

TIME TO LEAD

Student Trustee

Applicant Pack TB2 Elections 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

- Responsible, individually and collectively with other trustees, 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 SU.
- Support the development of and approve the strategy and monitor the delivery of the strategy.
- Bring your student voice and experience to the board to help make decisions for the best interest of current and future members

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 confidentiality

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.

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 vision and 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.
- As the Union is an incorporated charity, trustees are also company directors for company law purposes

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.

Commitment

- Participate fully in Board meetings and when making decisions including joining one of the Board's committees
- Uphold the values of Bristol SU and protect its name and reputation.
- Add value to the Board and Bristol SU by 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:
 - Reading and scrutinising board papers
 - Participating in discussions
 - Focusing on key issues
 - Supporting and empowering the other trustees
 - Hearing appeals of complaints
- Approx. 20 - 25 hours per term in meetings/events and preparation for meetings, responding to emails and completing forms.
- You will need to be available for in person (some can be online) meetings and events:
- 4 Trustee Board meetings a year, which last about 2 hours (in person ideally)
- Up to 5 Committee meetings a year, which last about 2 hours 30 mins a committee (in person ideally)
Note - if you want to attend both committees this could be up to 10 committee meetings.
- Induction and Training as required by the role, approx. 2 – 3 working days 9 – 5 (in person)
- Trustee Awayday, a working day 9 – 5 (in person) and a potential social afterwards
- Attendance at other events and meetings e.g. awards, welcome fair (optional but recommended). This element of the role helps you to understand the wider SU and build relationships

Main Duties and Responsibilities (continued)

Other

- Comply with all Bristol SU Health and Safety guidelines
- Take personal responsibility for Health and Safety of yourself and those around you
- Adhere to relevant policies of Bristol SU

To find out more about how Bristol SU is run and the Board of Trustees, please [click here](#).

Why should I run for this role?

As a trustee, you will be making decisions about the SU and the future of the SU, gain valuable experience, make a difference to the experience of students – and have fun along the way!

- **Leadership experience like no other** – As a Student Trustee, you will be a Charity Trustee and Company Director of Bristol SU. As a charity with an annual income of c. £6.8m, the role is invaluable experience for future careers.
- **Keep Bristol SU heading in the right direction** – The SU serves a community of over 30,000 students - and this will only continue to grow. By joining our board, you will directly help shape the future of the SU. Your experience as a student is vital to ensure the SU remains a “Union for All Students”.
- **Learn from others’ expertise** – The Board also includes Co-opted Trustees, who are experienced professionals in fields ranging from higher-education, finance, law, digital and more. You will also have regular contact with the Chief Exec, Clerk, and Directors at the SU.

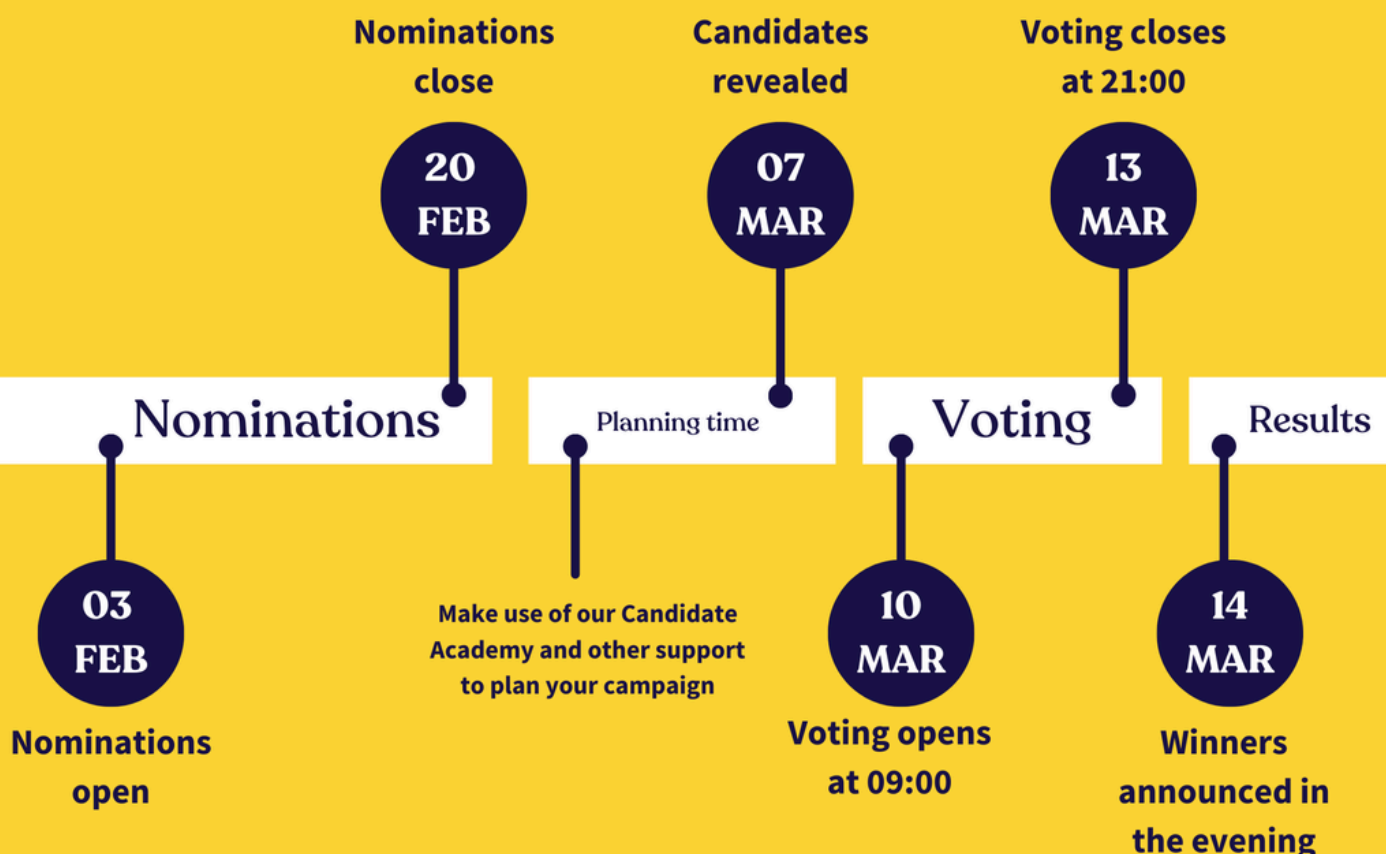
We know most students have not been trustees before, so we provide plenty of support, training and guidance to help you become confident in your role.

