

UUSU Student Executive Role Review 2025

Ulster University Students' Union: Articles of Association Review - Overview

Ulster University Students' Union derives its existence and authority from the Statutes and Ordinances of Ulster University. Its core purpose is to represent the educational interests and welfare of its members as set out within its Articles of Association and associated Bye Laws.

To ensure its purpose and governance is fully and progressively reflective and considerate of the aims and objectives of a membership led organisation, a review of Articles of Association is required every five years.

Through the AoA review the following areas were agreed by the Student Executive 24/25 to be considered further

- Impact of any change within the Statutes and Ordinances of Ulster University reflected currently.
- Ensuring Articles provide a clear reflection of the role of the organisation to those it represents.
- Consider if rules and regulations are fit for purpose in supporting its governance structure and that they remain accessible to a diverse membership?
- Evaluate if they support necessary accountability mechanisms for a membership led organisation?

Review of Officer Roles

An initial review of the current student full time leadership as outlined within [Bye Law One](#) (Democratic Procedures) has been undertaken. An initial insight into current officer positions was initiated through an online feedback survey and facilitated through two face to face sessions.

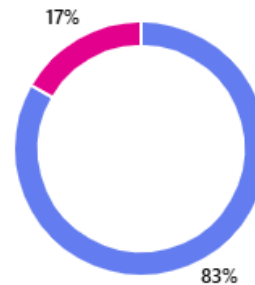
Student Executive general responsibilities are currently defined as:

- 4.2.1 Encouraging member participation in all aspects of UUSU activities.*
- 4.2.2 Encouraging members to attend internal and external meetings as required.*
- 4.2.3 Furthering the aims and objectives of UUSU.*
- 4.2.4 Presenting the policy of UUSU to external organisations and meetings as appropriate.*
- 4.2.5 The production of an annual report outlining their activities and achievements whilst in office.*
- 4.2.6 Submitting their Yearly Plan to the first meeting of Student Council for ratification.*
- 4.2.7 Gathering and disseminating information regarding the student voice and collective student opinion.*
- 4.2.8 Any other duties deemed appropriate by the President or Student Council.*

Officer online feedback (January 25) – 6 responses received

1. *Is your current role description a genuine reflection of your position and clearly outlines the expectations of the role?*

● Yes 5
● No 1



Q2 What responsibilities needs added or perhaps need more clarification?

President: Line management, clearly what those responsibilities are. Meetings at University and Union level will have legal obligations (Trustee Board, Complaints etc). Intensity of the role, pointing out that 50/55+ hour weeks are very common. You will be expected to travel across the campuses at a much higher rate than likely expected. External Commitments can be very large. If the President is new the expectation to guide their team through the induction/handover period is mad. Emotionally it is extremely taxing to sit on disciplinary board and appeal board - again not mention in packs. "Spokesperson" of the Union isn't really accurate; I have done more strategic work than media. Social Media expectations can be large at times, this is also me being slightly useless with social media bear in mind.

VP Equality & Belonging: The role description is broad and covers a wide array of responsibilities, with numerous duties falling within its scope.

VP Sport & Wellbeing: More information/responsibility should be passed down, so it can then be passed onto students who should be kept in the loop of what's going on with everything sport related. Personally, I don't believe the role should balance both Sport and Wellbeing - should be one or the other. The role is so sport heavy that it is difficult to balance both aspects and carry them out to a high degree, although I do see the link between both.

VP Education: I believe my role description on education remit is clear, the only thing I would add to this booklet is the reading expectations for meetings. For example, learning and Teaching alone comes with a lot of papers and documentation to read. Just a small point but in terms of my job description - I do think it is straight to the point and clear.

VP Coleraine: Maybe a wee expansion of the 'Represent students, and UUSU, within the locality of each campus' point. Maybe mentioning a bit about student safety etc. Possible inclusion in campaign section to mention the potential of working in partnership with the uni on separate campaigns e.g. Pantry. Work with cross-campus officers to aid in cross campus projects and networks.

VP Belfast: While the responsibilities are clear, I suggest adding part-time sabbatical officers to the team. This would help lighten the workload, improve efficiency, and better support our efforts in serving the student body.

Q3 Is there anything that should be removed?

VP Equality & Belonging: It would be difficult to remove anything, as the role description covers a wide range of duties. Removing any part of it could impact responsibilities that are important and should remain included

President: Campaigning & Policy - this section can be expanded on instead of removed.

VP Sport & Wellbeing: Distribution of policies - some have no relation to my role. I would rather give all my focus and commitment to the few sport/wellbeing policies and campaigns, rather than trying to balance one's than don't fall under my remit.

VP Education / VP Coleraine / VP Belfast: Nothing to be removed.

Q4 Share any other comments you think would be useful in the review?

President: Being very serious with candidates about the expectations and intensity of these roles.

VP Equality & Belonging: Under Leadership, supporting student communities, 'BME' should be updated to 'BAGE' (Black, Asian, and Global Ethnicities), and 'students with disabilities' should be amended to 'students with additional needs or requiring reasonable adjustments.'

