

S.18-1 A Motion to Remove the Employability Officer and the Employability Committee from the SSC

The SSC note:

1. The remit of the Employability Officer and SSC Employability Committee overlap with that of the Director of Student Development and Activities and the Director of Education.
2. No Employability Committee is in place for the 2017/18 academic year.
3. The Director of Education has taken responsibility for convening and chairing the Employability Rep Forum in addition to training the Employability Reps.

The SSC believes:

1. The Employability Committee has been stagnating for the past few years and not fulfilled many of the responsibilities outlined in the Association Laws.
2. There is no structure in place to support subcommittees and affiliated societies in terms of employability and career skills.
3. The Director of Student Development and Activities and the Director of Education have adopted many of the responsibilities of the Employability Committee, making both the committee and Employability Officer redundant.
4. The Director of Student Development and Activities and the Director of Education work closely with subcommittees and societies, and have a wider knowledge of academic affairs, enabling them to make informed decisions and support employability strategies.

The SSC resolves:

1. To remove the position of Employability Officer as well as the Employability Committee from the SSC.
2. To amend the remits of both the Director of Student Development and Activities and the Director of Education as needed to incorporate employability-related responsibilities as relevant.

Proposers

Charlotte Flatley
Zach Davis

Secunder

Hannah Jacobs
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Appendix

A – Excerpt from current Laws

B – Proposed updated Laws

Appendix A: Excerpt from current Laws

Chapter One: The Students' Association

3.3 Association Director of Student Development and Activities

- 3.3.1 The Association Director of Student Development and Activities shall:
- 3.3.2 Within the Students' Association, be a member of the:
 - 3.3.2.1 Students' Association Board (SAB);
 - 3.3.2.2 Students' Representative Council (SRC);
 - 3.3.2.3 Student Services Council (SSC);
 - 3.3.2.4 SAB Finance Committee;
 - 3.3.2.5 SSC Discipline Committee;
 - 3.3.2.6 All SSC subcommittees;
 - 3.3.2.7 Conveners Selection Committee; and,
 - 3.3.2.8 Students' Association Executive Committee.
- 3.3.3 Provide one-to-one advice and support to individuals, groups and student bodies wishing to use the services offered by the Association.
- 3.3.4 Work with the SSC Postgraduate Officer to ensure that the full range of postgraduate events during the summer term is carried out.
- 3.3.5 Work with the Director of Events and Services to have overall responsibility for the organisation of pre-sessional activities in consultation with the appropriate officers and staff when relating to student activities.
- 3.3.6 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.3.6.1 SSC Charities Officer
 - 3.3.6.2 SSC Debates Officer
 - 3.3.6.3 SSC Music Officer
 - 3.3.6.4 SSC Performing Arts Officer
 - 3.3.6.5 SSC Postgraduate Officer
 - 3.3.6.6 SSC Volunteering Officer
 - 3.3.6.7 SSC Societies Officer
 - 3.3.6.8 SSC Arts Festival Convener
- 3.3.7 Be responsible for the health and safety of societies.
- 3.3.8 Ensure that the societies, groups and sub-committees are aware of their responsibilities and fulfil them.
- 3.3.9 Be responsible for promoting societies, subcommittees and association projects.
- 3.3.10 Organise the Societies Fayre in conjunction with the SSC Societies Committee.
- 3.3.11 Be responsible for working with the University to ensure rooms are made available to affiliated societies.
- 3.3.12 Be responsible for working with the Development Office to raise funds via sponsorship for student societies.
- 3.3.13 Act as a point of contact between the student body and the Careers Centre.
- 3.3.14 Be responsible for student society training.
- 3.3.15 Calculate the required budget for student activities.
- 3.3.16 Be responsible for the supervision of Association Projects.
- 3.3.17 Be responsible for all sections of the annual Association handbook pertaining to student development and activities.
- 3.3.18 Be a signatory on any Association cheque
- 3.3.19 Undertake any such additional duties as may be desirable for the promotion of student development and activities.
- 3.3.20 Be responsible for Association services presently not covered by other sabbaticals' remits.
- 3.3.21 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
- 3.3.22 Be entitled to distribute openly published factual information to external parties, including the media, on request.
- 3.3.23 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

