



## President

### Mission

No hierarchical structures exist in Swansea University Students' Union; the President is a co-ordinating and communication focused role, which is responsible for co-ordinating the Full-Time and Part-Time Officer teams.

The President will support and help organise the efforts of each individual Full-Time Officer ensuring that their work is supported and valued within the Union. Focal to the role is communicating to and with the membership, ensuring that the Union is an inclusive organisation that celebrates diversity and the voice of its members. The President will ensure that positive and productive relations are maintained with the University and other partners, whilst ensuring that in their co-ordinating role, their team members and students voices are heard and valued. The President will also be key to the co-ordination of and compliance with Union policy, including the union's commitment and legal responsibilities with regards to bilingualism.

Requirements: Must be an enrolled student at Swansea University and confirmed by the institution as such. Current Full-Time Officers in their first year of office are also entitled to stand for the post. You would mostly be required to work across both Bay and Singleton campuses and occasionally in Carmarthen campus.

<b>Responsibilities of all officers</b>	<b>Key performance indicator(s)</b>
Ensure a high profile is maintained with the membership to promote the work of the Full-Time Officer team and of SUSU.	High awareness of and satisfaction evidenced through feedback and surveys such as NSS and State of the Union.
Support Part Time Officers' roles and campaigns.	PTOs deliver on their roles. Positive impact and change achieved.
Ensure that the Membership's views are researched and represented, regardless of personal opinion.	High satisfaction and engagement levels from membership and low levels of complaints.





Actively engage with all Union democratic meetings and report to them as relevant.	High level of attendance at Union democratic meetings; reports submitted in a timely manner.
Be mindful at all times of the overall mission and values of Swansea University Students' Union and work with colleagues to achieve the role's mission and the objectives of the Union's Strategic Plan.	Objectives achieved in the Strategic Plan.





<b>Role specific responsibilities</b>	<b>Key performance indicator(s)</b>
Act as an ambassador for the Union on a local and national scale.	Positively represent the Union at local and national events etc.
Work to ensure that Union effectively communicates to the membership so that they are engaged and well informed. Ensure policy is communicated to the membership.	Positive feedback from members and high levels of engagement. Members aware of key strategic issues. Regular updates through Students' Union media with regards to any changes made to policies.
Co-ordinate the Union's democratic structures and student engagement with decision making and elections.	Student body is consulted, and decisions are transparent. High level of participation in elections.
Secure effective student representation throughout the University, local community and nationally.	SUSU has a positive, high profile. Good knowledge of current issues.
Build and maintain external relations and partnerships with local and national student movements and governments, as well as third sector organisations.	SUSU has a high profile with external and partner organisations.
Lead on the Union's inclusivity agenda to ensure that the Union is a diverse and inclusive organisation and the University values and engages in widening participation.	Members, officers and staff feedback on a diverse and inclusive Union. University meets and exceeds its inclusion targets as set by HEFCW.
Effectively chair the Union Executive Committee and Student Forums.	Regular, well attended Executive Committee meetings and Student Forums are held throughout the year.
Develop and lead on strategic SUSU campaigns that are relevant to the Members.	Good uptake and reception of campaigns from the Members with high levels of involvement. Positive impact & is change achieved.
Co-ordinate the campaigning/political activities of the Part-Time Officers.	Good uptake and reception of campaigns from the Members with high levels of involvement. Positive impact and change achieved.





Monitor equality, diversity and faith issues on a local and national scale, including issues affecting liberation groups and international students.	Good understanding of relevant issues and lead on making the Union and inclusive diverse organisation
Lead on the representation and engagement of international students, acting as a mentor for the International Officer to encourage awareness of culture and diversity across campus.	High international student participation. Good feedback from the International Officer and international students.
Ensure the Students' Union is represented at welcome events for newly arrived students, including international students.	SUSU is present and visible at welcome events for international students. High awareness of SUSU facilities among international students.
Lead on the SUSU presence at welcome events, Open Days and Graduation Ceremonies.	The Union is present and visible at welcome events as well as at Open Days and Graduation Ceremonies.
Lead on Part Time Officer Training.	Work with key members of Union staff to deliver PTO Training
Lead on Officer campaign budgeting and planning.	Work with the Officer team and key members of Union Staff to conduct campaign planning and budgeting
Ensure that the Articles of Governance are both implemented effectively and reviewed regularly to ensure that they meet the needs of the Union and the membership.	The Articles of Governance are followed and reviewed.
Work with the CEO on annual Block Grant submission.	Union continues to receive block grant, consistent with their charitable services provisions.
Lead on the annual review of the SU-SUSU Relationship Agreement.	Update on an annual basis.
Responsible for co-ordination and implementation of Union policy (including bilingualism).	Union Policy successfully implemented, and the Union is compliant.





