

## **SCHEDULE 8**

### **ADVOCACY OFFICER ROLES AND RESPONSIBILITIES**

*Made under Article 10 of the MISU Constitution*

*Approved by Union Council: 24 March 2026*

*Effective from: 15 June 2026*

## **PART A: COLLECTIVE PROVISIONS**

This Part applies to all members of the Advocacy Officer Team.

### **1. Term of Office**

- 1.1 All Advocacy Officers shall take office on Monday of the 3rd week of June (or as determined by election year).
- 1.2 All Advocacy Officers shall serve until Friday of the 2nd week of June of the following year.
- 1.3 The term of office is 12 months (52 weeks). For Advocacy Officers (part-time), the term of office is 52 weeks for continuity and officership purposes, however paid employment is for approximately 30 weeks (term time only) as detailed in Part C.
- 1.4 Officers may serve a maximum of two terms in any Advocacy Officer position (whether full-time or part-time).
- 1.5 Advocacy Officer roles shall not be joint officerships.
- 1.6 Advocacy Officer roles shall not be filled as part of an off-campus placement experience.

### **2. Employment Status**

- 2.1 All Advocacy Officers are employees of MISU during their term of office.
- 2.2 The President shall be employed on a full-time basis. Hours of work shall be Monday to Friday, 09:00am to 05:00pm in the main.
- 2.3 Advocacy Officers (part-time) shall be employed on a part-time basis during term time.
- 2.4 All Advocacy Officers shall have written contracts of employment setting out terms and conditions.

### **3. Remuneration**

- 3.1 The President shall receive an annual salary as determined by the MISU Management Board and approved in the annual budget.
- 3.2 Advocacy Officers (part-time) shall be paid at €15.35 per hour.
- 3.3 Advocacy Officers (part-time) shall work between 12-15 hours per week during term time.
- 3.4 Term time is defined as:
  - Orientation Week (1 week before Semester 1 begins)
  - Semester 1: 12 teaching weeks + study week + exam weeks (approximately 15 weeks)

- Semester 2: 12 teaching weeks + study week + exam weeks (approximately 15 weeks)
- Total employment period: approximately 30 weeks

3.5 Any increase in hourly rate will be considered by the MISU Management Board in line with funding available.

#### **4. Collective Responsibility**

4.1 The Advocacy Officer Team operates on the principle of collective responsibility.

4.2 All three officers work together on any student issue, regardless of which officer initially receives it.

4.3 There are no fixed portfolios assigned to specific officers.

4.4 Officers shall determine division of responsibilities collaboratively based on:

- Individual skills, knowledge, and interests
- Workload balance across the team
- Strategic priorities for the year
- Availability and capacity

#### **5. Core Responsibilities**

All Advocacy Officers shall:

5.1 Represent student interests at institutional and external committees and forums.

5.2 Advocate for students with college management and staff on issues surfaced through democratic participation channels.

5.3 Champion student-led campaigns and Campaign Teams.

5.4 Work collaboratively with Student Community Organisers to understand student priorities.

5.5 Receive and act on evidence and intelligence from Learning Representatives.

5.6 Ensure that the student voice is to the forefront of college decisions.

5.7 Implement decisions made by referendum and relevant governance bodies.

5.8 Protect and uphold the terms of the MISU Constitution.

5.9 Report regularly on activities and outcomes to accountability mechanisms.

5.10 Maintain confidentiality where appropriate while ensuring transparency in decision-making.

## **6. Standards of Conduct**

- 6.1 All Advocacy Officers shall conduct themselves in accordance with the principles, aims and objectives of MISU as set out in Articles 2 and 3 of the MISU Constitution.
- 6.2 Officers shall treat students, staff, and external partners with respect and professionalism.
- 6.3 Officers shall declare any conflicts of interest and recuse themselves from decisions where appropriate.
- 6.4 Officers shall adhere to MISU policies including those on equality, safeguarding, data protection, and financial procedures.

## **7. Accountability**

- 7.1 Advocacy Officers are accountable to students through the Student Confidence Conference (Schedule 7).
- 7.2 Officers are accountable to the MISU Management Board for delivery of objectives and adherence to employment contracts.
- 7.3 Officers are subject to disciplinary procedures as set out in Schedule 9.

