1. members of parliament
	1. PRESIDENT
		1. The role of President exists to represent the views and needs of our membership; defending their rights and developing the student experience. The President is a key link to the University for the Dubai and Malaysia Student Presidents. The President is a Full-Time Officer, Trustee and Director, and is a Member of University Court and Senate. The President shall be responsible for:
			1. Acting as the principal contact and ambassador for the Union by representing the interests of its members to the University and external bodies;
			2. Working alongside the university wherever possible to ensure that students are represented and the student voice is prioritised.
			3. Supporting and Chairing Galashiels Group, coordinating its work and activities;
			4. Supporting international campuses by collaborating with the Dubai and Malaysia Student Presidents, representing their views on their behalf to the university as agreed with the Dubai and Malaysia Student Presidents;
			5. Leading the team of Full Time Officers to deliver on team goals, including the Student Partnership Agreement and engagement with other campuses;
			6. Supporting the PGR MP, Galashiels MP and the Open place Members of Parliament as appropriate, ensuring they have an understanding of all remits;
			7. Actively prepare for and participate in any University bodies that are deemed appropriate;
			8. Acting as an ex-officio member of the Watt Club and lead on Alumni engagement;
			9. Actively engaging with the Scottish Borders Campus, spending at least one day every 4 weeks at the campus.
			10. Proactively engaging with our members, ensuring the Union is accountable and informs our members on the work of the Union and issues affecting students;
			11. Working with the Chief Executive Officer to ensure that the policy and direction of Union finances, personnel and the central resources of the Union are fit to meet the needs of our members;
			12. Acting as Delegation Leader for NUS Scotland and NUS National Conferences;
			13. Promotion of equal rights and opportunities for members of the Student Union
			14. Such other matters as appropriate or agreed by the Parliament from time to time.
	2. VICE PRESIDENT COMMUNITY (vPC)
		1. The role of the Vice President Community exists to represent the views and needs of our membership; defending their rights and developing the student experience. The VPC remit includes supporting society and volunteer development, representing students on housing and transport, and organising not-for-profit events. The VPC is a Full-Time Officer, Trustee and Director. The VPC shall be responsible for:
			1. Deputising, with the consent of the President;
			2. Acting as an ambassador for the Union and representing the interests of its members;
			3. Supporting and Chairing Societies Council co-chairing the Student Life and Wellbeing Group; coordinating its work and activities;
			4. Coordinating a programme of not-for-profit and/or charitable events that meet the needs of a diverse range of students and enhance the student experience, working with other university stakeholders such as the Sports Union and Chaplaincy;
			5. Supporting the Student Life MP and Societies MP and the open place Members of Parliament as appropriate;
			6. Lead on the work of the Student Union to encourage sustainability within the Union and University, promoting sustainable policy and practice within the student body;
			7. Actively participate in any University bodies that are deemed appropriate;
			8. Campaigning and representing students on issues affecting their life such as housing and transport and other appropriate national issues;
			9. Working alongside the University wherever possible to ensure that the Student Partnership Agreement is fully implemented by both the Union and University;
			10. Actively engaging with the Scottish Borders Campus, spending at least one day every 4 weeks at the campus;
			11. Proactively listening to and communicating with our members ensuring the Union is accountable and informs our members on the work of the Union and issues affecting students;
			12. Working with relevant Union staff to ensure policies and support for Union activities meets the needs of our members;
			13. Actively enable enhancement of student life and student experience through community building and fostering a sense of belonging amongst the student community;
			14. Work alongside the Trading Operations team through ensuring services represent the needs of students;
			15. Such other matters as appropriate or agreed by the Parliament from time to time.
	3. Vice President Wellbeing (VPW)
		1. The role of the Vice President Wellbeing exists to represent the views and needs of our membership; defending their rights and developing the student experience. The VPW remit includes organising activities that promote wellbeing; representing liberation societies and developing student welfare matters such as physical, sexual and mental health, widening participation and national issues affecting wellbeing. The VPW is a Full-Time Officer, Trustee and Director. The VPW shall be responsible for:
			1. Deputising, with the consent of the President;
			2. Acting as an ambassador for the Union and representing the interests of its members;
			3. Supporting and chairing the Equality, Diversity & Inclusion Group, and co-chairing the Student Life and Wellbeing Group; coordinating their work and activities;
			4. Coordinating a programme of activities that promote wellbeing for a diverse range of students and enhance the student experience, working with other University stakeholders such as Support and Accommodation;
			5. Representing the views of Liberation Societies and coordinating activities that promote equality and diversity;
			6. Defending the rights of students on welfare matters such as physical, sexual, and mental health, widening participation and national issues affecting wellbeing and other issues as appropriate;
			7. Supporting the Wellbeing MP, EDI MP and open place Members of Parliament as appropriate;
			8. Actively participate in any University bodies that are deemed appropriate within this remit;
			9. Working alongside the University wherever possible to ensure that the Student Partnership Agreement is fully implemented by both the Union and University;
			10. Actively engaging with the Scottish Borders Campus, spending at least one day every 4 weeks at the campus;
			11. Be the first point of contact for the University on consultations about violence, discrimination and harassment;
			12. Campaigning and representing students on issues affecting their wellbeing such as health, financial wellbeing, equality and diversity and other appropriate national issues;
			13. Proactively listening to and communicating with our members ensuring the Union is accountable and informs our members on the work of the Union and issues affecting students;
			14. Promotion of equal rights and opportunities for members of the Student Union;
			15. Such other matters as appropriate or agreed by the Parliament from time to time.
	4. Vice President Education (VPE)
		1. The role of Vice President Education exists to represent the views and needs of our membership; defending their rights and developing the student experience. The VPE remit is to represent students on learning and teaching matters. The VPE is a Full-Time Officer, Trustee and Director and is a Member of University Senate. The VPE shall be responsible for:
		2. Deputising, with the consent of the President;
		3. Acting as an ambassador for the Union and representing the interests of its members;
		4. Supporting and Chairing Academic Congress; coordinating its work and connecting to university discussions;
		5. Supporting School MPs and PGT MP as appropriate;
		6. Supporting Department Officer and Class Representative activity in the UK to deliver academic representation across all levels of the university that enhances the student experience;
		7. Supporting the President to represent the interests of postgraduate research students;
		8. Supporting global academic representation by collaborating with Dubai and Malaysia campuses, ensuring consistency across campuses and representing global academic issues as appropriate;
		9. Coordinating a programme of activities that promote academic enhancement, working with university and external stakeholders;
		10. Actively participate in any University bodies that are deemed appropriate within this remit;
		11. Working alongside the University wherever possible to ensure the Student Partnership Agreement is fully implemented by both the Union and University;
		12. Actively engaging with the Scottish Borders Campus, spending at least one day every 4 weeks at the campus;
		13. Proactively engaging with our members, ensuring the Union is accountable and informs our members on the work of the Union and issues affecting students;
		14. Such other matters as appropriate or agreed by the Parliament from time to time.
	5. Other Members of Parliament