<p>Work in partnership with Swansea Academy of Inclusivity and Learner Support (SAILS) in order to promote inclusion and widen participation at Swansea University. The President will be the lead officer on widening participation and inclusion issues. Provide active inputs into Fee &amp; Access Planning Process to enhance access to education for under-represented and disadvantaged groups.</p>	<p>Increased numbers and lower drop-out rates amongst students from less privileged backgrounds. The introduction of appropriate scholarship programmes and bursaries. Additional support for such groups secured from the University.</p>
<p>Attend appropriate University committees, namely – Council, Senate, Court, Student Partnership Engagement Committee (SPEC). Attend all other relevant meetings.</p>	<p>High attendance levels and input levels in committees’ deliberations. Awareness of relevant issues with ability to comment and campaign when required.</p>

#### Other Duties and Responsibilities

- The President will be mindful of Health & Safety at work and Equality and Diversity legislations at all times.
- The President will follow the Students’ Union Policies and Procedures.
- The President will follow the Students’ Union Staff Protocol.
- The President will comply with Union policy, including bilingualism.

#### Responsible To

The Trustees Board and Swansea University Students’ Union Membership as outlined in the Articles of Governance.

As a Full-Time Officer your performance will be reviewed by the Trustees Board, Officer Responsibility Group and Audit Committee. You will also be required to adhere with the Officer Code of Conduct and provisions of the Articles of Governance & Schedules. Your terms of conditions of employment (including salary) are reviewed and considered by the Remuneration Committee.





On a day-to-day basis you will receive support and direction from the Chief Executive Officer. It is noted that you will also have a close working relationship with Union Officers, Union staff members and University colleagues.

### **Swansea University Students' Union Trustee Board**

As a Full-Time Officer, you will automatically be a Trustee of Swansea University Students' Union for the duration of your time in office.

Trustees are central and essential to effectiveness of the Students' Union. As a Trustee, you have the ultimate legal responsibility for keeping the charity solvent, focussed on its stated objectives, for directing its strategy and ensuring it stays within the law.

You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

For more information about the Trustee Board and how you would fit into this, please see the document "Role and Responsibilities of an FTO Trustee".

### **Swansea University Trustee Board**

As President, you will automatically become a Trustee of Swansea University. You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

Training and guidance will be provided by the University Governance Team.





## Llywydd

### Nod

Nid oes strwythur hierarchaidd yn Undeb Myfyrwyr Prifysgol Abertawe; mae rôl y Llywydd yn seiliedig ar gydlynu a chyfathrebu, yn gyfrifol dros gydlynu'r holl Swyddogion Llawn-amser a Rhan-amser.

Bydd y Llywydd yn cefnogi a chynorthwyo wrth drefnu'r ymdrechion pob Swyddog Llawn-amser unigol gan sicrhau bod eu gwaith yn cael eu cefnogi a'u gwerthfawrogi o fewn yr Undeb. Mae cyfathrebu gyda'r aelodaeth yn holl bwysig yn y rôl, gan sicrhau mai sefydliad cynhwysol yw'r Undeb sy'n dathlu amrywiaeth a llais eu haelodaeth. Bydd y Llywydd yn sicrhau bod cysylltiadau cadarnhaol a chynhyrchiol yn cael eu cynnal o fewn y Brifysgol a'i phartneriaid, ac yn sicrhau bod aelodau'r tîm a lleisiau myfyrwyr yn cael eu clywed a'u gwerthfawrogi. Bydd y Llywydd hefyd yn allweddol wrth gydlynu a chydymffurfio â pholisi'r Undeb, gan gynnwys ymrwymiad at yr Undeb a chyfrifoldebau cyfreithiol ynghylch dwyieithrwydd.

