

## **1. President**

- (a) To act as an elected President in the promotion, development and effective operation of the UDSU
- (b) To carry out the role of President and to run the UDSU, in accordance with the UDSU Constitution, Bylaws and in compliance with the relevant legislation, at all times
- (c) To work on enhancing the student experience and the educational goals of University of Dubai
- (d) To represent the student body and the UDSU on key University of Dubai boards and committees
- (e) To strive to achieve maximum representation of the UDSU and all UD undergraduate students at individual, university and national level
- (f) To act as a member of the UDSU Cabinet, complying with the responsibilities in the overseeing of the effective operation of the UDSU
- (g) To provide leadership, for promoting unity and teamwork and co-ordinate the effectiveness of the Cabinet
- (h) To attend and chair all meetings of the UDSU Cabinet
- (i) To review and submit a yearly report on behalf of the UDSU to DSS as well as the incoming President
- (j) To ensure an up to date record of the Policies of the UDSU is maintained and to present these policies for review, to the appropriate body, when necessary
- (k) To carry out any other duties that may arise during the year of office in relation to the Presidential role
- (l) To be available on campus for meeting students if needed
- (m) Make sure that, in practice, per semester, UDSU shall organize at least two events, solve five individual or Clubs and Organization's' issues and apply two initiatives that increase the UD campus' life

**Goal 1:** To lead at least two events/activities per semester

**Goal 2:** To make sure that the UDSU is solving at least five issues per semester related to individuals, Clubs or Organizations

**Goal 3:** To apply at least two initiatives per semester

## **2. Vice - President**

- (a) To assist and support the President in the running of the UDSU
- (b) To take over the role of President, if the post-holder is prevented from fulfilling his/her duties
- (c) To assist the Treasurer in the preparation of UDSU budgets and ensure that they are properly controlled
- (d) To represent all Students at events and committees to the best of their ability
- (e) To assist the President in dispute resolution within any organizations
- (f) To check and make sure all members are fulfilling their tasks
- (g) To provide leadership and support for the other UDSU members and all other student representatives
- (h) To be available on campus for meeting students if needed

**Goal 1:** To organize an "Activity Day" for the UDSU, Clubs and Organizations' members

**Goal 2:** To organize at least one workshop linked to Project Management for the UDSU, Clubs and Organizations' members

## **3. Treasurer**

- (a) To oversee and control all matters relating to UDSU finance
- (b) To prepare budgets
- (c) To reconcile petty cash etc.
- (d) To be responsible of collecting/maintain expenses /invoices and to control income and expenditure
- (e) To be available to assist the UDSU in other activities than Finance

**Goal 1:** To submit one summary of UDSU activities / events per semester (focusing on the financial aspect)

**Goal 2:** To support the DSS during the national day and international day (regarding any financial aspects)

#### **4. Secretary**

- (a) To ensure that records, timetables and contact information, including all students' involvement are stored in an appropriate manner and shared with the DSS
- (b) To ensure meetings are properly scheduled
- (c) To be responsible for keeping and distributing accurate minutes of meetings
- (d) To distribute contact lists
- (e) To be available to assist the UDSU
- (f) To prepare a yearly report on behalf of the Cabinet to DSS as well as the incoming President

**Goal 1:** To submit one summary of the UDSU activities / events per semester (focusing on the data aspects)

#### **5. Colleges Representatives**

- (a) To listen to student concerns or ideas from their programs, bring out those concerns or ideas involving their particular College at the UDSU meetings and to act to achieve a general welfare of the students coming from the College they represent
- (b) To participate in regular meetings with college faculty representatives

**Goal 1:** To organize a "UDSU meet the students" per semester

**Goal 2:** To organize a "Faculty-Meeting Council" meeting per semester

#### **6. Events and PR Officers**

- (a) To lead with the planning and delivery of the UDSU events program
- (b) To ensure the UDSU events are in line with the UDSU policies and procedures
- (c) To produce event plans, event budgets, running orders, theming concepts, scripts, key contact lists, etc.
- (d) To conduct venue visits where applicable
- (e) To liaise with suppliers/contractors and purchasing department
- (f) To ensure that all events have a positive impact on the student experience
- (g) To work with the UDSU Media Officer team to decide on marketing plans, concepts and designs
- (h) To proofread artwork
- (i) To attend and support the delivery of event debrief meetings
- (j) To provide general administration duties to the UDSU regarding events
- (k) To help with DSS as well as the CO events
- (l) To act reasonably and prudently in all matters, and in the best interest of the UDSU

**Goal 1:** To organize one "Club Fair" per semester

**Goal 2:** To create and post at least four videos per semester on the UDSU YouTube Channel

#### **7. Media Officer**

- (a) To ensure that the UDSU Social media accounts are active and followed by a maximum of UD students
- (b) To work on creating an active role for student media in promoting the UDSU mission, values, services and campaigns
- (c) To be in charge of creating all the posters and designs required by the UDSU
- (d) To develop and head the Creative team, which create content for the UDSU and the CO
- (e) To liaise with the Event Officers in delivery of the UDSU and the CO events
- (f) To develop opportunities and training for students to volunteer with student media
- (g) To constantly explore new ways of delivering media and information to the UD Students and feeding this information to the DSS and Marketing Department
- (h) To act reasonably and prudently in all matters, and in the best interest of the UDSU

**Goal 1:** To be in charge of all the posters (UDSU, Clubs and Organizations)

**Goal 2:** To be in charge of the UDSU Instagram account, increase the number of its followers and reach at least 500 followers at the end of the academic year