- 3.5 Association Director of Education
 - 3.5.1 The Association Director of Education shall:
 - 3.5.2 Whithin the Students' Association, be a member of the:
 - 3.5.2.1 Students' Association Board (SAB);
 - 3.5.2.2 Students' Representative Council (SRC);
 - 3.5.2.3 Student Services Council (SSC);
 - 3.5.2.4 Students' Association Executive Committee (SAEC)
 - 3.5.2.5 SAB Governance and Nominations Subcommittee
 - 3.5.3 Line-manage the Education Committee, Employability Committee, and the Postgraduate Society Committee
 - 3.5.4 Take responsibility for the system of student academic representatives (including School Presidents and Class Representatives).
 - 3.5.5 Convene the School Presidents' Forum at least twice a semester.
 - 3.5.6 Participate in the University's internal Quality Assurance and enhancement procedures.
 - 3.5.7 Within the wider university community, be a member of:
 - 3.5.7.1 University Court and its sub-committees as appropriate;
 - 3.5.7.2 Learning and Teaching Committee and its subcommittees as appropriate;
 - 3.5.7.3 Postgraduate Research Committee and its subcommittees as appropriate;
 - 3.5.7.4 Academic Monitoring Group;
 - 3.5.7.5 Curriculum Approvals Group; and,
 - 3.5.7.6 Any ad hoc bodies as appropriate.
 - 3.5.8 Be responsible for representational strategy regarding education and employability
 - 3.5.9 Provide one-to-one advice and advocacy support to individual students, groups of students or bodies of students regarding complaints at the operation or judgement of the University or Students' Association, while respecting the direct responsibility of the Student Advocate (Education) for academic appeals.
 - 3.5.10 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.5.10.1 Faculty Presidents
 - 3.5.10.2 Postgraduate Convenor
 - 3.5.10.3 SSC Employability Officer
 - 3.5.11 Take joint responsibility, along with the Association President, for reading, researching and responding to consultation documents relating to higher education.
 - 3.5.12 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
 - 3.5.13 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

Chapter Four: The Student Services Council

- 1. Composition of the Student Services Council (SSC)
 - The membership of the SSC shall be as follows:
 - 1.1 Elected and Selected Members:
 - 1.1.1 Association President
 - 1.1.2 Association Director of Events and Services
 - 1.1.3 Association Director of Student Development and Activities
 - 1.1.4 Association Director of Education
 - 1.1.5 Association Director of Wellbeing
 - 1.1.6 Association Chair
 - 1.1.7 Association Alumni Officer
 - 1.1.8 Association Community Relations Officer
 - 1.1.9 Association Environment Officer
 - 1.1.10 Association LGBT+ Officer
 - 1.1.11 President of the Athletic Union
 - 1.1.12 SSC Employability Officer
 - 1.1.13 SSC Postgraduate Officer
 - 1.1.14 SSC Societies Officer
 - 1.1.15 SSC Performing Arts Officer
 - 1.1.16 SSC Debates Officer

- 1.1.17 SSC Charities Officer
- 1.1.18 SSC Music Officer
- 1.1.19 SSC Volunteering Officer
- 1.1.20 SSC Broadcasting Officer
- 1.1.21 SSC Member without Portfolio
- 1.1.22 SSC On The Rocks Convenor(non-voting)
- 1.1.23 SSC Design and PR Team Convenor(non-voting)
- 1.1.24 SSC Entertainments Convenor(non-voting)
- 1.1.25 The Principal Ambassador or their nominee (non-voting)

