

## Activities Officer (an 'Officer Trustee')

The role of the Activities Officer is to support the Student Guild and societies with their diverse range of activities throughout the year. It will also mean supporting the different initiatives that impact the Student Guild and Bloomsbury Institute.

### Eligible students:

- Any fully enrolled student with Bloomsbury Institute provided that:
  - The student would not have been in this office more than twice.

### Roles and responsibilities

- Support the Student Guild with the Annual Anniversary Event(s)
- Working alongside the Student President to promote and fundraise for the Paraguay Educational Project
- To support the Alumni initiative
- To attend and promote any relevant event organised by Bloomsbury Institute
- To support Society / Club Leaders as and when required
- To support maintaining close relationships with relevant external contacts and organisations
- Commit to eliminating any unlawful discrimination and promote equality of opportunity for all members
- To raising awareness of issues that may affect the societies
- To uphold good practice and champion the Student Guild within the immediate and wider community
- To sign and abide by the Boards' Non-Disclosure Agreement.

### Benefits of the role

#### What will I get out of being a Trustee?

- By being active and engaged Trustee, you will be exposed to high-level decision-making within the Guild. You will learn or develop skills such as formal meeting process, presenting and discussing ideas, negotiation and debating to name just a few
- You should gain a great sense of satisfaction that your place within the Guild really achieved something – contributing to the development and success of the Guild
- For the Activities Officer role, you will develop specific experience and skills in the organisation of events and campaigns
- Access to budgeted training and development tailored to the individual role
- Having a great thing to put on your CV – it will demonstrate to potential employers that you have had exposure to senior-level and formal decision-making within a structured and professional organisation.

**Refer to the Election Policy if you have any doubts or need more information ([www.bil-guild.org](http://www.bil-guild.org))**

## Relevant Information from Byelaw 1 – Election Policy

### 7.2 Activities Officer and Student Trustees

20. In common with the President-elect role, newly elected trustees formally take up office in the following September/October following their election in the spring. These posts hold office for one calendar year or until their graduation if this occurs earlier. A maximum of two terms of office (which may or may not be concurrent) can be served.

#### 7.2.1 Eligibility and rules for the positions

21. Candidates must be a Member of the Student Guild.
22. Ordinarily, candidates must be recorded by the Bloomsbury Institute as being a “fully enrolled” student to be able to run for office. Students achieve full enrolment status when they have fully satisfied the institution’s admission and financial requirements. Candidates who are not sure of their enrolment status are advised to have this checked by a member of the institution’s staff or via the Deputy Returning Officer before starting or continuing with the application or candidacy process.
23. The Deputy Returning Officer will check a candidate’s enrolment status as soon as practically possible following the submission of a candidate’s application but ultimately, it is the candidate’s own responsibility to check that their enrolment status enables them to run. Following an application, if full enrolment is not found to be in place, the Deputy Returning Officer will consult with Bloomsbury Institute staff accordingly. The Deputy Returning Officer will then advise the candidate whether they may continue their run for office or the grounds on which they must withdraw.
24. Candidates cannot run for any other office in the same election period or should they be elected, at a later date for any other elected Student Guild office that would be in place during the period of their term. Candidates should likewise be aware that should they be elected; they cannot also run to be a SCSR whilst holding office.
25. Candidates must be nominated by a minimum of 10 Members who shall not have nominated any other person to be elected for this position.
26. Candidate self-nominations/ applications are not subject to a candidate application number limit for the role; however, no more than six candidates can be put forward for election. Applications above six in number will trigger a count by the Deputy Returning Officer of the total number of nominations obtained by each candidate and the candidates with the highest



numbers of nominations will secure the right to proceed to the election by secret ballot. In instances of ties in the number of students supporting (nominating) candidates, the Deputy Returning Officer would ask the Board of Trustees to decide, by consideration of the qualitative merits of manifesto's, on any eliminations.

27. A candidate must commit to submit a Manifesto (no more than two A4 sides and which shall be published, *inter alia*, on the Student Guild website) to the Guild Manager by the published due date and participate in Hustings.
28. Candidates must commit to attend a candidate's meeting (that may be held as a group or on an individual basis) held following closure of self-nominations at a time specified by the Deputy Returning Officer.
29. When assuming full office, the President must not be in their final year of study as defined by the duration of the course on which they are enrolled.
30. Candidates must show professionalism and to conduct their campaigns with courtesy, respect and truthfulness.
31. Candidates have an individual personal responsibility to declare conflicts of interest which affect them; candidates who believe that they have a conflict of interest or a potential conflict of interest, must disclose this fact, with relevant information, to the Deputy returning Officer at the same time as submitting their application and self-nomination forms. Should the Deputy Returning Officer receive such a disclosure, he/she shall consult with the Board of Trustees accordingly who shall have absolute discretion in determining whether a candidate should be withdrawn from the election or if special arrangements can be put in place to manage the conflict in accordance with the provisions within Clause 90 of the Constitution.
32. The Student Guild reserves the right to withdraw an application where it considers, following any necessary consultation with the Returning Officer, that a candidate's conduct as a student and or Member either before or during the election proceedings is such that being elected to the relevant role would be inappropriate.