

TIME TO LEAD

Student Trustee

Applicant Pack 2024 - 2025



Bristol SU



About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 26,000 student members and work to make sure that you get the best from time at university by providing over 400 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to you.

Students drive and are at the heart of everything we do:

- We are the collective voice of University of Bristol students
- We support activities, so students can try new things and develop skills
- We advise, support and empower students to make change
- We are a vibrant social hub
- We provide quality services for the benefit of students

Our Values

It's not just what we do that matters, it's how we do it. We will reflect what is most important to our students:



We are loud and proud about **equality, diversity and inclusion**. We are a Union for all students.



We want our students to thrive, so we support the **wellbeing** of our students through the services that we offer and the campaigns that we run.



We believe **community** matters; we create a sense of belonging across the student body through out student groups, networks, events and spaces.



Sustainability underpins all that we do; we want our Union, our University and our planet, to be here for the long term.



We believe opportunities for joy, humour and positivity are important, we want our students to have **fun** whilst at University.

About the Role

Student Trustee – Role Profile

Purpose of the Role

Role of the Board

- Responsible, individually and collectively, for all the activity within the University of Bristol Students' Union (Bristol SU).
- Ensure that Bristol SU complies with all charity, company and other relevant regulatory requirements and best practice.
- Responsible for setting the vision and values of Bristol SU and for ensuring the delivery of the organisation.
- Support the development of and approve the strategy and monitor the delivery of the strategy.

Student Trustee Role

- Bring your student voice and experience to the board to help make decisions for the best interest of current and future members

Main Duties and Responsibilities

In addition to all other duties of being a Charitable Trustee and Company Director, the following key responsibilities apply to all Trustees at Bristol SU

Direction and Vision

- Determine the overall direction and development of Bristol SU through the principles of good governance and a clear strategy
- Ensure that Bristol SU acts in accordance with its charitable objects, byelaws, articles and other documents and remains true to its vision, mission and values
- Committed to Bristol SU's purpose and objectives and helping to improve the lives of our members, the students

Compliance

- Ensure that Bristol SU complies with all relevant legislation and regulations, including relevant charity law, company law and the Education Act.
- Ensure that Bristol SU does not undertake activities that put its financial stability, members or reputation at undue risk and its resources are properly managed and protected.

Challenge and Support

- Work with other Trustees, Staff and Volunteers in a constructive manner whilst also being able to challenge for the greater good of Bristol SU
- Support and delegate authority of operational matters to the Chief Executive and Management Team.
- Use your personal skills and experience to help ensure Bristol SU is well run and efficient.
- Seek external professional advice where there may be risk to Bristol SU or where Trustees may be in breach of their duties, or at any other appropriate moment.

Main Duties and Responsibilities (continued)

Commitment

- Participate fully in Board meetings and when making decisions, join one of the Board’s committees and attend other key Bristol SU events.
- Uphold the values of Bristol SU and protect its name and reputation.
- Add value to the Board and Bristol SU by generating innovative ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Use any specific skills, knowledge or experience to help the Trustee Board reach sound decisions. This may involve, but is not limited to:
 - Scrutinising board papers
 - Leading discussions
 - Focusing on key issues
 - Supporting and empowering the student and officer trustees
 - Hearing appeals of complaints

Other

- Undertake such other tasks as may be necessary in order to achieve the vision, mission and values of Bristol SU
- Comply with all Bristol SU Health and Safety guidelines
- Take personal responsibility for Health and Safety of yourself and those around you