VP Education: I think clearer information on overall expectations as an officer, that it isn't your standard 9-5 job, travel expectations because most would prefer to drive as a cross-campus officer with the amount of travel. Most of this is already in there, but I think it could be more emphasized. When I read the working hours section, I thought this might have been occasional, for example just Freshers ... Not a week in Tralee.

VP Coleraine: I do think it is next to impossible to do the campus VP much justice in its definition without writing a short book.

Officer consultation sessions 14th January & 21st January 25

Officers: Reece Armstrong (VP Magee); Chris Murray (VP Coleraine); Favour Okpohs (VP Belfast); Emily Roberts (VP Education); Daniel Sanusi (VP Equality & Belonging)

Staff: Mandy Mulholland (Interim Head of Membership); Mark Francos (Governance & Policy Coordinator)

Apologies: Ethan Davies (President)

In an open forum the following questions were posed for consideration and discussion by the Student Executive team:

- Current officer roles – are they ready to lead the membership of UUSU through the next five years?
- How do they support organisational aims and current UUSU strategy?
- How do current roles align to staff support – do they need to?
- What matters to students – where can a future Student Executive impact most?
- As a students' union, what areas should be prioritised for the student executive

In shaping a future Student Executive, current officers were asked to consider:

- The membership reach, engagement and impact through each role.
- The balance of a campus presence for the team.
- The balance of workload and responsibility across each role

Summary of feedback by role

Role	Noted	Key Responsibilities
President	To be progressed	
VP Campus (Belfast/Coleraine/Magee)	<p>Name Stays – each campus has its unique personality and student community</p> <p><i>Role defined best through its identity and purpose rather than title</i></p>	<p>Campus community outreach, engagement & day to day support of student life</p> <p><i>“Maximise craic, minimise stress”</i></p> <ul style="list-style-type: none"> • Representation - campus collective voice • Campus based events & activities (<i>SE & Team UUSU</i>) • Wellbeing • Accommodation • Campus facilities and services • Accessibility • Projects – e.g. Pantry <p>Groups/membership campus connect:</p> <ul style="list-style-type: none"> • Individual students • Societies • Student Networks • UUSU Councillors <p>UU Stakeholders</p> <ul style="list-style-type: none"> • Central Departments – Wellbeing ; International ; Physical Resources Teams ; EDI ; • Academic Teams across faculties <p>External Stakeholders</p>

		<ul style="list-style-type: none"> Compass – Bar space / catering provision
VP Education (Cross campus)	<i>No change or recommendations</i>	
VP Equality & Belonging (Cross campus)	<p>Name Change to: VP Equity and Inclusion</p> <p>(Definition of “Belonging” too broad – Inclusion more aligned to equality pillars.)</p> <p>This will embed and realign the purpose of the role in advocating for under-represented groups</p>	Key Responsibilities remain as is
VP Sport & Wellbeing (Cross campus)	<p>Name and responsibility change to: VP Sport</p> <p>Wellbeing aspect of role incorporated into campus VP responsibilities.</p> <p>Focus on sport alone strengthens UUSU position and commitment to sport through the ongoing transition and through its aims and objectives.</p>	<p>Officer responsibility should focus on:</p> <ul style="list-style-type: none"> Representation – provide the collective voice of students within competitive sport (individually or as a team) and recreational sport for all. Membership engagement - lead officer in a developed structure of effective representation across clubs on each campus Provide an independent voice to support sports services and their leadership team through collaborative working Lobbying for funding that supports and allows clubs and individuals to succeed Partnership Agreement on Sport developed and supported? <p>Groups/membership connect:</p> <ul style="list-style-type: none"> Sports Clubs – across campus

		<ul style="list-style-type: none"> • Elite athletes • Recreational – individual involvement <p>UU Stakeholders :</p> <ul style="list-style-type: none"> • Sport Services
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Recommendations

- **Enhanced and role specific induction and training plan**

- Training month of July better utilised to include a supporting framework around creating a team plan and timeline for the year inclusive of manifesto objectives.
- Additional level of training for President in preparation for leading the officer team.
- Opportunity for paid pre-start induction/introduction to key stakeholders in advance of peak staff leave times. (Flexible approach needed around availability rather than fixed dates)
- Suggested an additional paid period of officer transition time be formalised in June.
- Access to organisational event and key dates calendar needed in supporting Student Executive planning
- A plan for Team transition across social media accounts need. This would include introducing the new team and their roles through the summer induction period highlighting plans for the year ahead
- There needs to be much stronger understanding of each other's roles incorporated into the induction process.
- Establish in training a session on the role of each officer, similar open forum style to the officer feedback days.