4. Officers, Conveners and Subcommittees of the SSC

4.1 The SSC shall have the following officers and conveners:

- 4.1.1 Societies Officer
- 4.1.2 Performing Arts Officer
- 4.1.3 Debates Officer
- 4.1.4 Employability Officer
- 4.1.5 Charities Officer
- 4.1.6 Music Officer
- 4.1.7 Volunteering Officer
- 4.1.8 Broadcasting Officer
- 4.1.9 Postgraduate Officer
- 4.1.10 Design Team Convener
- 4.1.11 Entertainments Convener
- 4.1.12 Member without Portfolio
- 4.1.13 SSC Arts Festival Convenor

4.2. The SSC shall have the following subcommittees:

- 4.2.1 Societies Committee
- 4.2.2 Performing Arts Committee (Mermaids)
- 4.2.3 Debates Committee (Union Debating Society)
- 4.2.4 Employability Committee
- 4.2.5 Charities Committee (The Charities Campaign)
- 4.2.6 Music Committee (Music is Love)
- 4.2.7 Volunteering Committee (SVS)
- 4.2.8 Broadcasting Committee (STAR)
- 4.2.9 Postgraduate Committee
- 4.2.10 Design Team
- 4.2.11 Entertainments Committee
- 4.2.12 Discipline Committee
- 4.2.13 Conveners Selection Committee
- 4.2.14 Arts Festival Committee (On The Rocks)

5.4 SSC Employability Officer

- 5.4.1 Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:
- 5.4.2 Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;
- 5.4.3 Serve as a primary student liaison with the Careers Centre;
- 5.4.4 Work with the Director of Education to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;
- 5.4.5 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and
- 5.4.6 Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online
- 5.4.7 Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.
- 5.4.8 Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
- 5.4.9 Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.

- 5.4.10 Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.

Chapter Seven: Elections

1. General Elections

- 1.1 Elected SRC, SSC, Senate and Association positions:
 - 1.1.1 The following positions shall be put up for election in March of each year:
 - 1.1.2 Association President
 - 1.1.3 Association Director of Student Development and Activities Association
 - 1.1.4 Association Director of Events and Services
 - 1.1.5 Association Director of Wellbeing
 - 1.1.6 Association Director of Education
 - 1.1.7 Association Chair
 - 1.1.8 Association Alumni Officer
 - 1.1.9 Association Community Relations Officer
 - 1.1.10 Association Environment Officer
 - 1.1.11 Association LGBT+ Officer
 - 1.1.12 Arts/Divinity Faculty President
 - 1.1.13 Science/Medicine Faculty President
 - 1.1.14 Postgraduate Convenor
 - 1.1.15 SRC Accommodation Officer
 - 1.1.16 SRC Wellbeing Officer
 - 1.1.17 SRC Member for First Years
 - 1.1.18 SRC Member for Gender Equality
 - 1.1.19 SRC Member for Age Equality
 - 1.1.20 SRC Member for Racial Equality
 - 1.1.21 SRC Member for Students with Disabilities
 - 1.1.22 SRC Member for Widening Access and Participation
 - 1.1.23 SRC Member without Portfolio
 - 1.1.24 SSC Charities Officer
 - 1.1.25 SSC Debates Officer
 - 1.1.26 SSC Employability Officer
 - 1.1.27 SSC Music Officer
 - 1.1.28 SSC Performing Arts Officer
 - 1.1.29 SSC Postgraduate Officer
 - 1.1.30 SSC Societies Officer
 - 1.1.31 SSC Volunteering Officer
 - 1.1.32 SSC Broadcasting Officer
 - 1.1.33 SSC Member without Portfolio

