



# **Candidate Handbook Hull University Union Spring Elections 2019**

Full-Time President Positions



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# 1. What is the Students' Union?

Hull University Union is the Students' Union of The University of Hull. We are a registered charity. To comply with Charity Law we need a constitution which confirms what the aims of Hull University Union are. We have to stay within the parameters of the Constitution in everything we do.

The purpose of Hull University Union is to enhance the lives of every person studying at the University of Hull.

We will achieve this by:

- Bringing you together;
- Offering you opportunities to develop;
- Representing and empowering you to make change.

The objects do not cover the provision of commercial businesses that we run. Charities are not allowed to trade so our shop, bars and entertainments form part of a trading company (HUU Service Limited) which gives all its surpluses to Hull University Union, the charity, to help us meet our objectives above.

The constitution can be viewed in more detail on our website [here](#).

Hull University Union is a separate entity from the University of Hull. We are led by students for students with the help of staff and selected trustees.



## 2. How does Hull University Union Operate?

### Board of Trustees

Governance of Hull University Union is carried out by a Board of Trustees. The composition of the Board includes **five Presidents** (students) and **four external Trustees** selected for their skills and experience. There are also **four Student Trustees**, who are elected by the student body. The Board meets approximately six times per year at regular intervals to coincide with important times in the planning and reporting cycle (Annual Report and Accounts/Annual General Meeting/budgeting/President handover). The Chief Executive acts as advisor to this body.

The role of the Board of Trustees is detailed in the Constitution. The Board's **main duties** are:

- ensuring there are appropriate missions, visions and values for Hull University Union;
- approving strategy;
- meeting financial requirements of the Charity Acts and approving and monitoring planned income and expenditure; setting limits of monetary expenditure by individuals and committees;
- ensuring the long term financial stability of Hull University Union;
- ensuring resources are available to suitably supply Hull University Union staff to meet the strategy;
- consulting regularly with the membership regarding strategy;
- reviewing regularly the performance of the Union Executive Committee and to act upon recommendations of Union Council;
- removing Trustees who contravene charity law;
- ensuring all recommended policy meets the objects of Hull University Union, its strategic and financial plans and is not acting beyond the legal power or authority of the company



## Union Executive Committee

The Union Executive Committee (UEC), which consists of the 5 Presidents, is responsible for implementing the vision, mission, values and strategy set by the Board of Trustees. The work of UEC focuses on representing students and offering organisational leadership.

The UEC will be expected to communicate progress with the strategy and plans and consult regularly with the Zones, Union Council and the membership.

The UEC meets regularly to monitor progress, agree plans and campaigns and deal with day to day issues of our members.

## Presidents

Presidents are full-time representatives who are elected annually by the student body. They have either graduated or are taking a year out of their studies to undertake a number of roles within Hull University Union:

- **Trustee** – As a member of the Board of Trustees, they carry out the duties described above (see Role of the Board of Trustees).
- **Representative** – Each President will contribute to the work of UEC in ensuring the collective voice of our student members is heard by the University, the local community and nationally. All positions involve representing students on University committees working with the University to improve our students' experience.
- **Leader** – Each President line-manages their zone (Governance, Education, Inclusivity & Diversity, Activities, Sport) within Hull University Union and supports the part-time officers in achieving their goals.

## Zones

To help them deliver their plans, each President has a committee called a Zone. For those students who want to take on a voluntary role within these areas, there are many positions within each zone which suit a variety of interests. There are 5 Zones in Hull University Union: Governance, Education, Inclusivity & Diversity, Activities and Sport.



## Union Council

Union Council acts as a scrutiny body and sounding board to discuss policy. In order to scrutinise the performance of the Presidents and the individual members within their zones, the Union Council meets three times per semester and consists of the members of each zone, plus ten Councillors for Scrutiny and four Faculty Reps who sit on University Senate.

### **3. What positions are open for election for 2019-2020?**

You can find detailed role descriptions and further particulars for all roles on our website at [hulluniunion.com/elections](http://hulluniunion.com/elections).

If elected, you will take office in the new academic year and be in post until the end of the academic year 2019/20. All Presidents will have training and handover between June 17<sup>th</sup>-27<sup>th</sup> 2019 and will take office on June 28<sup>th</sup> 2019. Presidents will finish their **term of office** on June 25<sup>th</sup> 2020.

If you have any questions, please contact the Assistant Returning Officer by emailing [elections@hull.ac.uk](mailto:elections@hull.ac.uk)

There will be an information meeting for all candidates after the close of nominations. Attendance at this meeting is compulsory for all President candidates and strongly encouraged for all other candidates.

President candidates must attend the meeting or send a delegate. If a President candidate (or their delegate) cannot attend the meeting, an apology and reason for absence must be sent to [elections@hull.ac.uk](mailto:elections@hull.ac.uk)

**Date:** Friday, 8<sup>th</sup> March 2019

**Time:** 4pm

**Venue:** MRI - Student Central

Sign up to the elections candidate email to be kept updated with events, workshops and useful information to help you develop your manifesto and run a successful campaign -

<https://hulluniunion.com/survey/Elections-2019-Candidate-List>

## 4. Student Trustees

Student Trustees are important in ensuring that a wide cross section of student views and experience are represented on the Board of Trustees, to support us in our governance and develop Hull University Union's future direction.

