

Schedule One

PRINCIPAL OFFICER ROLES

1. Highlands and Islands Students Association (HISA)

The Highlands and Islands Students' Association (HISA) is devoted to the educational interests and welfare of its Members.

The Highlands and Islands Students' Association will represent the interests of all further and higher education students at the University of the Highlands and Islands and its thirteen academic partners at a regional level. The Association will also represent the local interests of further and higher education students at those academic partners whose representative structures are part of the Association as outlined in Schedule Four, Local Structures.

2. Terms of office

The terms of office of all Principal Officers shall be from 1st July – 30th June. In the case of sabbatical officers there will be a handover period from 15th June – 30th June.

3. Election regulations

The Principal Officers shall be elected according to the procedures in Schedule Six, Election Regulations.

4. President, Highlands and Islands Students' Association

ROLE PURPOSE AND GENERAL INFORMATION

The President has four key roles:

- As a principal officer: to provide strategic leadership and direction for Highlands and Islands Students' Association to represent the interests of all further and higher education students across the University of the Highlands and Islands and its thirteen academic partners at a regional level. The President will champion the development and evolution of the students' association to help shape and influence learning and teaching for all students, supporting the Vice President (Higher Education) and Vice President (Further Education) to ensure the student voice is at the heart of all regional strategies and policies relating to their academic experience. The President will also actively engage with the Vice Presidents and the Executive Committee to develop and implement services that enhance the wider student experience for the benefit of existing and prospective students.
- The President will review their manifesto pledges and the pledges of other principal officers to agree priorities and recommend campaigns and/or policies to Regional Student Council for approval.
- As an external leader and ambassador: to act as a leader for Highlands and Islands Students' Association with external bodies and organisations in the interests of the students' association and help shape and influence regional and national policies pertinent to needs and aspirations of the student body.

- As a trustee: to help to lead and support Highlands and Islands Students' Association in its development and evolution to provide services of relevance and importance to the student experience. To be an active and contributing member of the Board of Trustees, and the interim arrangements, at all levels. In collaboration with other Trustees, to ensure organisational compliance in all areas of legislation, policy and procedure.

DUTIES AND RESPONSIBILITIES:

- Represent students to the University through participation as a member of Court, the Further Education Regional Board and other committees or task groups.
- Attend and speak at official University events and ceremonies as appropriate.
- Contribute to and influence the University's strategy and other key strategies, plans and documents, including the University's Outcome Agreement with the Scottish Funding Council, through committee activity and meetings with key staff, to ensure that student interests are represented effectively.
- Chair the Executive Committee of Highlands and Islands Students' Association and Regional Student Council to seek agreement and approval of the strategy and associated plans to further the regional agenda and to report on progress with implementation.
- Attend Students' Association and UHI partnership committees pertinent to the role of President.
- Provide leadership, direction and support to other elected representatives across the UHI academic partnership in pursuit of shared objectives and the successful evolution and development of the students' association.
- In collaboration with staff, monitor the sound financial management of the students' association and compliance with all relevant legislation.
- With support from staff, monitor and review the performance of Highlands and Islands Students' Association to ensure strategies and associated plans and campaigns are delivered in line with objectives and allocated budgets and engage with principal officers at opt-out academic partners to share best practice and provide mutual support where appropriate.
- Provide visible leadership to the principal officers at all academic partners and work with them to understand students' issues and priorities at a local level and to raise awareness of the students' association and ensure it remains relevant to the student body.

EXTERNAL LEADER AND AMBASSADOR:

- As delegate leader, represent the interests of Highlands and Islands Students' Association at external events and conferences with organisations such as NUS and help influence regional and national policies pertinent to the interests of the student body.
- To raise the profile and reputation of Highlands and Islands Students' Association to further its stated aims and objectives.

TRUSTEE DUTIES:

- To provide timely and considered updates and reports to the Chair and members of the Board of Trustees to support informed decision making.
- In collaboration with other Trustees, ensure the financial stability of the organisation and ensure sound risk management and investment of funds in accordance with Highlands and Islands Students' Association stated aims and objectives.

- In collaboration with other Trustees, appoint independent auditors and approve audited accounts.
- In collaboration with other Trustees, ensure the organisation complies with its constitution, charity law, company law and other relevant legislation.
- To act in the interests of Highlands and Islands Students' Association as a whole.
- In collaboration with other Trustees, safeguard the good name and ethos of the organisation.
- To act with integrity and avoid any personal conflicts of interest or misuse of Highlands and Islands Students' Association funds or assets.
- To act in accordance with the Trustee Code of Conduct at all times.

