



Student President

Eligible students:

- Any fully enrolled member of the Student Guild (a student) provided that:
 - the student is not currently in their final year of study or will begin their final (or only) year in the 2020/21 academic year
 - The student would not have been in this office more than twice

The elected student would immediately assume the role of President-Elect and become a full member of the Board of Trustees. By being a full member of the Board of Trustees, the President-Elect will be briefed by the current post-holder, Guild Manager, other Board members and key Staff on how the Student Guild works and what is expected from the President once in office. The period leading up to October will therefore be a kind of 'hand-over' period. It is expected that most presidential responsibilities will be transferred to the President-Elect by 1 August. The President-Elect would formally take up office as President at the start of the new academic year in October 2019 and the President-Elect role would then be dissolved.

The Student President

The Student President role is very wide-reaching. It requires a very special type of person – one that can not only manage the demands of the academic side of things as a full-time student but to also dedicate a lot of spare time to fulfilling their duties as Student President. Commitment, resilience and superb time management skills are therefore essential pre-requisites.

The role acts as the figurehead for the Student Guild. The Student President position carries with it the over-arching responsibility for representing the student voice both within the institution and for the Student Guild itself. The Student President is not responsible for the operational or administrative side of the Student Guild – that is the role of the Guild Manager. The Guild Manager, a full-time member of Guild staff, runs the Student Guild on a day to day basis and ensures that strategies and policy agreed by the Board of Trustees, are both in place and working properly.

The Student President is a full member of the Board of Trustees and chairs Board meetings ensuring that agenda items are discussed effectively and giving all members the time to make their own contributions. Additionally, the Student President is invited to Bloomsbury Institute's Board of Director's meetings in which student views are always considered in the Director's decision-making. The President also chairs the Student Council – which is made up of all elected Student Representatives. The Student Council exists to ensure that the Student Guild's strategy and policy and procedure (that is not within the remit of the Board of Trustees) is subject to student consultation.

Being the figurehead of an organisation representing a large number of students also opens doors to engage and work with not only all levels of staff within Bloomsbury Institute



and the Student Guild, but also with external contacts and organisations. The influential role of Student President brings with it the responsibility to engage the student population and find out the issues that matter most to them. Lobbying, campaigning, surveying, researching, relationship building, negotiating and networking are all areas that the role will include from time to time so that the goals set and pledged in the Manifesto are achieved.

Purpose of post:

- To be the figurehead of the Student Guild
- To represent and seek the views of students at Bloomsbury Institute
- To campaign on issues that affect students at the institution and nationally
- To be an Officer Trustee (as President) and chair the Board of Trustees and Student Council.

Principal Duties and Responsibilities:

- To fulfill the goals and objectives from the Presidential Manifesto and feedback progress on the same to relevant meetings or forums
- To represent the collective views of the student body both within the institution, the Student Guild and externally
- To support and collaborate with student societies as required
- To support and at times lead on Student Guild activities
- To be lead delegate at national student-focused events
- To chair the Board of Trustees and Student Council
- To act as a principal student representative at Bloomsbury Institute Board of Directors meetings
- To feedback on or signpost matters of interest arising from meetings to the student body
- To appoint Student Representatives to become members of high-level institutional meetings and engage in initiatives that enable a continuity of representation for Reps that are appointed in the following year
- To support and empower all elected officers, trustees and student representatives
- To meet as required with key stakeholders from Bloomsbury Institute and the local community
- To support and train the President-Elect
- To support the Student Guild's student-facing work at student inductions, Open Days and official Student Guild events
- To keep abreast with national and international developments within higher education
- To collaborate with the Bloomsbury Institute Branding team and the Guild Manager to promote yourself via social media through official channels and promote the



work of the Student Guild encouraging students to engage and make the most of opportunities presented to them

- To encourage students to be actively involved with the democratic and election processes of the Student Guild
- To maintain the presidential email account, replying to emails and queries as soon as possible
- To ensure student ideas are taken forward and actioned wherever possible
- To sign and abide by the Boards' Non-Disclosure Agreement
- To uphold the core values of the Student Guild and to abide by its Constitution and Byelaws.

Benefits of the role:

- Gain an in-depth knowledge of the workings of the Student Guild and Bloomsbury Institute
- Gain experience of leading, developing and supporting campaigns for change
- Practical real-life experience
- Develop leadership skills and gain experience of leading an organisation
- A reference for future employers.

Student President-Elect

17. The President-elect is elected during the spring each year by the Members. On assuming full office, the Student President acts as the Principal Officer Trustee for the Student Guild and provides the over-arching voice for the student body within Bloomsbury Institute and the Student Guild. A maximum of two terms of office (which may or may not be concurrent) can be served.

18. Initially, the successful candidate assumes the office of President-elect and this temporary position is undertaken until formal handover of Presidency is made from the outgoing President in the following September/October. Whilst in office, the President-elect is afforded full membership and voting rights at Board of Trustees meetings. Following formal installation as President, the role of President-elect is dissolved.

19. Whilst the President-elect formally takes up office in September/October (being at the start of the new academic year), he/she is expected to nevertheless be available to undertake required training, briefings and planning over the summer that will enable them to be ready for when they begin their formal role.

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 Byelaw 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.