Chapter Twenty-Three SSC Employability Committee

1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives
2. SSC Employability Sub-Committee
 - 2.1 Membership:
 - 2.1.1 SSC Employability Officer (Convenor and Chair);
 - 2.1.2 Director of Student Development and Activities;
 - 2.1.3 Academic Outreach Officer
 - 2.1.4 Treasurer
 - 2.1.5 Secretary
 - 2.1.6 Publicity Officer
 - 2.1.7 Invited representatives (non-voting).
 - 2.2 Meetings:
 - 2.2.1 Employability Sub-Committee Meetings:
 - 2.2.2 The SSC Employability Committee shall meet whenever mandated by the SSC or called by

- the SSC Employability Officer. There shall be at least one meeting per semester.
3. Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.
 - 3.1 Should meet three times per academic year
 - 3.2 The Employability Officer is the chair and convenor
 - 3.3 The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum
 - 3.4 Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.
 4. Role Descriptions:
 - 4.1 SSC Employability Officer
 - 4.1.1 shall primarily work to represent student opinion on services and support relating to employability and career skills and shall
 - 4.1.2 Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;
 - 4.1.3 Serve as a primary student liaison with the Careers Centre;
 - 4.1.4 Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;
 - 4.1.5 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and
 - 4.1.6 Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online
 - 4.1.7 Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives
 - 4.1.8 Will hold fortnightly surgeries for School Presidents
 - 4.1.9 Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.
 - 4.1.10 Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.
 - 4.1.11 Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship
 - 4.2 Employability Class Representatives:
 - 4.2.1 Attend Employability and Careers training
 - 4.2.2.
 - 4.2.3 Help facilitate careers events in schools
 - 4.2.4 Liaise with School, Student Association and Careers Centre for funding of events
 - 4.2.5 Shall engage the student body with employability on campus.
 - 4.2.6 Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.
 - 4.2.7 Liaise with other Employability Representatives between Schools
 - 4.2.8 Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.
 - 4.2.9 Make student body aware of Careers Centre surveys on employability and career support during lecture shouts
 - 4.3 Academic Outreach Officer:
 - 4.3.1 Will liaise with Schools, Career links and School Presidents with regards to setting up career events
 - 4.3.2 Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.
 - 4.3.3 Will submit a report to the Employability Officer twenty-four hours prior to SSC meetings
 - 4.3.4 Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda
 - 4.4 Secretary
 - 4.4.1 Will keep a copy of all correspondence
 - 4.4.2 Will write correspondence not directly relating to the remit of other officers in the committee
 - 4.4.3 Will keep and update the minutes of the committee and the Employability Representatives Forum.
 - 4.4.4 Will produce a committee newsletter at least once per semester
 - 4.4.5 Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the

- Association Alumni officer and the Employability Committee
- 4.5 Treasurer
 - 4.5.1 Will keep the accounts of the committee
 - 4.5.2 Will ensure that committee budget is submitted correctly and punctually
 - 4.5.3 Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively
- 4.6 Publicity Officer
 - 4.6.1 Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.
 - 4.6.2 Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.
- 5. Funding:
 - 5.1 Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre
- 6. Committee:
 - 6.1 The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.
 - 6.2 The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