Galashiels MP (one place)

Who shall be responsible for:

1. Supporting the work of the Full Time Officers around activity in Galashiels;
2. Supporting the work of Parliament in proactively listening to and working for students;
3. Listening to and representing the views of the Galashiels at Parliament and providing feedback to the Group on discussions taking place at Parliament;
4. Planning activity that meets the needs of students and working to increase participation of SoTD students in union activities;
5. Implementing actions assigned by Parliament;
6. Attending and actively taking part in Parliament;
7. Acting to hold Full Time Officers to account.

Societies MP (one place)

Who shall be responsible for:

1. Working to encourage society development and affiliations, and supporting societies in their activities;
2. Supporting the work of the Vice President Community, prioritising activity relating to societies;
3. Listening to and representing the views of the Societies Council at Parliament and providing feedback to the Societies Council on discussions taking place at Parliament;
4. Implementing actions assigned by Parliament;
5. Attending and actively taking part in Parliament;
6. Acting to hold Full Time Officers to account.

Student Life MP (one place)

Who shall be responsible for:

1. Supporting the work of the Vice President Community around, but not limited to, student activities;
2. Supporting the work of Parliament in proactively listening to and working for students;
3. Supporting the work of other Members of Parliament;
4. Listening to and representing the views of the Student Life & Wellbeing Group at Parliament and providing feedback to the Group on discussions taking place at Parliament;
5. Planning activity that meet the needs of students and working to increase student participation in union activities;
6. Actively encouraging sustainability within the Union and University, promoting sustainable policy and practice within the student body;
7. Implementing actions assigned by Parliament;
8. Attending and actively taking part in Parliament;
9. Acting to hold Full Time Officers to account.