Gofynion: Rhaid bod yn fyfyrwr cofrestredig ym Mhrifysgol Abertawe ac wedi'i gadarnhau gan y sefydliad. Mae hefyd gan y Swyddogion Llawn-amser cyfredol hefyd yr hawl i sefyll am y swydd. Bydd gofyn i chi weithio ar Gampws y Bae a Champws Singleton yn bennaf, ac ar Gampws Caerfyrddin ar adegau.

Cyfrifoldebau pob swyddog	Dangosydd(ion) perfformiad allweddol
Ymddwyn fel llysgennad ar gyfer yr Undeb yn lleol ac yn genedlaethol.	Cynrychioli'r Undeb yn gadarnhaol mewn digwyddiadau lleol a chenedlaethol, ac ati.
Sicrhau bod proffil uchel yn cael ei gynnal gyda'r aelodaeth er mwyn hyrwyddo gwaith y tîm Swyddogion Llawn-amser ac UMPA.	Ymwybyddiaeth uchel o foddhad â thystiolaeth drwy adborth ac arolygon megis NSS a Chyflwr yr Undeb.
Cefnogi rolau ac ymgyrchoedd y Swyddogion Rhan-amser.	SRhA yn cyflawni eu rolau. Effaith gadarnhaol a newid wedi'i gwneud.





Sicrhau bod safbwyntiau'r aelodaeth yn cael eu hymchwilio a'u cynrychioli, beth bynnag eich barn bersonol.	Lefelau uchel o foddhad ac ymgysylltiad gan aelodaeth a lefelau isel o gwynion.
Mynd ati i ymgysylltu â phob cyfarfod democrataidd yr Undeb a'u hadrodd iddynt lle bo'n berthnasol.	Lefel uchel o bresenoldeb yng nghyfarfodydd democrataidd yr Undeb; adroddiadau'n cael eu cyflwyno mewn da bryd.
Byddwch chi wastad yn ymwybodol o nod cyffredinol ac egwyddorion Undeb Myfyrwyr Prifysgol Abertawe a gweithio â chyd-weithwyr er mwyn llwyddo yn y rôl ac amcanion Cynllun Strategaeth yr Undeb.	Amcanion a gyflawnwyd yn y Cynllun Strategaeth.

Cyfrifoldebau sy'n berthnasol i'r rôl	Dangosydd(ion) perfformiad allweddol
Sicrhau bod yr Undeb yn cyfathrebu'n effeithiol â'r aelodaeth er mwyn sicrhau eu bod nhw'n ymwybodol. Sicrhau bod y polisi'n cael eu cyfathrebu â'r aelodaeth.	Adborth gadarnhaol gan aelodau a lefelau uchel o ymgysylltu. Aelodau'n ymwybodol o faterion strategol allweddol. Diweddariadau rheolaidd drwy gyfryngau Undeb y Myfyrwyr ynglŷn ag unrhyw newidiadau a wneir i bolisiau.
Cyd-drefnu strwythurau democrataidd yr Undeb ac ymgysylltiad myfyrwyr â'r broses o wneud penderfyniadau ac etholiadau.	Ymgynghori'r corff myfyriol a sicrhau bod penderfyniadau'n glir. Lefel uchel o gyfranogiad mewn etholiadau.
Sicrhau cynrychiolaeth effeithiol o fyfyrwyr ar draws y Brifysgol, y gymynged leol ac yn genedlaethol.	Proffil uchel, cadarnhaol UMPA. Gwybodaeth dda o faterion cyfoes.
Meithrin a chynnal cysylltiadau allanol a phartneriaethau gydlocal and symudiadau myfyrwyr cenedlaethol, yn ogystal â sefydliadau trydydd sector.	Proffil uchel UMPA ymysg sefydliadau allanol a sefydliadau mewn partneriaeth.
Ychwanegu ar agenda cynhwysiant yr Undeb i sicrhau bod yr Undeb yn sefydliad amrywiol a chynhwysol a bod y Brifysgol yn gwerthfawrogi ac yn	Adborth aelodau, swyddogion a staff amrywiol a chynhwysol yr Undeb.







