



**Trinity College Dublin Students Union**

## **SCHEDULE 10**

Ad Hoc Part Time Officers

Last Updated  
May 8, 2024

Document Managed by  
Secretary to Council

## Introduction

Ad Hoc Part-Time Officers are any officers created through motions of council. Like any motion of council, these positions expire after 2 years and require a renewal by council or a referendum to add them permanently to the constitution. All PTOs have general duties as listed in article 3.3.2, as well as individual responsibilities outlined below.

## Off Campus Officer

### **Responsibilities:**

To create an ad-hoc, off-campus committee which shall be composed of Union members whose degrees are based, in part or in full, off-campus. The number of positions elected will be at the discretion of the elected Officer.

*Expires: 30/6/25*

## Ethnic Minorities Officer

### **Responsibilities:**

- To support and represent students from ethnic minority backgrounds
- Chairing the BAME Advisory Group on a regular basis

*Expires: 30/6/26*

## Environmental Officer

### **Responsibilities:**

- Campaigning actively for a radically greener campus by raising awareness of the climate emergency among the student body and highlighting the failures of current approaches to deal with the crisis (e.g the Deposit Return scheme)
- Promoting and working with grassroots student climate activists to increase the student voice within the national climate movement, challenging the failing current national approach to the climate crisis
- Holding College to account by highlighting its complicity in greenwashing through its partnerships with organisations such as Ryanair, Coca-Cola and CRH, and its ideological place in the systems destroying the environment.
- Chairing the Environmental Action Committee

- Working in conjunction with the Union to achieve its objectives pertaining to the climate and biodiversity crisis and creating a more sustainable campus. Developing Union policy on issues that relate to sustainability or environmentalism. Engaging in discussion with college to push it towards a more environmentally just future.
- Organising Green Week and other sustainability themed campaigns with the College Green Campus Committee. Co-chairing the Green Campus Committee as an opportunity to work with the broader college community

*Expires: 30/6/26*

## Access Officer

### **Responsibilities:**

- Organising Union events in line with College Awareness Week.
- Organising TAP Dance.
- Representing all access students in Trinity on both a local and national level.

*Expires: 30/6/26*

## Volunteer Coordinator

### **Responsibilities:**

- Chairing the Volunteering Forum with the main charitable societies available, for Charity Ball & Raise and Give Week.
- Organise a minimum of one fundraising event per semester.
- Support volunteering and fundraising in Trinity College Dublin and Trinity College Students Union by - Helping Promote Volunteering and Fundraising Events within the University.
- Helping Organise Volunteering and Fundraising Events if deemed appropriate by VC when requested.

- Organise Raise And Give Week.

*Expires: 30/6/26*

## Engagement Officer

### **Responsibilities:**

- To chair the Engagement Working Group and, according to its Terms of Reference, organise its business.
- To produce two reports to Council per academic year, in collaboration with the Engagement Working Group, with recommendations and suggestions for improving engagement within the Union and the running of Council.
- To organise events and communications during Freshers' Week educating members about the Union's institutions, campaigns, initiatives and history.
- To, in collaboration with other officers and the Electoral Commission, work on recruitment for PTO, Class Rep and Committee elections when they occur, and to encourage unsuccessful candidates to remain involved in Union activity.
- To liaise with student-led campaign groups on campus and, where relevant, assist in establishing new groups in collaboration with the Citizenship Officer.

*Expires: 30/6/25 Amended 2023/24*

## Housing Rights Officer

### **Responsibilities:**

- Campaign for the maintenance of renter's rights, along with the improvement of conditions of students renting in Trinity-owned and non-Trinity-owned accommodation.
- Assist the Union Forum in relation to campaigns for the defense and promotion of students' rights in the area of housing.

- Assist the President and other Sabbatical and Part-Time Officers in relation to campaigns relating to housing.
- Liaise with the housing groups TCDSU already works with to help coordinate campaigns and maintain contact and good relationships with housing groups and organisations.
- Research housing issues students are facing

*Expires: 30/6/26*

## Union Archivist

### **Term:**

- They shall be elected by Council at the final ordinary meeting of Council of the academic year for the following academic year.
- The term of office shall be until the final ordinary meeting of Council in the second year following that academic year.
- The Chair, before the final ordinary meeting of Council in their first year in office, may reject their position for the second year.

*Expires: 30/6/26*

## Student Carer Officer

### **Responsibilities:**

- To deal with the issues faced by student parents and carers in Trinity in collaboration with the Student Parents' Officer where possible.

*Expires: 30/6/26*