You are not expected to have any knowledge of the trustee role, or charity leadership, before you join the Board. Your experience as a student at the University is all that is required!



What support do you get running in an SU election?

- Candidate Campaign Kit (Including a banner, cardboard and various craft materials) and space to paint in the SU Office
- We reimburse your campaign spending up to £65
- Marketing support/guidance and an SU Staff mentor
- Candidate Academy sessions across the nomination period and ahead of voting week to support you with writing a personal statement and running a campaign for yourself
- Candidate Morning Briefings – during voting week you'll get a briefing about the voting stats in the SU Office every day. This is also a chance for you to talk to other candidates as well as SU staff. There will be hot drinks & snacks!
- Elections Celebration Evening





What election 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!

Ahead of the election, you'll need to commit some time to rules training and organising your campaign. You'll also need to write a personal statement, just a small brief as to why you want the role when you nominate yourself and upload a picture. We will then give you until **Monday 3 March at 9am** to confirm your personal statement and picture and send us a **3 bullet point summary** of what you stand for, so make sure you utilise our academy sessions.

The Important Stuff

You'll need to attend our Rules Briefing on **Sunday 2 March at 11:00-14:00** on Level 5 of Senate House. This is a compulsory session and you won't be able to run in the election if you miss it and don't catch up. We will provide lunch and you will have a chance to have your headshot taken!

Voting week runs from **Mon 10 March at 9am until Thurs 13 March at 9pm** and this is also your time to campaign. We highly recommend going out and talking to as many students as possible to enhance your chances of winning.

We will be letting you know the results and celebrating all of our candidates' efforts on **Friday 14 March** in the SU Living Rooms. There will be nibbles and drinks and you're welcome to bring your friends/campaign team along with you. SU staff will be on hand to offer support should you need it.



What is the time commitment for the role?

Serving as a Trustee is an incredibly rewarding opportunity; however, we ask that Trustees are committed to their role to ensure they can discharge their legal responsibilities. We estimate that the commitment is approx. 20 - 25 hours per term in meetings/events/preparation for meetings, responding to emails and completing forms.

We are a flexible and accommodating team, and work with all trustees to try and ensure meetings do not conflict with University, exams or other commitments (but this can't always happen).

We ask all Trustees to:

- Attend a full-day Trustee Training session, and a Finance Training session
- Attend a Trustee Awayday
- Prepare for meetings by reading papers (sent at least 7 days ahead of meetings)
- Attend four board meetings a year
- Attend four committee meetings a year
- (You will need to join at least one committee). The Committees are:
- People, Culture and EDI committee
- Finance, Audit, Risk and Governance committee
- Be an active member of the Board, responding to emails, completing forms and asking questions

Refreshments are provided at our in-person meetings, and we can reimburse reasonable expenses incurred as part of the role (e.g. travelling to meetings).

Trustees are also invited to attend key Bristol SU student events (e.g. Welcome Week) and some social events. Attendance is optional but can be a rewarding opportunity to connect with the SU.

Outside of the core role, there may be other opportunities to take on additional responsibilities as a Trustee, including serving as Student Co-Chair of the Board or being part of other working or Task and Finish groups.

Candidate Academy



We have loads of sessions to help you with running in an election. You can find them all here or through the QR code at the bottom of this page!

What do Bristol Students care about?

How to run an elections campaign

**Personal Statement
Workshop**

and many more!

