University of Nottingham Students' Union

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Welfare Network Committee Roles 2018-19

*Applicants for any of the roles must **not** already hold or be expecting to hold any of the roles listed in the list at the end of this document.*

Chair

- Manage the Welfare Network Committee and their day-to-day activities.

- Report on the activities of the Welfare Network Committee to the EOW Officer on a regular basis.

- Act as a point of contact between the EOW Officer, Students' Union, Student Run and University Run welfare related services.

- With the EOW Officer, ensure that Welfare Network Committee members are provided with necessary training.

- Collate data on students accessing support services to inform the network of the most common issues students are accessing support for.

- Work with the Students' Union Insight department to monitor welfare-related suggestions made by students, to celebrate successes and identify gaps.

- With the EOW Officer, be responsible for the replacement of individuals on the Welfare Network committee

General Secretary

- Organise Welfare Network meetings, Annual General Meetings and Welfare Network Committee meetings.

- Collect agenda points and position reports from the Committee and distribute them to attendees before each meeting.

- Take the minutes in meetings and circulate them to attendees after each meeting.

- With the Chair, ensure that all governing documents of the Network (including this Constitution and any autonomous policy documents) are kept up to date.

- Ensure that all Welfare Network Committee members provide a written handover for their successor.

Finance Coordinator

- Manage the Network's finances and report back to the Welfare Network where appropriate.

- Apply for core funding annually.

- Apply for additional funding and sponsorship opportunities where necessary.

- Manage any funding applications to the Welfare Network fund.

Media and Communications Coordinators (x2)

- Manage all social media platforms of the Welfare Network.

- Promote and publicise opportunities for student involvement in welfare related activity.

- Publicise events and campaigns as ran by the Network and the membership.

- Liaise with the Students' Union Marketing department to ensure all campaign and events information is published on all the Students' Union's social media and digital platforms.

Campaigns and Events Coordinators (x3)

- Plan and facilitate all welfare related campaigns and events across all campuses (alongside Association Committees where appropriate).

- Work with the Postgraduate Officer and Postgraduate Network to organise at least one Postgraduate specific welfare event per term.

- Work with the Associations Committees to publicise welfare services across all campuses and healthcare sites.

- Work closely with the University's Health Promotion Specialist to ensure events and campaigns are ran throughout the year around the following themes of wellbeing:
    - Alcohol and Drugs
    - Student Mental Health
    - Sexual Health, relationships and consent
    - Physical Health and activity
    - Healthy Eating

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Individuals excluded from applying for the Welfare Network Committee

Individuals who hold or will hold any of the following positions for the 2018-19 academic year shall be excluded from applying for the Committee. Individuals in the roles below have a standing invitation to the Network meetings as representatives of their groups.

- Nottingham Nightline Coordinator(s)

- Student Minds Nottingham Coordinator(s)

- Night Owls Coordinator(s)

- Easy Tiger Coordinator(s)

- Chair/Vice Chair of Welfare in Sport Committee

- International Students' Officer

- Women's Officer

- Black and Minority Ethnic Students' Officer

- LGBT+ Officer

- Disabled Students' Officer

- Equal Opportunities and Welfare Officer from Sutton Bonington Guild

- Welfare Officer from Medsoc

- Welfare Officer(s) from University of Nottingham at Derby (UNAD)

- Welfare Officer(s) from Physiotherapy and Rehabilitation Association (SUPRA)

- Welfare Officer(s) from Nurses and Midwifery Association (NMA)

- Karnival Welfare Representative

- Halls Welfare Exec Representative