



**BIRKBECK  
STUDENTS'  
UNION**  
HERE FOR YOU

# STUDENT TRUSTEE

## INFORMATION PACK



# STUDENT UNION

**BIRKBECK STUDENTS' UNION** IS A CHARITY WHICH MEANS THAT THE SU ONLY EXISTS TO BENEFIT ITS MEMBERS (STUDENTS). TO ENSURE WE ARE RUNNING IN THE BEST INTERESTS OF OUR MEMBERS, WE ARE RUN BY A BOARD OF TRUSTEES.

THE STUDENT UNION IS RUN BY 8 ELECTED OFFICER TRUSTEES.

- WELFARE STUDENT LEADER
- EDUCATION STUDENT LEADER
- DISABILITY LIBERATION LEADER
- BAME LIBERATION LEADER
- WOMEN LIBERATION LEADER
- INTERNATIONAL STUDENTS LIBERATION LEADER
- LGBTQ+ LIBERATION LEADER
- TRANS LIBERATION LEADER

THESE OFFICER TRUSTEES ARE ELECTED TO REPRESENT STUDENTS AND CREATE CHANGE TO POSITIVELY AFFECT THE STUDENT BODY.

THE DAY-TO-DAY RUNNING OF THE UNION IS RUN BY THE CEO (BOARD OF TRUSTEES LINE MANAGE THE CEO).

## TEAMS IN THE UNION

### STUDENT VOICE

THIS TEAM IS MADE UP OF STUDENT VOICE MANAGER AND STUDENT VOICE ASSISTANT. THE TEAM MANAGES REPRESENTATION (STUDENT PARLIAMENT, COURSE REPS, NUS DELEGATES), WHILE MANAGING ELECTIONS, SUPPORTING IN GOVERNANCE FOR THE UNION AND INSIGHT. THIS TEAM ALSO FACILITATES ALL COMMITTEES FOR THE UNION.

### COMMUNICATIONS

THIS TEAM IS MADE UP OF A COMMUNICATIONS MANAGER AND COMMUNICATIONS ASSISTANT. THIS TEAM MANAGES ALL UNION COMMUNICATIONS AND CAMPAIGNS WHILE ASSISTING OTHER TEAMS WITH THEIR COMMUNICATIONS.

### ACTIVITIES

THIS TEAM IS MADE UP OF AN ACTIVITIES MANAGER AND ACTIVITIES ASSISTANT. THIS TEAM MANAGES OVER 40 SOCIETIES AND SPORTS CLUBS FOR STUDENTS WHILE PLANNING WELCOME EVENTS AND EVENTS THROUGHOUT THE YEAR SUCH AS SU AWARDS.

### SU SUPPORT

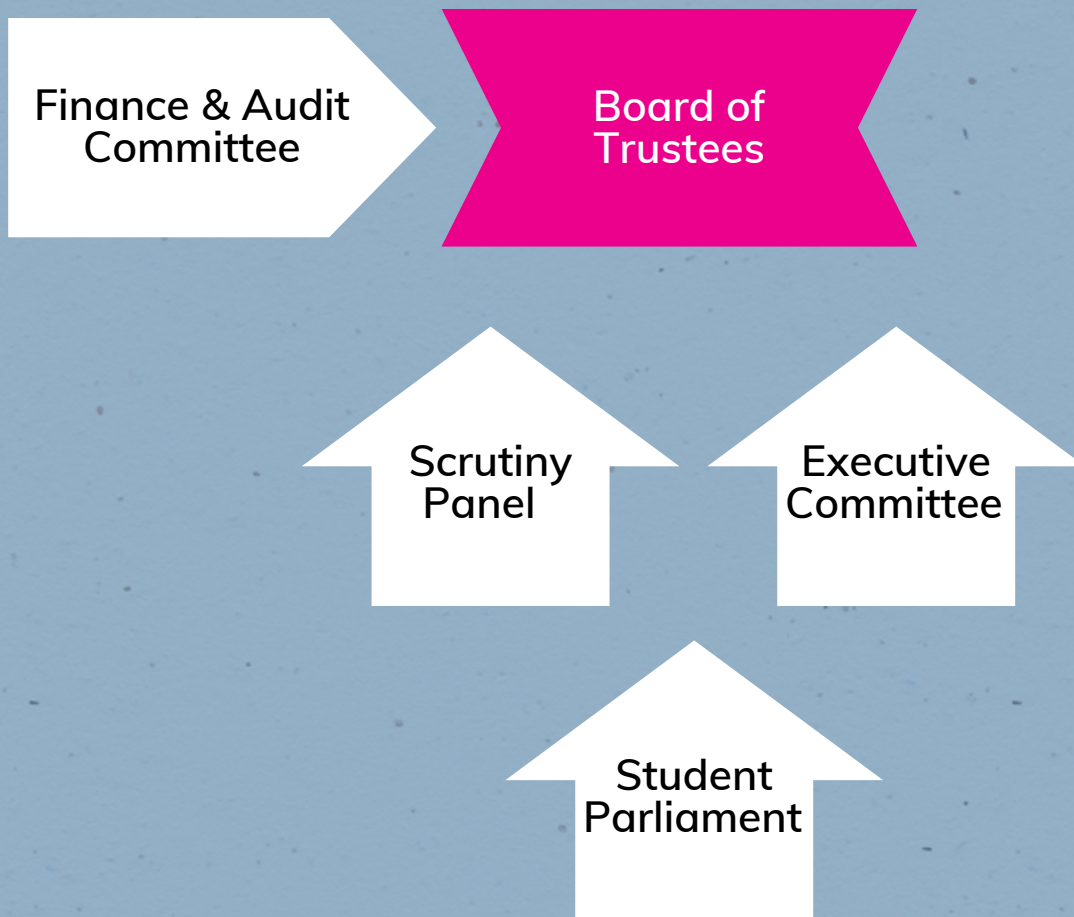
THIS TEAM IS MADE UP OF A SU SUPPORT MANAGER AND ACADEMIC ADVISOR. THE TEAM MANAGES SUPPORTING STUDENTS WITH COMPLAINTS, ACADEMIC APPEALS AS WELL AS OTHER PERSONAL ISSUES STUDENTS MIGHT BE FACING.