Appendix B: Proposed updated Laws

Chapter One: The Students' Association

- 3.3 Association Director of Student Development and Activities
 - 3.3.1 The Association Director of Student Development and Activities shall:
 - 3.3.2 Within the Students' Association, be a member of the:
 - 3.3.2.1 Students' Association Board (SAB);
 - 3.3.2.2 Students' Representative Council (SRC);
 - 3.3.2.3 Student Services Council (SSC);
 - 3.3.2.4 SAB Finance Committee;
 - 3.3.2.5 SSC Discipline Committee;
 - 3.3.2.6 All SSC subcommittees;
 - 3.3.2.7 Conveners Selection Committee; and,
 - 3.3.2.8 Students' Association Executive Committee.
 - 3.3.3 Provide one-to-one advice and support to individuals, groups and student bodies wishing to use the services offered by the Association.
 - 3.3.4 Work with the SSC Postgraduate Officer to ensure that the full range of postgraduate events during the summer term is carried out.
 - 3.3.5 Work with the Director of Events and Services to have overall responsibility for the organisation of pre-sessional activities in consultation with the appropriate officers and staff when relating to student activities.
 - 3.3.6 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.3.6.1 SSC Charities Officer
 - 3.3.6.2 SSC Debates Officer
 - 3.3.6.3 SSC Music Officer
 - 3.3.6.4 SSC Performing Arts Officer
 - 3.3.6.5 SSC Postgraduate Officer
 - 3.3.6.6 SSC Volunteering Officer
 - 3.3.6.7 SSC Societies Officer
 - 3.3.6.8 SSC Arts Festival Convener
 - 3.3.7 Be responsible for the health and safety of societies.
 - 3.3.8 Ensure that the societies, groups and sub-committees are aware of their responsibilities and fulfil them.
 - 3.3.9 Be responsible for promoting societies, subcommittees and association projects.
 - 3.3.10 Organise the Societies Fayre in conjunction with the SSC Societies Committee.

- 3.3.11 Be responsible for working with the University to ensure rooms are made available to affiliated societies.
- 3.3.12 Be responsible for working with the Development Office to raise funds via sponsorship for student societies.
- 3.3.13 Act as a point of contact between the student body and the Careers Centre **and work alongside the Director of Education on employability representation.**
- 3.3.14 Be responsible for student society training.
- 3.3.15 Calculate the required budget for student activities.
- 3.3.16 Be responsible for the supervision of Association Projects.
- 3.3.17 Be responsible for all sections of the annual Association handbook pertaining to student development and activities.
- 3.3.18 Be a signatory on any Association cheque
- 3.3.19 Undertake any such additional duties as may be desirable for the promotion of student development and activities.
- 3.3.20 Be responsible for Association services presently not covered by other sabbaticals' remits.
- 3.3.21 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.
- 3.3.22 Be entitled to distribute openly published factual information to external parties, including the media, on request.
- 3.3.23 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

3.6 Association Director of Education

- 3.6.1 The Association Director of Education shall:
- 3.6.2 Whithin the Students' Association, be a member of the:
 - 3.6.2.1 Students' Association Board (SAB);
 - 3.6.2.2 Students' Representative Council (SRC);
 - 3.6.2.3 Student Services Council (SSC);
 - 3.6.2.4 Students' Association Executive Committee (SAEC)
 - 3.6.2.5 SAB Governance and Nominations Subcommittee
- 3.6.3 Line-manage the Education Committee, ~~Employability Committee~~, and the Postgraduate Society Committee
- 3.6.4 Take responsibility for the system of student academic representatives (including School Presidents and Class Representatives).
- 3.6.5 Convene the School Presidents' Forum at least twice a semester.
- 3.6.6 Participate in the University's internal Quality Assurance and enhancement procedures.
- 3.6.7 Within the wider university community, be a member of:
 - 3.6.7.1 University Court and its sub-committees as appropriate;
 - 3.6.7.2 Learning and Teaching Committee and its subcommittees as appropriate;
 - 3.6.7.3 Postgraduate Research Committee and its subcommittees as appropriate;
 - 3.6.7.4 Academic Monitoring Group;
 - 3.6.7.5 Curriculum Approvals Group; and,
 - 3.6.7.6 Any ad hoc bodies as appropriate.
- 3.6.8 Be responsible for representational strategy regarding education ~~and employability~~
- 3.6.9 **Work alongside the Director of Student Development and Activities on employability representation and take responsibility for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.**
- 3.6.10 Provide one-to-one advice and advocacy support to individual students, groups of students or bodies of students regarding complaints at the operation or judgement of the University or Students' Association, while respecting the direct responsibility of the Student Advocate (Education) for academic appeals.
- 3.6.11 Convene and coordinate the activities of their sabbatical team whenever necessary. The membership shall be as follows:
 - 3.6.11.1 Faculty Presidents
 - 3.6.11.2 Postgraduate Convenor
 - ~~3.6.11.3 SSC Employability Officer~~
- 3.6.12 Take joint responsibility, along with the Association President, for reading, researching and responding to consultation documents relating to higher education.
- 3.6.13 Assist all other sabbaticals and, in the absence of any sabbatical, ensure the completion of their duties with the assistance of the other sabbaticals.