KEY RELATIONSHIPS:

The President will work as part of a team with the members of the Executive Committee, Higher Education Regional Committee, Further Education Regional Committee and Regional Student Council. The President will also work closely on a day to day basis with a range of staff and with representatives from external bodies, such as NUS. The President will forge constructive and effective working relationships with students, staff and external stakeholders in pursuit of Highlands and Islands Students' Association objectives. The President will demonstrate appropriate behaviours at all times. The President will also:

- With support from staff, adhere to and support all relevant policies and procedures, including Health & Safety.
- Participate on training and development activities to enhance their skills and knowledge.
- Support the personal development and training of other student officers and student representatives.

5. Vice President (Higher Education), Highlands and Islands Students' Association

ROLE PURPOSE AND GENERAL INFORMATION

The Vice President (Higher Education) has two key roles:

- As a principal officer: to represent the interests of all higher education students across the University of the Highlands and Islands and its thirteen academic partners at a regional level, primarily in relation to learning and teaching. The remit includes leading the development and delivery of strategies, plans and campaigns plans to identify issues of importance and relevance to higher education students and to represent the higher education student voice on topics including, but not limited to, academic and pastoral support, quality enhancement and assurance, assessment and feedback, libraries and academic services, IT provision, the 'student experience' and employability.
- As a trustee, to, help to support Highlands and Islands Students' Association in its development and evolution to provide services of relevance and importance to the student experience. To engage with student officers at the academic partners and higher education students to identify and drive forward matters of regional importance and ensure that recommendations made to the Board of Trustees are robust and built upon a strong evidence base. To be an active and contributing member of the Board of Trustees, and the interim arrangements, at all levels. In collaboration with other Trustees, ensure organisational compliance in all areas of

legislation, policy and procedure and to help the Board of Trustees in reaching structured and sound decisions.

DUTIES AND RESPONSIBILITIES:

- Represent higher education students to the University through participation as a member of Court and other relevant committees or task groups.
- Attend and speak at University events as appropriate.
- Contribute to and influence the University's strategy and other key strategies, plans and documents, including the University's Outcome Agreement with the Scottish Funding Council, through committee activity and meetings with key staff, to ensure that the interests of higher education students are represented effectively.
- Attend and actively participate at the Executive Committee of Highlands and Islands Students' Association and Regional Student Council to further the regional agenda and to report on progress with implementation.
- Chair the Higher Education Regional Committee and attend other committees pertinent to the role of Vice President (Higher Education).
- Provide direction and support to other elected or nominated higher education representatives across the UHI academic partnership in pursuit of shared objectives and the successful evolution and development of the students' association.
- In collaboration with staff, contribute to the sound financial management of the students' association and compliance with all relevant legislation.
- With support from staff, assist the President to monitor and review the performance of Highlands and Islands Students' Association to ensure strategies and associated plans and campaigns are delivered in line with objectives and allocated budgets.
- Work in partnership with other principal officers on the Executive Committee and representatives on the Higher Education Regional Committee to understand the issues and priorities of higher education students and raise awareness of the students' association and ensure it remains relevant to the student body.

TRUSTEE DUTIES:

- To provide updates and reports to the Chair and members of the Board of Trustees to support informed decision making.
- In collaboration with other Trustees, ensure the financial stability of the organisation and ensure sound risk management and investment of funds in accordance with Highlands and Islands Students' Association stated aims and objectives.
- In collaboration with other Trustees, appoint independent auditors and approve audited accounts.
- In collaboration with other Trustees, ensure the organisation complies with its constitution, charity law, company law and other relevant legislation.
- To act in the interests of Highlands and Islands Students' Association as a whole.
- In collaboration with other Trustees, safeguard the good name and ethos of the organisation.
- To act with integrity and avoid any personal conflicts of interest or misuse of Highlands and Islands Students' Association funds or assets.
- To act in accordance with the Trustee Code of Conduct at all times.

