



Job Description:	RAUSU International Officer
Term:	From 1st August 2018 – 31st July 2019. To include a handover period during the summer term of 2018
Responsible to:	RAUSU General Manager
Responsible for:	RAUSU Elected Officers

This officer is a Director of the Board, a Trustee of the Charity and an elected student representative.

As a Trustee you will:

- Attend and contribute to Board of Trustees meetings and you may be called upon to attend RAU Governing Council meetings as required.
- Develop and deliver the RAUSU's strategic plan, policies and procedures.
- Ensure the RAUSU uses its money and resources sensibly and only in pursuit of its charitable aims.
- Ensure the RAUSU complies with its legal and regulatory requirements, as well as its constitution.
- Ensure the RAUSU keeps proper accounts and records.
- Protect the RAUSU's assets, taking care over their security and usage.

As an elected RAUSU Officer you will:

- Be an Ambassador for the Royal Agricultural University Student Union (RAUSU), safeguarding its good name and values.
- Work closely with the other Trustees, General Manager and the RAUSU elected officers to support the effective management of the RAUSU.
- Ensure effective teamwork and good working practice within the RAUSU.

As the RAUSU International Officer you will:

- Promote social and cultural integration across the student body
- Be acquainted with the multicultural calendar
- Work with Social Secretaries to provide alternative multi-faith and multicultural social programmes

- Be the organiser of “Escape and Explore” activities – to include evening entertainment, trips etc
- Work with the RAU International Support Officer to support overseas students and to ensure there is a full social programme to meet their needs and interests.
- Liaise with the Accommodation Department regarding any student accommodation issues which may arise
- Actively promote equal opportunities across the university
- Provide student representation on RAU committees as required.

Eligibility Criteria to be a Company Director and Charity Trustee

Aged 18+ so as to be able to enter into contracts

Must NOT have been declared bankrupt, been party to bankruptcy proceedings or have entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement and must not still be on the Insolvency Service Register

Must NOT have been banned from being a company director by a court / be subject to a disqualification order under the Company Directors Disqualification Act 1986

Must never have been convicted of an offence involving deception or dishonesty, unless the conviction is spent;

Must never have been previously removed from trusteeship of a charity by the Court or by the Charity Commission

Please also note that students who have been dealt with in accordance with the RAU Disciplinary Procedure are not eligible to stand for any elected position.