Assist the Unit Manager as appropriate with other logistic tasks.

What we are looking for?

- An enthusiasm for the work of St John Ambulance and an appreciation of our values
- Someone who is interested in logistics management
- Someone who likes to communicate with people
- Someone who is able to work as part of a team or on their own initiative under guidance
- Some experience in logistics management and maintaining equipment
- Knowledge of St John Ambulance's logistics operations (but not essential)
- Knowledge of St John Ambulance equipment and logistics procedures (but not essential).

Support and training available?

- Logistics policy and practice
- First aid training.

Location of this volunteering role?

Role is unit and home based.

Role specific commitments?

- Induction to role
- We would ideally like you to volunteer for us at least once a week.

Contact details for recruitment

Unit Manager

If you have any questions about the recruitment process for this role you should contact the person above. General enquiries about volunteering can be made by calling 08700 10 49 50

Volunteer role description



General information for all St John Ambulance volunteers

Full information on St John Ambulance volunteering is available on both our public website at www.sja.org.uk or on the 'People' pages on SJACconnect (internal site). If you have any specific questions talk to the line manager highlighted above.

Please note the following about volunteering with St John Ambulance:

- You will need to fill in an application form and a health declaration, returning to the recruiter
- We screen all volunteers which as a minimum means taking up two references from people you have known for at least two years and who are not related. For appropriate roles we will also apply for a Disclosure and Barring Service check; process a health assessment and check eligibility to volunteer in the United Kingdom
- All volunteer roles are subject to a trial or probation period of six months (12 months for work with young people). This is so that both you and the organisation are comfortable with your involvement in the charitable work of St John Ambulance
- All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times
- You will receive appropriate training and ongoing support for any role
- It is the aim of St John Ambulance to ensure that no one receives less favourable treatment on any grounds and is not placed at a disadvantage by conditions of volunteering
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Internal use only

National/ Region:	National Volunteering team – People and Organisation
Initials:	TG
Date developed:	December 2013

Volunteer role description



Role: Unit Human Resources Lead

Reporting to: Unit Manager

(This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.)

A Disclosure and Barring Service (DBS) check is not required for this role

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Purpose of the role?

As a unit volunteer HR lead you will be responsible for supporting the unit manager in all volunteering matters and liaising with the appropriate functional specialists to make sure that the people management needs of the unit are accomplished.

What would you be involved in?

- Induction of volunteers into the unit including overseeing the buddy process
- Coordinating volunteer development reviews on behalf of and in liaison with the unit manager
- Recruitment and retention of volunteers
- Recording volunteering achievements including applying for volunteer recognition
- Processing of people who are finishing volunteering with SJA
- Undertaking DBS identity checks when appropriate
- Liaison with Regional and District Human Resources staff as necessary
- Assist the Unit Manager as appropriate with other volunteer management tasks.

What we are looking for?

- An enthusiasm for the work of St John Ambulance and an appreciation of our values
- Someone who understands volunteer management and service delivery
- Someone who can communicate with people
- Someone who is able to work as part of a team or on their own initiative under guidance
- Human Resource or Volunteer Management experience
- Knowledge of St John Ambulance's activities in the community (but not essential)
- Knowledge of St John Ambulance volunteer HR procedures (but not essential).

Support and training available?

- Volunteering/Human Resources policy and practice
- First aid training.

Location of this volunteering role?

Role is unit and home based.

Role specific commitments?

- Induction to role
- We would ideally like you to volunteer for us at least once a week.

Contact details for recruitment

Unit Manager

If you have any questions about the recruitment process for this role you should contact the person above. General enquiries about volunteering can be made by calling 08700 10 49 50

Volunteer role description



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- All volunteer roles are subject to a trial or probation period of six months (12 months for work with young people). This is so that both you and the organisation are comfortable with your involvement in the charitable work of St John Ambulance
- All information concerning volunteers, employees and patients shall be treated as strictly confidential at all times
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Internal use only

National/ Region:	National Volunteering team – People and Organisation
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Date developed:	December 2013

Volunteer role description



Role: Unit Training Lead

Reporting to: Unit Manager

(This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.)

A Disclosure and Barring Service (DBS) check is not required for this role

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Purpose of the role?

As a unit training lead you will be responsible for supporting the unit manager in all training matters and liaising with the appropriate functional specialists to make sure that the training activities of the unit are accomplished.

What would you be involved in?

- Organise unit internal training/skills refreshing programme
- Organise annual revalidation for role for all volunteers in unit
- Coordinate community training for the public (if authorised by training function)
- Maintain training records of all volunteers in unit
- Book volunteers onto regional and district run courses
- Liaison with Regional and District Training staff as necessary
- Assist the Unit Manager as appropriate with other training tasks.

What we are looking for?

- An enthusiasm for the work of St John Ambulance and an appreciation of our values
- An interest in coordinating quality first aid training to volunteers
- Someone who can communicate with people
- Someone who is able to work as part of a team or on their own initiative under guidance
- Experience of either delivering training or organising training
- Registered SJA Trainer (but not essential)
- Interest in running first aid training for the public (but not essential)
- Knowledge of St John Ambulance training procedures (but not essential).

Support and training available?

- SJA Training policy and practice
- First aid training.

Location of this volunteering role?

Role is unit and home based.

Role specific commitments?

- Induction to role
- We would ideally like you to volunteer for us at least once a week.

Contact details for recruitment

Unit Manager

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Volunteer role description



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