KEY RELATIONSHIPS:

The Vice President (Higher Education) will work as part of a team with the other principal officers on the Executive Committee, members of the Higher Education Regional Committee and members of the Regional Student Council. The Vice President (Higher Education) will work closely on a day to day basis with a range of staff and with representatives from

external bodies, such as NUS. The Vice President (Higher Education) will forge constructive and effective working relationships with students, staff and external stakeholders in pursuit of Highlands and Islands Students' Association objectives. The Vice President (Higher Education) will abide by the Code of Conduct for principal officers and demonstrate appropriate behaviours at all times. The Vice President (Higher Education) will also:

- With support from staff, adhere to and support all relevant policies and procedures, including Health & Safety.
- Participate on training and development activities to enhance their skills and knowledge.
- Support the personal development and training of other student officers and student representatives.

6. Vice President (Further Education), Highlands and Islands Students' Association

ROLE PURPOSE AND GENERAL INFORMATION

The Vice President (Further Education) has two key roles:

- As a principal officer: to represent the interests of all further education students across the thirteen academic partners at a regional level, primarily in relation to learning and teaching. The remit includes leading the development and delivery of strategies, plans and campaigns plans to identify issues of importance and relevance to further education students and to represent the further education student voice on topics including, but not limited to, academic and pastoral support, quality enhancement and assurance, assessment and feedback, libraries and academic services, IT provision, the 'student experience' and employability.
- As a trustee, to, help to support Highlands and Islands Students' Association in its development and evolution to provide services of relevance and importance to the further education student experience. To engage with student officers and further education students at the academic partners to drive forward matters of regional importance and ensure that recommendations made to the Board of Trustees are robust and built upon a strong evidence base. To be an active and contributing member of the Board of Trustees, and the interim arrangements, at all levels. In collaboration with other Trustees, ensure organisational compliance in all areas of legislation, policy and procedures and to help the Board of Trustees reach structured and sound decisions.

DUTIES AND RESPONSIBILITIES:

- Represent further education students to the University through participation as a member of the Further Education Regional Board and other relevant committees or task groups.
- Attend and speak at University and/or academic partner events as appropriate.
- Contribute to and influence the University's strategy and other key strategies, plans and documents, including the University's Outcome Agreement with the Scottish Funding Council, through committee activity and meetings with key staff, to ensure that the interests of further education students are represented effectively.
- Attend and actively participate at the Executive Committee of Highlands and Islands

Students' Association and Regional Student Council to further the regional agenda and to report on progress with implementation.

- Chair the Further Education Regional Committee and other committees pertinent to the role of Vice President (Further Education).
- Provide direction and support to other elected representatives at academic partners with further education students in pursuit of shared objectives and the successful evolution and development of the students' association.
- With support from staff, contribute to the sound financial management of the students' association and compliance with all relevant legislation.
- With support from staff, assist the President to monitor and review the performance of Highlands and Islands Students' Association to ensure strategies and associated plans and campaigns are delivered in line with objectives and allocated budgets.
- Work in partnership with principal officers at academic partners and members of the Further Education Regional Committee to understand the issues and priorities for further education students and to raise awareness of the students' association and ensure it remains relevant to the student body.

TRUSTEE DUTIES:

- To provide updates and reports to the Chair and members of the Board of Trustees to support informed decision making.
- In collaboration with other Trustees, ensure the financial stability of the organisation and ensure sound risk management and investment of funds in accordance with Highlands and Islands Students' Association stated aims and objectives.
- In collaboration with other Trustees, appoint independent auditors and approve audited accounts.
- In collaboration with other Trustees, ensure the organisation complies with its constitution, charity law, company law and other relevant legislation.
- To act in the interests of Highlands and Islands Students' Association as a whole.
- In collaboration with other Trustees, safeguard the good name and ethos of the organisation.
- To act with integrity and avoid any personal conflicts of interest or misuse of Highlands and Islands Students' Association funds or assets.
- To act in accordance with the Trustee Code of Conduct at all times.

KEY RELATIONSHIPS:

The Vice President (Further Education) will work as part of a team with the Executive Committee, the Further Education Regional Committee and the Regional Student Council. The Vice President (Further Education) will also work closely on a day to day basis with a range of staff and with representatives from external bodies, such as NUS. The Vice President (Further Education) will forge constructive and effective working relationships with students, staff and external stakeholders in pursuit of (name) objectives. With support from staff, the Vice President (Further Education) will abide by the Code of Conduct for principal officers and demonstrate appropriate behaviours at all times. The Vice President (Further Education) will also:

- With support from staff, adhere to and support all relevant policies and procedures, including Health & Safety.
- Participate on training and development activities to enhance their skills and knowledge.
- Support the personal development and training of other student officers and student representatives.