- **Deputy President**

- Deputy President role is needed this should be elected by the team through secret ballot of the Student Executive by end of August (tbc)
- To help better define delegated responsibilities and ease pressures on President suggested split:
 - UUSU Student Officer lead for organisational operational / stakeholder engagement / campaigns lead President.
 - Advocacy / policy lead (or as delegated by the President) sit with Deputy President

- **OR** President delegates based on passions and interests across the student executive team

- **Equality, Diversity & Inclusion**

- Supporting international/cultural diversity and those students with additional needs (including accessibility) should be included as a cross-role responsibility.
- Inclusion should be a clear part of the team remit, with VP Equity and Inclusion spearheading and championing it.
- Part time student executive to be explored further in supporting providing an additional level of support. These positions could align to fulfil individual elements of roles such as international student as part of Equality & Belonging remit.
- Look at best practice and staff insight to best integrate into role descriptions

- **Communication, Engagement and Officer Visibility**

- Targeted community engagement across all levels is vital in provide an authentic representational voice for students
- Communication and connection between staff and officer team is crucial
- A central list of UUSU & UU contacts and key stakeholders needed.
- Build a comms and engagement plan around each role
- Use 3 buzzwords as descriptors for each role. Equity for All etc
- Quote from each officer to provide a “personal signature” to their role.

- **Education**

- Crucial that potential candidates for the role of VP Education are interested in Education Policy and Educational rights
- Look at were roles cross over. Key elements should be focused on from role description and briefing pack. But more focus on cross-role collaboration.
- Committee engagements are numerous but spread throughout month, with plenty of support from 4 strong student voice team and 2 strong Advice Bureau team.
- Requires better connection with SMT and better meeting connection, re-evaluation of management board and SE connection.

- **General**

- UUSU Designated Responsibility Framework integrated into training to allow a greater understanding of operational responsibility and leads.
- Clearer understanding of role and position of SE members on Trustee Board and responsibilities in contributing to organisational oversight.
- Bring in staff leads from teams into SE.
- Role descriptions should include a synopsis introducing the position and then full role description.
- Events need to be refocussed. Campus VPs to work closer with events team that broader population would want to be involved in!
- To help coordinate the ask from UUSU as the recognised representative body on meeting membership, events and projects should be filtered through a designated contact or sectional leads across University Departments.
- Culture from across the global student community integrated into the offerings of the pantry.

Student Executive: additional areas to include across role overviews

Networks – VP E&I / Campus VPs
Activities – Team
Societies – Campus VPs
Wellbeing – Team
Campus Engagement – Campus VPs leading with support from cross campus roles
Social Events – Campus VPs
Opportunities – Team
Student Services – Campus VPs
Communications – Team / President
Accommodation – Campus VPs
Membership Connection – Team
Student Life – Team / Campus VP
Community – Campus VP
Engagement – Team
Student Experience – Team
Student Voice – Team
Social Events – Team / Campus VP
Social Justice – Team
Public Affairs – Team / President
Union Development - Team

Role responsibilities across key central representational and engagement events to be incorporated into role overviews

- Induction reach – Team (Officer lead to be agreed)
- Freshers fayre and engagement – Team (Officer lead to be agreed)
- Student Forums: Reps – VP Education; Clubs – VP Sport; Societies – Campus VPS; Networks – Campus VPs
- Refreshers – Team (Officer lead to be agreed)
- RAG – Team (Officer lead to be agreed)
- Awards – Colours – VP Sport; LTA's – VP Education; SU Awards - President
- Campaign events - Team (aligned to campus and availability)

- Graduations – (President to allocate)
 - Social events (activities team) – Team, aligned to campus
 - Society events - Team (aligned to campus and availability)
 - Wellbeing gardens – Campus VPs
 - Events Committee – Campus VPs
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- Ad hoc Projects (e.g. Magee taskforce) - (President to allocate leads/membership)
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- USUU Committees & Meetings – Team allocation
 - UU Committees & Meetings - (President to allocate leads/membership)
 - Chairing responsibilities – UU & UUSU Committees

Societies support to be incorporated into role overview



The officer role within Student Events and Activities

Campus VPs

"Lead on the planning and delivery of campus events to increase the feeling of community and student experience"

"Lead on the pursuit of student opinion and feedback on UUSU Events and Entertainment"

You will sit on the UUSU Events Committee



#getinvolved

Practical ways to support your campus events and activities

- Repost stories and updates from the UUSU socials @uusuu_online and @uusuu_presents
- Attend UUSU events (even if you aren't playing a role in delivering them!)
- Share live content and event feedback on your stories
- Talk to students and encourage them to get involved
- Spend time in the UUSU social spaces
- Share photos with the UUSU marketing team by uploading to the WhatsApp photo chat

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The officer role within Student Societies:

Campus VPs

Part of your role is to lead on the planning and delivery of campus events to increase the feeling of community and student experience



The officer role within Student Societies:

VP Education

To take the lead role in campaigning for the best possible educational experience for students at Ulster.

VP Equality and Belonging

Support student communities and networks. These include but are not exclusive to BME, women's, LGBT+, mature, part-time, minority languages, students with disabilities, neurodivergent students and those with parent and caring responsibilities



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#getinvolved



Practical ways to support your societies

- Follow society social media accounts
- Share society events and updates on your socials
- Attend society events (aim for at least 2 a month)
- Share event feedback on your stories and encourage students to get involved
- Engage with them on your campus teams channel
- Share photos with the UUSU marketing team by uploading to the WhatsApp photo chat

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It would be