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# COMMITTEE STRUCTURE

BIRKBECK STUDENT UNION HAS MANY COMMITTEES THAT RUN DIFFERENT AREAS OF THE UNION TO ENSURE WE ARE RUNNING EFFECTIVELY FOR STUDENTS.



# COMMITTEES

## Board of Trustees

Our Board of Trustees is made up of 5 Lay Trustees (External Individuals who have unique experience or knowledge that the SU could benefit from), 8 Officer Trustees (Elected students who bring a student perspective) and 2 student trustees (One Undergraduate and One postgraduate who bring their experience and perspective). All trustees work together and make decisions that will benefit the union's growth.

## Finance & Audit Committee

The Finance & Audit Committee is a sub-group of the board of trustees, some of our board members sit on finance but not all. The purpose is to have oversight of the Union's finances and ensure the SU is financially sustainable. The Finance & Audit Committee does report to the Board of Trustees. Student Trustees are also able to sit on the Finance & Audit Committee to bring student perspective to financial decisions.

## Executive Committee

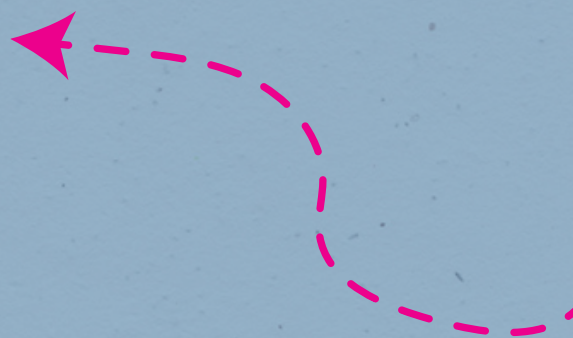
Executive Committee is made up of Officer Trustees and Officers of the Student Parliament. Union Staff also attend but are not members of the committee. The purpose is to bring pass motions from the Student Parliament, Officer Trustee Plans and any issues relating to the Union or its students for the executive committee to discuss and plan.

## Student Parliament

Student Parliament is made up of Student Parliament Officers (Different roles for different issues or demographics), Academic Representatives (18 one for each different area of school) and officer trustees. The purpose is for students to bring issues or motions that are affecting the student body to help create a better experience at Birkbeck. Any pass motions will go to Executive Committee.

## Scrutiny Panel

Scrutiny Panel is made up of 5 student representatives from Student Parliament. Scrutiny Panel purpose is to keep the officer trustees accountable and any reports or concerns will go to Board of Trustees. Scrutiny Panel has the power to commend Officer trustees and also cast a vote of no-confidence if the panel feels the officer is not filling the requirements of the role.



# STUDENT TRUSTEE ROLE

A STUDENT TRUSTEE ALONG WITH OTHER TRUSTEES HELPS GUIDE THE UNION IN DECISION MAKING AND GOVERNANCE.

THE SU IS LOOKING FOR ONE UNDERGRADUATE AND ONE POSTGRADUATE STUDENT TO JOIN AS A STUDENT TRUSTEE FOR ONE YEAR. THESE ROLES HAVE THE PURPOSE TO BRING THE UNDERGRADUATE/POSTGRADUATE EXPERIENCE TO OUR BOARD/COMMITTEES.

THIS ROLE HAS A REAL IMPACT ON HOW THE UNION RUNS WHICH WILL IN TURN AFFECT THE STUDENT BODY.

## **SKILLS NEEDED:**

- THE ABILITY TO READ AND REVIEW PAPERS.
- TO GIVE YOUR OPINIONS IN A CONSTRUCTIVE MANNER.
- BE VOCAL AND ASK QUESTIONS.
- PUT WHAT'S BEST FOR THE UNION AND THE STUDENT BODY FIRST.
- COMMITMENT AND RELIABILITY.