- 3.6.14 Any of the above-enumerated duties may be delegated to another Sabbatical Officer by and with the advice and consent of SAEC.

Chapter Four: The Student Services Council

2. Composition of the Student Services Council (SSC)

The membership of the SSC shall be as follows:

- 1.2 Elected and Selected Members:
 - 1.2.1 Association President
 - 1.2.2 Association Director of Events and Services
 - 1.2.3 Association Director of Student Development and Activities
 - 1.2.4 Association Director of Education
 - 1.2.5 Association Director of Wellbeing
 - 1.2.6 Association Chair
 - 1.2.7 Association Alumni Officer
 - 1.2.8 Association Community Relations Officer
 - 1.2.9 Association Environment Officer
 - 1.2.10 Association LGBT+ Officer
 - 1.2.11 President of the Athletic Union
 - ~~1.2.12 SSC Employability Officer~~
 - 1.2.13 SSC Postgraduate Officer
 - 1.2.14 SSC Societies Officer
 - 1.2.15 SSC Performing Arts Officer
 - 1.2.16 SSC Debates Officer
 - 1.2.17 SSC Charities Officer
 - 1.2.18 SSC Music Officer
 - 1.2.19 SSC Volunteering Officer
 - 1.2.20 SSC Broadcasting Officer
 - 1.2.21 SSC Member without Portfolio
 - 1.2.22 SSC On The Rocks Convenor(non-voting)
 - 1.2.23 SSC Design and PR Team Convenor(non-voting)
 - 1.2.24 SSC Entertainments Convenor(non-voting)
 - 1.2.25 The Principal Ambassador or their nominee (non-voting)

4. Officers, Conveners and Subcommittees of the SSC

4.1 The SSC shall have the following officers and conveners:

- 4.1.1 Societies Officer
- 4.1.2 Performing Arts Officer
- 4.1.3 Debates Officer
- ~~4.1.4 Employability Officer~~
- 4.1.5 Charities Officer
- 4.1.6 Music Officer
- 4.1.7 Volunteering Officer
- 4.1.8 Broadcasting Officer
- 4.1.9 Postgraduate Officer
- 4.1.10 Design Team Convener
- 4.1.11 Entertainments Convener
- 4.1.12 Member without Portfolio
- 4.1.13 SSC Arts Festival Convenor

4.2. The SSC shall have the following subcommittees:

- 4.2.1 Societies Committee
- 4.2.2 Performing Arts Committee (Mermaids)
- 4.2.3 Debates Committee (Union Debating Society)
- ~~4.2.4 Employability Committee~~
- 4.2.5 Charities Committee (The Charities Campaign)
- 4.2.6 Music Committee (Music is Love)
- 4.2.7 Volunteering Committee (SVS)
- 4.2.8 Broadcasting Committee (STAR)

- 4.2.9 Postgraduate Committee
- 4.2.10 Design Team
- 4.2.11 Entertainments Committee
- 4.2.12 Discipline Committee
- 4.2.13 Conveners Selection Committee
- 4.2.14 Arts Festival Committee (On The Rocks)

~~5.4 — SSC Employability Officer~~

~~5.4.1 — Shall primarily work to represent student opinion on services and support relating to employability and career skills and shall:~~

~~5.4.2 — Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;~~

~~5.4.3 — Serve as a primary student liaison with the Careers Centre;~~

~~5.4.4 — Work with the Director of Education to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;~~