cymryd rhan mewn cyfranogiad ehangach.	Prifysgol yn cwrdd at eu targedau cynhwysiad ac yn eu rhagori fel y nodir gan CCAUC.
Cadeirio Pwyllgor Gwaith a Fforymau Undeb y Myfyrwyr yn effeithiol.	Cynhelir cyfarfodydd Pwyllgor Gwaith a Fforymau Myfyrwyr a fynychir gan lawer o bobl trwy gydol y flwyddyn.
Datblygu ar ymgyrchoedd strategol UMPA sy'n berthnasol i Aelodau a'u hychwanegu atynt.	Derbyniad da o ymgyrchoedd o aelodau gyda lefelau uchel o gyfranogiad. Effaith gadarnhaol a newid wedi'i gwneud.
Cyd-drefnu gweithgareddau ymgyrchu/gwleidyddol y swyddogion Rhan-amser.	Derbyniad da o ymgyrchoedd o aelodau gyda lefelau uchel o gyfranogiad. Effaith gadarnhaol a newid wedi'i gwneud.
Monitro materion cydraddoldeb, amrywiaeth a chrefydd ar raddfa leol a chenedlaethol, gan gynnwys materion sy'n effeithio ar grwpiau rhyddhad a myfyrwyr rhyngwladol.	Dealltwriaeth dda o faterion perthnasol ac arwain ar wneud yr Undeb yn sefydliad mor gynhwysol â phosib.
Datblygu ar ymgysylltiad a chynrychiolaeth myfyrwyr Rhyngwladol, ymddwyn fel mentor i'r Swyddog Rhyngwladol er mwyn annog ymwybyddiaeth o amrywiaeth a diwylliant ar draws y campws.	Cyfranogiad uchel gan fyfyrwyr rhyngwladol. Adborth dda o'r Swyddog Rhyngwladol a myfyrwyr rhyngwladol.
Sicrhau bod Undeb y Myfyrwyr yn cael eu cynrychioli yn nigwyddiadau croeso myfyrwyr, gan gynnwys myfyrwyr rhyngwladol.	UMPA yn bresennol ac yn weladwy yn nigwyddiadau croeso myfyrwyr rhyngwladol. Ymwybyddiaeth uchel o gyfleusterau UMPA ynghylch myfyrwyr rhyngwladol.
Datblygu ar bresenoldeb UMPA yn nigwyddiadau croeso rhyngwladol, Diwrnodau Agored a Seremonïau Graddio.	Mae'r Undeb yn bresennol ac yn weladwy yn nigwyddiadau croeso rhyngwladol yn ogystal â Diwrnodau Agored a Seremonïau Graddio.
Arwain ar Hyfforddi Swyddogion Rhan-amser.	Cydweithio ag aelodau staff yr Undeb i ddarparu Hyfforddiant SRhA.





Arwain ar glustnodi arian a chynllunio ymgyrchoedd.	Cydweithio â'r tîm o Swyddogion ac aelodau allweddol o staffo fewn yr Undeb i gynnal ymgyrchoedd.
Sicrhau bod yr Erthyglau Llywodraethu'n cael eu dilyn yn effeithiol a'u hadolygu'n rheolaidd er mwyn sicrhau eu bod nhw'n cwrdd at anghenion yr Undeb a'r aelodaeth.	Mae'r Erthyglau Llywodraethu'n cael eu dilyn a'u hadolygu.
Cydweithio â'r Prif Swyddog Gweithredol ar gais blynyddol Grant Bloc.	Undeb yn parhau i dderbyn grant bloc, yn unol â darpariaethau ei gwasanaethau elusennol.
Arwain ar adolygiad blynyddol Cytundeb Perthynas SU-SUSU.	Diweddariadau blynyddol.
Cyfrifol dros ddilyn a chydlynu â pholisi'r Undeb (gan gynnwys dwyieithrwydd).	Polisi'r Undeb yn cael eu dilyn yn llwyddiannus a'r Undeb yn cydymffurfio.
Gweithio mewn partneriaeth ag Academi Cynwysoldeb a Chymorth i Ddysgwyr Abertawe (SAILS) er mwyn hyrwyddo cynwysoldeb ac ehangu cyfranogiad ym Mhrifysgol Abertawe. Y Llywydd fydd y swyddog arweiniol ar faterion cyfrannu a cynhwyso. Darparu mewnbynnau gweithredol i'r Broses Cynllunio Ffioedd a Hygyrchedd er mwyn mwyhau mynediad at addysg ar gyfer grwpiau heb gynrychiolaeth ddigonol a rhai sydd dan anfantais.	Niferoedd cynyddol a chyfraddau gollwng ymhlith myfyrwyr o gefndiroedd llai breintiedig. Cyflwyno rhaglenni bwrsariaethau ac ysgolheictod priodol. Rhagor o gymorth ar gyfer y grwpiau hyn wedi'i gadarnhau gan y Brifysgol.
Mynychu pwyllgorau perthnasol y Brifysgol, sef - Cyngor, Senedd, Llys, Pwyllgor Partneriaethau Ymgysylltu Myfyrwyr (SPEC).. Mynychu pob cyfarfod arall sy'n berthnasol.	Lefelau uchel o bresenoldeb a mewnbyn mewn trafodaethau'r pwyllgor. Ymwybyddiaeth o faterion perthnasol gyda'r gallu i wneud sylwadau ac ymgyrchu pan fo angen.