## **PART B: PRESIDENT (FULL-TIME)**

### **8. Role Overview**

- 8.1 The President serves as the principal representative of MISU and leads the Advocacy Officer Team.
- 8.2 The President is the primary point of contact for institutional leadership and external stakeholders.

### **9. Specific Responsibilities**

The President shall:

- 9.1 Chair meetings of the Advocacy Officer Team.
- 9.2 Attend meetings of the Governing Authority (An tÚdarás Rialaithe) and contribute to strategic governance.
- 9.3 Attend meetings of the Academic Council (An Chomhairle Acadúil) and contribute to academic governance.
- 9.4 Attend meetings of the MISU Management Board.
- 9.5 Serve as a Director of MISU Commercial Services DAC.
- 9.6 Lead negotiations and strategic discussions with college senior management on student representation and advocacy matters.
- 9.7 Act as primary media spokesperson for MISU.
- 9.8 Ensure implementation of the new democratic and student voice framework following the referendum.
- 9.9 Provide strategic direction and support to Student Community Organisers.
- 9.10 Coordinate and synthesize input from Learning Representatives.
- 9.11 Coordinate the Advocacy Officer Team's response to accountability recommendations from the Student Confidence Conference.
- 9.12 Oversee handover processes between outgoing and incoming officers.

### **10. Committee Representation**

- 10.1 The President shall attend:
  - Governing Authority (An tÚdarás Rialaithe)
  - Academic Council (An Chomhairle Acadúil)
  - MISU Management Board

- MISU Commercial Services DAC Board
- Quality Committee
- Other strategic institutional committees as determined by the Advocacy Officer Team

## **11. Working Hours**

- 11.1 The President works 52 weeks per year.
- 11.2 Normal hours of work are Monday to Friday, 09:00am to 05:00pm.
- 11.3 Hours shall be flexible to accommodate evening and weekend events as required.
- 11.4 The President shall maintain a visible presence on campus and be accessible to students.

## **PART C: ADVOCACY OFFICERS (PART-TIME)**

### **12. Role Overview**

- 12.1 Advocacy Officers (part-time) work alongside the President as equal members of the Advocacy Officer Team.
- 12.2 The two part-time positions are not differentiated by fixed portfolio.
- 12.3 Responsibilities are allocated collaboratively based on capacity, expertise, and strategic priorities.
- 12.4 Advocacy Officers (part-time) work across both campuses.

### **13. Specific Responsibilities**

Advocacy Officers (part-time) shall:

- 13.1 Support the President in representing student interests.
- 13.2 Attend institutional committees as agreed with the Advocacy Officer Team.
- 13.3 Lead or co-lead specific campaigns or advocacy initiatives as allocated.
- 13.4 Work directly with Student Community Organisers to support student-led action.
- 13.5 Maintain regular contact with Learning Representatives in relevant areas.
- 13.6 Attend Advocacy Officer Team meetings and contribute to collective decision-making.
- 13.7 Provide coverage when the President is unavailable.
- 13.8 Represent MISU at events, forums, and external meetings as required.

### **14. Committee Representation**

14.1 Advocacy Officers (part-time) may attend:

- Faculty-level committees
- Strategic working groups
- Student engagement forums
- External stakeholder meetings

14.2 Committee attendance shall be agreed within the Advocacy Officer Team based on availability and relevance.

### **15. Working Hours and Availability**

15.1 Advocacy Officers (part-time) work 12-15 hours per week during term time (approximately 30 weeks per year).

15.2 Hours shall be flexible and determined by:

- Individual academic timetables
- Meeting schedules
- Campaign and advocacy needs

15.3 Officers shall agree their availability with the President at the start of each semester.

15.4 Officers shall record hours worked using MISU time-tracking system.

15.5 Officers are not expected to work during:

- Mid-semester break (January)
- Easter break
- Summer vacation (June-August, except handover period)

However, in exceptional circumstances where there is a specific need during mid-semester break or Easter, officers may be requested to work with appropriate notice and mutual agreement.

15.6 Students on full-year placement are not eligible to serve as Advocacy Officers (part-time) due to availability requirements. See Schedule 10, Section 7.3 for eligibility criteria.