School MPs (5 Places)

Who shall be responsible for:

1. Supporting the work of the Vice President Education around academic activity;
2. Attending relevant meetings, such as School Officer meetings;
3. Supporting the work of Parliament in proactively listening to and working for students;
4. Supporting the work of other Members of Parliament;
5. Listening to and representing the views of the Academic Congress at Parliament and providing feedback to Academic Congress on discussions taking place at Parliament;
6. Increasing awareness of and engagement with the Class Representatives and School Officer structures;
7. Implementing actions assigned by Parliament;
8. Attending and actively taking part in Parliament;
9. Acting to hold Full Time Officers to account.

Wellbeing MP (one place)

Who shall be responsible for:

1. Supporting the work of the Vice President Wellbeing prioritising activity around wellbeing;
2. Supporting the work of Parliament in proactively listening to and working for students;
3. Listening to and representing the views of the Student Life and Wellbeing Group at Parliament and providing feedback to the Group on discussions taking place at Parliament;
4. Planning activity that meets the needs of students and working to increase student participation in union activities;
5. Implementing actions assigned by Parliament;
6. Attending and actively taking part in Parliament;
7. Acting to hold Full Time Officers to account.

Postgraduate Research (PGR) MP (one place)

Who shall be a Member of Senate and responsible for:

1. Supporting the work of the President around, but not limited to postgraduate research activity;
2. Attending and contributing to relevant University Committees;
3. Supporting the work of Parliament in proactively listening to and working for students;
4. Supporting the work of other Members of Parliament;
5. Listening to and representing the views of postgraduate research students and the PGR Representatives at Parliament and providing feedback on discussions taking place at Parliament;
6. Planning activity that meets the needs of postgraduate research students and working to increase student participation in Union activities;
7. Attending and actively taking part in Parliament;
8. Acting to hold Full Time Officers to account.

Postgraduate Taught (PGT) MP (one place)

Who shall be responsible for:

1. Supporting the work of the President around, but not limited to, postgraduate taught activity;
2. Attending and contributing to relevant University Committees;
3. Supporting the work of Parliament in proactively listening to and working for students;
4. Supporting the work of other Members of Parliament;
5. Listening to and representing the views of postgraduate taught students and the PGT Representatives at Parliament and providing feedback on discussions taking place at Parliament;
6. Planning activity that meets the needs of postgraduate taught students and working to increase student participation in Union activities;
7. Actively encouraging sustainability within the Union and University, promoting sustainable policy and practice within the student body;
8. Attending and actively taking part in Parliament;
9. Acting to hold Full Time Officers to account.

Open Place MPs (five places)

Who shall be responsible for:

1. Supporting the work of the Student Union and Full-Time Officers where most relevant.
2. Supporting the work of Parliament in proactively listening to and working for students;
3. Planning activity that meet the needs of students and working to increase student participation in Union activities;
4. Implementing actions assigned by Parliament;
5. Attending and actively taking part in Parliament;
6. Acting to hold Full Time Officers to account.

Sports Union MP (one place)

Who shall be responsible for:

1. Ensuring cohesion and fostering a closer relationship between the Student Union and Sports Union.
2. Supporting the work of other Members of Parliament;
3. Listening to and representing the views of Sports Union members at Parliament and providing feedback to the Sports Union on discussions taking place at Parliament;
4. Implementing actions assigned by Parliament;
5. Attending and actively taking part in Parliament;
6. Acting to hold Full Time Officers to account.

Parliament Facilitator

Who shall be responsible for:

1. Working in conjunction with Student Union staff to make all the necessary arrangements for Parliament meetings, this may include setting dates, organising agendas and communication with MPs;
2. Calling the meeting to order, ensuring Parliament is quorate and facilitating the attendance of any student members wishing to observe the meeting;
3. Facilitating discussions of Parliament, ensuring meetings are conducted in line with Student Union Values and Policy; and
4. Ensuring correct records of meetings are taken and made available to members as appropriate.

Parliament Terms of Reference

A Terms of Reference, detailing the Committee’s Purpose, Responsibilities, Authority, Composition, (as per above), Meetings, Resources and Budget, and Deliverables.

The terms of reference should be reviewed once a year, (in November) led by the Committee’s facilitator supported by a Student Engagement team member, or equivalent.