

### C. ULPSU Vice President Engagement

1. On the instruction or in the absence of the President, deputise for the President as appropriate.
2. Jointly with the Sabbatical Officers, represent postgraduate students at UL. Be the chief representative of postgraduate students on all committees relevant to internationalisation, diversity and inclusion as required, operating a feedback feed-forward loop between UL and its postgraduate students.
3. Act as liaison between PSU and UL on matters related to community, experience and engagement.
4. Advocate for the best interests of and attend to postgraduate students' issues regarding their postgraduate experience with particular attention to helping international students to integrate into the local community in and around the University.
5. Act in accordance with and uphold the ULPSU Constitution.
6. Seek to involve as many postgraduates in the Union as possible, showing particular focus to creating and coordinating inclusive social events. As such there is a need to work closely with the rest of PSU Executive in particular the Public Relations Officer and the Equality Officer.
7. Promote Clubs & Societies to the UL postgraduate community and encourage student participation.
8. Be jointly responsible with the Sabbatical Officers for initiating PSU policy in consultation with the postgraduate population through Executive, Council, General Meetings and, if necessary, referenda.
9. Collaborate with the President and VPA to review and monitor the implementation of UL policies and procedures, such as the Student Complaints Policy & Procedures, Academic Regulations & Procedures and Student Charter.
10. Attend ULPSU Executive Committee, Council and General Meetings. and report on work in progress or completed, including but not limited to goals, projects, achievements, issues, and recommendations.
11. Share responsibility of the coordination of all Union activities. They may, with the consent of the Executive Committee, form sub-committees, which may include any full members of the Union, for this purpose.
12. Develop and implement communication strategies to engage with students, staff, unions and other stakeholders with the other Sabbatical Officers.
13. With the other Sabbatical Officers, coordinate the initiation and implementation of student-led campaigns and ensure such campaigns are in line with PSU goals and objectives.
14. Share overall responsibility for all PSU office records in liaison with the President and Secretary-General.
15. Share responsibility for ensuring the Union finances and accounts are kept and presented in a clear and transparent matter and in a timely fashion.
16. Be a co-signatory on the PSU's current account and cheques and be requested to approve purchases.
17. Jointly ensure that ULPSU elections happen in accordance with the PSU's Constitution.
18. Promote the opportunity for members to go forward for elections.
19. Act reasonably and prudently in all matters, and in the best interest of the PSU.
20. Perform such other functions as Executive or Council may determine.
21. Deliver a clear and concise handover/induction to the incoming Vice President Academic during the two-week sabbatical officer handover period.
22. Be a full-time Sabbatical Officer. A Vice President shall take a leave of absence from their studies for the duration of the term as Vice President, and shall not enter employment, which is in conflict with, or impinges upon, their duties as a Vice President of the PSU.

Salary: Minimum wage + €4 / 40hrs per week