~~5.4.5 — Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and~~

~~5.4.6 — Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online~~

~~5.4.7 — Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives.~~

~~5.4.8 — Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.~~

~~5.4.9 — Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.~~

~~5.4.10 — Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship.~~

Chapter Seven: Elections

1. General Elections

1.1 Elected SRC, SSC, Senate and Association positions:

1.1.1 The following positions shall be put up for election in March of each year:

1.1.2 Association President

1.1.3 Association Director of Student Development and Activities Association

1.1.4 Association Director of Events and Services

1.1.5 Association Director of Wellbeing

1.1.6 Association Director of Education

1.1.7 Association Chair

1.1.8 Association Alumni Officer

1.1.9 Association Community Relations Officer

1.1.10 Association Environment Officer

1.1.11 Association LGBT+ Officer

1.1.12 Arts/Divinity Faculty President

1.1.13 Science/Medicine Faculty President

1.1.14 Postgraduate Convenor

1.1.15 SRC Accommodation Officer

1.1.16 SRC Wellbeing Officer

1.1.17 SRC Member for First Years

1.1.18 SRC Member for Gender Equality

1.1.19 SRC Member for Age Equality

1.1.20 SRC Member for Racial Equality

1.1.21 SRC Member for Students with Disabilities

1.1.22 SRC Member for Widening Access and Participation

1.1.23 SRC Member without Portfolio

1.1.24 SSC Charities Officer

1.1.25 SSC Debates Officer

~~1.1.26 — SSC Employability Officer~~

1.1.27 SSC Music Officer

- 1.1.28 SSC Performing Arts Officer
- 1.1.29 SSC Postgraduate Officer
- 1.1.30 SSC Societies Officer
- 1.1.31 SSC Volunteering Officer
- 1.1.32 SSC Broadcasting Officer
- 1.1.33 SSC Member without Portfolio

~~Chapter Twenty-Three SSC Employability Committee~~

- ~~1. Aims: The SSC Employability Committee shall be responsible for supporting the SSC Employability Officer in meeting their objectives~~
- ~~2. SSC Employability Sub-Committee~~
 - ~~2.1 Membership:~~
 - ~~2.1.1 SSC Employability Officer (Convener and Chair);~~
 - ~~2.1.2 Director of Student Development and Activities;~~
 - ~~2.1.3 Academic Outreach Officer~~
 - ~~2.1.4 Treasurer~~
 - ~~2.1.5 Secretary~~
 - ~~2.1.6 Publicity Officer~~
 - ~~2.1.7 Invited representatives (non-voting).~~
 - ~~2.2 Meetings:~~
 - ~~2.2.1 Employability Sub-Committee Meetings:~~
 - ~~2.2.2 The SSC Employability Committee shall meet whenever mandated by the SSC or called by the SSC Employability Officer. There shall be at least one meeting per semester.~~
- ~~3. Employability Representative Forum is a forum to discuss employability issues within and between Schools and to share good practice.~~
 - ~~3.1 Should meet three times per academic year~~
 - ~~3.2 The Employability Officer is the chair and convener~~
 - ~~3.3 The Employability Officer shall invite Representatives from the Careers Centre to the Employability Representative Forum~~
 - ~~3.4 Absence: If the Employability Class Representative is unable to attend an Employability Representative Forum, it is recommended that a representative from the School attends instead.~~
- ~~4. Role Descriptions:~~
 - ~~4.1 SSC Employability Officer~~
 - ~~4.1.1 shall primarily work to represent student opinion on services and support relating to employability and career skills and shall~~
 - ~~4.1.2 Work with relevant sabbatical officers on relevant areas and other projects mandated by the SSC;~~
 - ~~4.1.3 Serve as a primary student liaison with the Careers Centre;~~
 - ~~4.1.4 Work with the Director of Wellbeing to ensure equal opportunities for all students in receiving support on employability from the Careers Centre and the University more broadly;~~
 - ~~4.1.5 Liaise with the Association's subcommittees and affiliated societies to build connections between extracurricular activity and employable skills; and~~
 - ~~4.1.6 Be responsible for having minutes kept of SSC Employability Committee meetings, passing them to the Association Chair, and filing them in the General Office and online~~
 - ~~4.1.7 Be responsible for the running of the Employability Representatives Forum and the training of the Employability Class Representatives~~
 - ~~4.1.8 Will hold fortnightly surgeries for School Presidents~~
 - ~~4.1.9 Identify and obtain grants and sponsorship for the Association and the SSC Subcommittees.~~
 - ~~4.1.10 Create and implement a charitable development strategy to increase external funding to the Association and SSC Subcommittees.~~
 - ~~4.1.11 Liaise with the conveners of the SSC Subcommittees to prepare applications for grants and sponsorship~~
 - ~~4.2 Employability Class Representatives:~~
 - ~~4.2.1 Attend Employability and Careers training~~
 - ~~4.2.2.~~
 - ~~4.2.3 Help facilitate careers events in schools~~
 - ~~4.2.4 Liaise with School, Student Association and Careers Centre for funding of events~~