## **PART D: OPERATIONAL MATTERS**

### **16. Induction and Training**

- 16.1 All Advocacy Officers shall receive comprehensive induction and training covering:
- The MISU Constitution and their role responsibilities
  - Institutional structures and governance
  - Key relationships with college management and staff
  - Advocacy and campaigning skills
  - Working with the Democracy and Student Voice Framework (Schedule 7)
  - Financial procedures and budget management
  - Safeguarding and wellbeing support
  - Media and communications
  - Employment rights and responsibilities
- 16.2 Training for the full-time President shall take place across the first few weeks in office.
- 16.3 Training for part-time Advocacy Officers shall be arranged for the week before they start paid employment.

### **17. Handover Procedures**

- 17.1 Outgoing officers shall prepare comprehensive handover documentation including:
- Summary of work completed during their term
  - Outstanding issues and follow-up required
  - Key contacts and relationship notes
  - Lessons learned and recommendations
- 17.2 Handover shall take place the week prior to commencing term of office.
- 17.3 The General Manager shall facilitate and coordinate the handover process.
- 17.4 Incoming officers are encouraged to meet with outgoing officers during this handover period.

### **18. Support and Supervision**

- 18.1 The President shall have a weekly one-to-one meeting with the General Manager.
- 18.2 Part-time Advocacy Officers shall have a fortnightly one-to-one meeting with the General Manager.
- 18.3 The full Advocacy Officer Team shall meet monthly with the General Manager.
- 18.4 The MISU Management Board shall provide strategic oversight and support.

18.5 Officers shall have access to external support, training, and professional development opportunities as appropriate.

## **19. Leave and Absence**

19.1 The President is entitled to annual leave in accordance with statutory requirements and their employment contract.

19.2 Advocacy Officers (part-time) are entitled to annual leave in accordance with statutory requirements and their employment contracts.

19.3 All officers shall notify the General Manager and fellow officers of any planned absence.

19.4 In case of illness or emergency, officers shall notify the General Manager as soon as possible and in accordance with MISU employment policies.

19.5 Extended absence due to illness or emergency shall be managed in accordance with MISU employment policies. Process to request annual leave will be outlined in contracts.

## **20. Resources and Support**

20.1 All Advocacy Officers shall be provided with:

- Office space and facilities
- IT equipment and systems access
- Administrative support from MISU staff
- Budget for official duties and expenses
- Training and development opportunities

20.2 Officers shall use MISU resources responsibly and in accordance with policy.

## **21. Performance and Review**

21.1 Officers shall set objectives at the start of their term in consultation with the General Manager and MISU Management Board.

21.2 Progress against objectives shall be reviewed:

- Informally: Through regular supervision
- Formally: Mid-year review (December) and end-of-year review (May)

21.3 Officers are accountable to students through the Student Confidence Conference (Schedule 7).

21.4 Underperformance shall be addressed through supportive supervision and, if necessary, disciplinary procedures (Schedule 9).

## **22. Resignation and Removal**

22.1 An Advocacy Officer may resign from office by giving written notice to the General Manager.

22.2 Notice period:

- President: 4 weeks
- Advocacy Officers (part-time): 2 weeks

22.3 Officers may be removed from office through:

- (i) Vote of no confidence (Schedule 9)
- (ii) Disciplinary procedures (Schedule 9)

22.4 If a casual vacancy arises, procedures in Schedule 10 shall apply.

## **23. Transitional Provisions**

23.1 For the first year of operation (2026-27), officers shall receive additional support in implementing the new Democracy and Student Voice Framework.

23.2 The MISU Management Board shall monitor the effectiveness of the new structures closely during the first year.

23.3 A comprehensive review shall be conducted at the end of the first year of operation.

## **24. Amendment of this Schedule**

24.1 This Schedule may be amended by resolution of the Democratic Procedures Committee established under the Democracy and Student Voice Framework (Schedule 7) in accordance with Section 29.

24.2 Amendments shall be subject to legal review where necessary.

24.3 Amendments shall not take effect during an officer term of office without their agreement.

*Schedule 8: Advocacy Officer Roles and Responsibilities*

*Adopted: 4 March 2026*

*Effective: 15 June 2026*