## **ROLE RESPONSIBILITIES:**

- CONTRIBUTING TO THE STRATEGIC LEADERSHIP OF A REGISTERED CHARITY.
- ENSURING BBKSU IS OPERATING IN THE BEST INTERESTS OF STUDENTS.
- MONITORING BBKSU'S PROGRESS AGAINST STRATEGIC AIMS AND OBJECTIVES.
- MONITORING THE FINANCIAL PERFORMANCE OF BBKSU TO ENSURE IT REMAINS FINANCIALLY SECURE AND ACCOUNTABLE.
- MONITORING THE PERFORMANCE OF OFFICERS AND HOLDING THEM TO ACCOUNT
- ATTEND THE BOARD OF TRUSTEE AND FINANCE & AUDIT COMMITTEE MEETINGS.
- PARTICIPATE IN THE MEETINGS DISCUSSIONS OR DEBATE.

STUDENT TRUSTEES WILL SIT ON THE BOARD OF TRUSTEES AND FINANCE COMMITTEE.

THE BOARD OF TRUSTEES HAVE 5 MEETINGS A YEAR (ONLINE TEAMS MEETINGS, 2 - 3 HOURS EACH),

FINANCE & AUDIT COMMITTEE HAVE 5 MEETINGS A YEAR (ONLINE MEETINGS, 2 HOURS EACH).

AGENDAS AND PAPERS WILL BE SENT A WEEK BEFORE THE MEETING TO ENSURE STUDENT TRUSTEES HAVE TIME TO GO THROUGH THEM BEFORE THE MEETING. THIS IS TO MAKE SURE THE MEETING KEEPS TO SCHEDULE.

WE ALSO PROVIDE PRE-MEETINGS (OPTIONAL), THESE ARE ONLINE MEETINGS, NORMALLY A DAY BEFORE BOARD OR FINANCE, TO INFORMALLY GO THROUGH THE AGENDA/PAPERS TO ANSWER ANY QUESTIONS ABOUT TERMINOLOGY OR UNDERSTANDING OF PAPERS. SO DONT WORRY IF YOU DONT HAVE EXPERIENCE, WE ARE HERE TO HELP!

# APPLYING AND BENEFITS

## **BENEFITS**

- A CAREER-ENHANCING OPPORTUNITY TO DIRECT A CHARITY REPRESENTING OVER 10,000 STUDENTS.
- MAKING A POSITIVE IMPACT IN BBKSU AND CONTRIBUTING TO DECISIONS THAT WILL CREATE A BETTER EXPERIENCE FOR BIRKBECK STUDENTS.
- UNDERSTANDING AND LEARNING ABOUT ORGANISATIONAL GOVERNANCE, SUCH AS
- STRATEGIC PLANNING, ACCOUNT MANAGEMENT AND CHARITY LAW EXPERIENCE.
- LEARNING AND PRACTICING TRANSFERRABLE SKILLS IN A PROFESSIONAL BOARD SETTING.
- OPPORTUNITIES TO SIT ON FINANCIAL, APPOINTMENTS AND APPEALS SUBCOMMITTEES AND TO CHAIR MEETINGS.
- AMAZING EXPERIENCE FOR ANY CAREER, BUT ESPECIALLY FOR MANAGEMENT, LAW, POLITICS, FINANCE, BUSINESS, CONSULTANCY, ACCOUNTANCY, HUMAN RESOURCES AND PUBLIC RELATIONS.

## **APPLYING**

TO APPLY FOR THIS ROLE PLEASE SUBMIT A CV AND COVER LETTER EXPLAINING WHY YOU ARE RIGHT FIT FOR THIS ROLE TO [SU-COMMITTEES@BBK.AC.UK](mailto:SU-COMMITTEES@BBK.AC.UK) BEFORE NOVEMBER 19TH 2023. PLEASE ALSO ADD YOUR STUDENT ID N AND STATE IF YOU ARE UNDERGRADUATE OR POSTGRADUATE.

ANY QUESTIONS PLEASE EMAIL [SU-COMMITTEES@BBK.AC.UK](mailto:SU-COMMITTEES@BBK.AC.UK)

# GETTING READY FOR INTERVIEW

THE INTERVIEW WILL BE ONLINE AND THE INTERVIEW PANEL WILL BE CURRENT TRUSTEES.

THE INTERVIEWING PANEL WILL ASK QUESTIONS ABOUT THE FOLLOWING:

- YOUR EXPERIENCE AT BIRKBECK
- STUDENT TRUSTEE QUALITIES/SKILLS
- YOUR KNOWLEDGE OF THE UNION AND ITS PURPOSE
- TEAM WORKING
- STUDENT UNION STRATEGY
- PREPARATION FOR ROLE
- UNDERSTANDING OF TRUSTEE ROLE
- WHY YOU APPLIED FOR THE ROLE
- EQUALITY, DIVERSITY AND INCLUSION

## RESOURCES:

- [STUDENT UNION STRATEGY](#)
- [STUDENT UNION WEBSITE](#)
- [UNION REPRESENTATION](#)

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