- ~~4.2.5— Shall engage the student body with employability on campus.~~
- ~~4.2.6— Act as a link between the School President, Career Links and the Careers Centre to organise career-specific events for their School's student body.~~
- ~~4.2.7— Liaise with other Employability Representatives between Schools~~
- ~~4.2.8— Give tri-weekly lecture shouts in sub-honours modules about upcoming events and School specific internship opportunities etc.~~
- ~~4.2.9— Make student body aware of Careers Centre surveys on employability and career support during lecture shouts~~
- ~~4.3— Academic Outreach Officer:~~
 - ~~4.3.1— Will liaise with Schools, Career links and School Presidents with regards to setting up career events~~
 - ~~4.3.2— Will be the main point of contact for Employability Class Representatives, outside of the fortnightly committee meetings.~~
 - ~~4.3.3— Will submit a report to the Employability Officer twenty four hours prior to SSC meetings~~
 - ~~4.3.4— Will be selected by a panel consisting of the incoming Employability Officer, the outgoing Employability Officer, the Incoming Dosda and the outgoing Dosda~~
- ~~4.4— Secretary~~
 - ~~4.4.1— Will keep a copy of all correspondence~~
 - ~~4.4.2— Will write correspondence not directly relating to the remit of other officers in the committee~~
 - ~~4.4.3— Will keep and update the minutes of the committee and the Employability Representatives Forum.~~
 - ~~4.4.4— Will produce a committee newsletter at least once per semester~~
 - ~~4.4.5— Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee~~
- ~~4.5— Treasurer~~
 - ~~4.5.1— Will keep the accounts of the committee~~
 - ~~4.5.2— Will ensure that committee budget is submitted correctly and punctually~~
 - ~~4.5.3— Will work with the Publicity Officer to ensure that information about funding available for Employability and Careers events, such as the Employability Speaker's Fund, is publicised effectively~~
- ~~4.6— Publicity Officer~~
 - ~~4.6.1— Will liaise with the Employability Class Representatives, Employability Officer and Careers Centre regarding career events.~~
 - ~~4.6.2— Will collaborate with the Employability Officer and Careers centre to ensure that alumni are especially closely involved in Careers events, and will act as a point of contact between the Association Alumni officer and the Employability Committee.~~
- ~~5.— Funding:~~
 - ~~5.1— Employability Speaker Fund will be managed by the Employability Committee in collaboration with the careers centre~~
- ~~6.— Committee:~~
 - ~~6.1— The Academic Outreach Officer, Treasurer, Secretary and Publicity Officer shall be selected through interviews.~~
 - ~~6.2— The committee may co-opt additional members as it deems necessary for set periods of time.~~
 - ~~— Co-opted members shall have speaking but no voting rights.~~