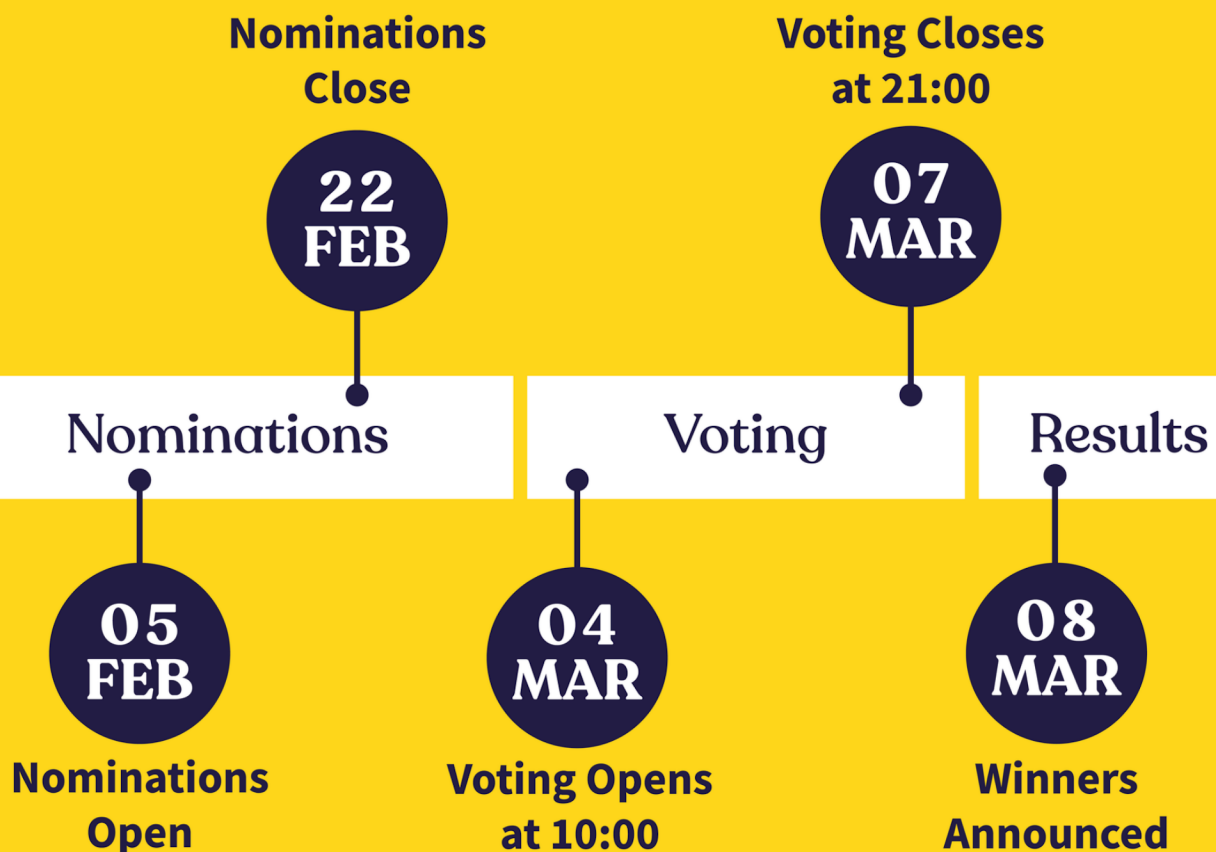
About You

Expectations
Must be a current student at the University of Bristol
Must be committed to attending meetings and training, reading papers and participating in trustee life
Committed to the purpose, aims and values of the students’ union
Able to communicate your views whilst also being open to listening to different opinions
Sensitive to some of the information being shared and to respect confidentially
Understanding of student life
Restrictions
Being a student trustee will mean that for the duration of your term of office you will not be able to be employed by Bristol SU
There are certain categories of people who may not be a trustee. So that the union can be satisfied that you will be able to carry out the role if elected, you need to complete a trustee declaration form when standing for election.



What support do you get running in an SU election?

- Candidate Campaign Kit (Including a banner, cardboard and various craft materials)
- Graffiti banner making workshop to make your campaign materials, with free access to spray paint and other materials
- Marketing support/guidance on how to run a successful campaign
- Exclusive series of candidate academy sessions to support you with preparing your elections campaign
- Candidate Breakfasts – during voting week you'll get free breakfast in Senate House every day. This is also a chance for you to talk to other candidates as well as SU staff and a mentor (if you want!)
- Hot drinks at Candidate Academy sessions w/c 26 February
- Candidate Results Night with celebration refreshments
- Budget for specific candidate expenses





What time commitments are there?

To help you get your voice heard by the University and other students, you'll need to commit some time ahead of the election. This could be because you're training or campaigning to become a student leader, it's an exciting and rewarding period!

You'll also need to write a manifesto, which is your chance to tell students who you are, why you are standing for elections, what your plans are in the role, and why you should get elected. It's time to show them why you're the best person for the role.

Please submit this manifesto by **12 pm, 29 February 2024**.

The Important Stuff

Our Rules Briefing on **Sunday 25 February 2024** from 13:00-16:00 is a compulsory session and you won't be able to run in the election if you miss it! But why would you want to miss it? We'll have a professional photographer come in towards the end of the session so you will have a chance to have your headshot taken.

Voting week runs from **4 March 2024 to 7 March 2024** and this is also your time to campaign. We highly recommend you go out there, show your face, and chat with as many students as possible. As a Full Time Officer, you'll be giving student voices a platform, campaigning for student rights, and making positive changes to student life. Telling them what you hope to do will enhance your chances of winning!

We will be letting you know the results on **8 March 2024** in the SU Living Room. You're welcome to bring your friends/campaign team along with you and there will be SU staff to offer support should you need it.

2024 Sessions



We have loads planned for you the week before voting, including the following sessions:

FEB
26

What do Bristol Students care about?

IN-PERSON TIME: 11:00-12:00 ONLINE TIME: 18:00-19:00

FEB
27

Build your elections brand & campaigning

IN-PERSON TIME: 11:00-12:00 ONLINE TIME: 18:00-19:00

FEB
28

Manifesto Writing and developing your Personal Statement

IN-PERSON TIME: 11:00-12:00 ONLINE TIME: 18:00-19:00

FEB
29

Graffiti workshop for campaign materials

IN-PERSON TIME: 12:00-14:00 ONLINE TIME: N/A

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FTO Know Your Role

IN-PERSON TIME: 11:00-12:00 ONLINE TIME: N/A