



Student Trustees

For 2020/21, the Student Guild is looking for three Student Trustees.

Eligible students:

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

Those elected will take up office at the start of the new academic year in October 2019 until the end of the following academic year.

Student Trustee

All Trustees have equal and full voting rights within the Board of Trustees. Whereas Officer Trustees have specific titles and functions like 'President' or 'Activities', Student Trustees are positioned as champions of the student body (i.e. the members) in bringing to the Board a student-centered holistic perspective and to contribute to the strategic and operational decision-making for the Guild.

Student Trustees are as important as any other Trustee but because they do not hold specific titles, it is assumed that they will be able to devote more time and energy in bringing student matters and debate to the Board of Trustees. Whilst the following list shows the common duties of all Trustees, Student Trustees will be expected to be able to focus with greater depth on student matters arising within or brought into the Board of Trustees and to assist with Student Representative organization.

Common Principal Duties of all Trustees:

- To attend and fully engage with Board of Trustee meetings (around 4 per academic year)
- To contribute to the development of the Student Guild
- To undertake any actions assigned to them in good time and effectively



- To ensure signposting to the student body of approved minutes of Board of Trustee meetings
- To respond to, refer on or bring in (to the Board) any enquiries that arise from students on the Board of Trustee minutes or other matters brought to their attention
- To assist in the organisation and deployment of Student Representatives in their work and role
- 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.
- 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.

Refer to the Election Policy if you have any doubts or need more information (www.bil-guild.org)

Relevant Information from Byelaw 1 – Election Policy

3.2 About Officer Trustee, Student Trustee and Student Society elections

Notice of elections in the spring period shall be provided on the Student Guild website at the start of each new full academic period in September/October or January.

9. Detailed notice, information and application/nomination forms shall be provided at least 5 weeks before the start of polling in the spring period.

10. Self-nominations (effected by the submission of an application and nomination form) shall be closed five working days before the start of polling.

11. A candidates meeting must be held following closure of self-nominations at a time specified by the Deputy Returning Officer. However:

- if a candidate is unable to attend, they are expected to meet with the Deputy Returning Officer before they commence any campaigning, to ensure they are completely clear about the role, all election regulations and procedures and:
- candidates who do not attend the meeting or contact the Deputy Returning Officer by the deadline set may be withdrawn from the election.

Society Leadership elections are also held in the spring each year. A maximum of two terms (which may or may not be concurrent) can be served. Society Leaders/ Assistant Leaders formally take up office in the following September/October but are expected to nevertheless undertake planning over the summer for their society's activities in the coming year that will enable them to be ready for implementation when they begin their role. Each society must elect a Society Leader (an Assistant Leader is not mandatory but is desirable).

7.4 Eligibility and rules for the positions

34. A Society Leader / Assistant Leader must be a member of the Society and a Member. Furthermore, to be a Leader/Assistant Leader of an academic society, the student must also be an enrolled student of that respective faculty.

35. 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.



36. 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 Guild Manager 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.
37. 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.
38. A candidate must return the Application and Nomination Form signed by themselves and by a minimum of 5 other Society members (of the relevant Society), no later than the published deadline.
39. Candidates are not subject to a candidate application number limit; however, no more than six candidates can be put forward for election for each available position. Excess applications would 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.
40. Candidates must show professionalism and to conduct their campaigns with courtesy, respect and truthfulness.
41. 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.
42. 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.
43. Candidates must not be subject to any pending or ongoing disciplinary or safeguarding investigation initiated by the institution or the Student Guild.
44. The Student Guild reserves the right to withdraw an application where it is considered, following 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 role of Society Leader / Assistant Leader would be inappropriate.