## Cyfrifoldebau a Dyletswyddau Eraill

- Bydd y Llywydd wastad yn ymwybodol o ddeddfwriaethau Iechyd & Diogelwch a Chydraddoldeb ac Amrywiaeth yn y gwaith.
- Bydd y Llywydd yn dilyn Polisiâu a gweithdrefnau'r Undeb.
- Bydd y Llywydd yn dilyn Protocol Staff Undeb y Myfyrwyr.
- Bydd y Llywydd yn cydymffurfio â pholisi'r Undeb, gan gynnwys dwyieithrwydd.

## Yn Gyfrifol i

Bwrdd Ymddiriedolwyr Aelodaeth Undeb Myfyrwyr Prifysgol Abertawe fel yr amlinellwyd yn yr Erthyglau Llywodraethu.

Fel Swyddog Llawn-amser bydd eich perfformiad yn cael eu hadolygu gan Fwrdd yr Ymddiriedolwyr, Grŵp Cyfrifoldeb y Swyddogion a'r Pwyllgor Archwilio. Hefyd, bydd gofyn i chi cadw at God Ymddygiad y Swyddogion a Darpariaethau'r Erthyglau Llywodraethu ac Amserlenni. Mae telerau ac amodau eich cyflogaeth (gan gynnwys cyflog) yn cael eu hadolygu a'u hystyried gan y Pwyllgor Cydnabyddiaeth.

O ddydd i ddydd byddwch yn derbyn cefnogaeth ac arweiniad gan staff gwasanaeth Aelodaeth a Rheolwr Cyffredinol yr Undeb. Hefyd nodir y bydd gennych berthynas weithiol agos at Swyddogion yr Undeb, aelodau staff yr Undeb a chydweithwyr y Brifysgol.

## Bwrdd Ymddiriedolwyr Undeb Myfyrwyr Prifysgol Abertawe

Fel Swyddog Llawn-amser, byddwch chi'n Ymddiriedolwr o Undeb Myfyrwyr Prifysgol Abertawe am gyfnod eich amser yn y rôl.

Mae Ymddiriedolwyr yn ganolog ac yn hanfodol wrth sicrhau effeithiolrwydd Undeb y Myfyrwyr. Fel Ymddiriedolwr, bydd gennych chi'r cyfrifoldeb cyfreithlon pennaf dros gadw'r elusen yn ddiddyled, yn canolbwyntio ar ei hamcanion a nodwyd, dros arwain ei strategaeth a sicrhau ei bod yn cadw o fewn y gyfraith.

Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.





Am ragor o wybodaeth am y Bwrdd o Ymddiriedolwyr a sut fydddech chi'n rhan ohono, gweler y ddogfen "Rolau a Chyfrifoldebau SLIA sy'n Ymddiriedolwr".

## Bwrdd Ymddiriedolwyr y Brifysgol

Fel Llywydd, byddwch chi'n Ymddiriedolwr o Brifysgol Abertawe. Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.

Bydd hyfforddiant ac arweiniant yn cael eu darparu gan Dîm Llywodraethu'r Brifysgol.