There are usually five Trustee Board meetings a year and an away day in the summer. The meetings start at 10.30 am and finish by 3 pm. Papers are sent out a week in advance and you should ensure you have time to study these prior to the meeting. Student Trustees are also invited to sit on the Board's two subcommittees – the Finance, Audit & Risk Committee and the Appointments & Governance Development Committee. All students at Hull University can nominate themselves as long as you will be studying in the academic year 2019/2020.

This is a **voluntary** role and you will not receive any payment, however expenses for travel will be made where appropriate.

As a Student Trustee you will:

- Contribute to the experience of your fellow students at the University of Hull;
- Gain experience in governing a rapidly changing environment;
- Have an opportunity to influence and implement change;
- Be part of an organisation that is a leader in the SU movement;
- Be able to put your skills and enthusiasm to good use in a new environment.

The skills and requirements for the role are as follows:

- Commitment to devote the necessary time to the role;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the role;
- Understanding of good governance practice;
- Ability to think strategically;
- Ability to exercise independent judgement;
- Ability to think creatively;
- Willingness to challenge and support others, working at the highest level;
- Ability to work effectively as a team.

**The nomination process is different for Student Trustee positions:**

Nominations open on February 11<sup>th</sup> and close on February 25<sup>th</sup> 2019. A nomination form must be completed and submitted [here](#) as well as a signed Trustee Declaration form handed into the [Executive Support Coordinator](#) by 12 noon on February 25<sup>th</sup> 2019.

Interviews will be held by the Appointments Panel during the afternoon of Wednesday 6<sup>th</sup> March 2019. Voting for the elections opens on March 12<sup>th</sup> and closes on March 15<sup>th</sup> 2019.



## 5. President Positions

President positions are a one year term of office starting on June 28<sup>th</sup> 2019 with training and handover between June 17<sup>th</sup> – June 27<sup>th</sup> 2019. Candidates may take up this post as a year out of their degree or after graduation. In the case of the former, the University allows you to take a “sabbatical” year away from your studies.

For detailed role descriptions please visit [hulluniunion.com/elections](http://hulluniunion.com/elections).

**President of the Students’ Union:** The President of the Students’ Union is a Principal Officer of the Union; a Trustee of Hull University Union and the Chairperson (casting vote only) of the Union Executive Committee. The President is responsible for Union representation and liaison between the Union, the University, the local community and national bodies. The President is head of the Governance Zone.

**President of Education:** The President of Education is a Principal Officer of the Union; a Trustee of Hull University Union; and a voting member of the Union Executive Committee. The President of Education is responsible for the academic welfare, support and representation of students at the University of Hull. The President of Education is head of the Education Zone.

**President of Inclusivity & Diversity:** The President of Inclusivity & Diversity is a Principal Officer of the Union; a Trustee of Hull University Union and a voting member of the Union Executive Committee. The President of Inclusivity & Diversity is responsible for the policy, co-ordination and organisation of Hull University Union’s liberation groups and relevant campaigns. The President of Inclusivity & Diversity is head of the Inclusivity & Diversity Zone.

**President of Activities:** The President of Activities is a Principal Officer of the Union; a Trustee of Hull University Union and a voting member of the Union Executive Committee. The President of Activities is responsible for the internal community of Hull University Union, including Societies, RAG and Student Media committees. The President of Activities is head of the Activities Zone.

**President of Sport:** The President of Sport is a Principal Officer of the Union; a Trustee of Hull University Union and a voting member of the Union Executive Committee. The President of Sport is President of the Athletic Union. The President of Sport is responsible for the management, provision and representation of Sport at University of Hull. The President of Sport is head of the Sport Zone.





## 6. Reasons to Stand

### Take Action.

Be the change you want to see. Not happy with the provision of study spaces or sports facilities? Think the University could do more for students? Run for the position you are passionate about and implement changes to improve the student experience at Hull University Union and the University.

### Represent Students.

The University has a diverse student body and we need you to represent those diverse opinions, concerns and bring your experience as a student here to your role. Hull University Union is run by students for students because you know best what matters and how to make a difference.

### Be part of a dynamic team.

Hull University Union is an exciting and dynamic organisation that you can be a part of leading the organisation as one of the Presidents.

### Develop your skills.

Employers are always looking for those extra skills that set you apart from other applicants. As a President you will have the opportunity to deliver campaigns, work with Senior University staff, line-manage other volunteers, organise events, chair meetings, work as part of a team and much more.

### Experience the excitement of campaigning.

There is nothing like the buzz on campus during elections. You will get to chat to students about their experience at the University, to other candidates who are just as passionate as you about representing students and you will campaign together with your team. Regardless of whether you win or lose, the campaign period will be a great experience to remember.

### Experience a job unlike any other.

Any role in the Union provides unique opportunities that you would not experience otherwise. Especially for Presidents, every day in your job will be different and bring new challenges – from running WelcomeFest or representing students on University Senate to supporting our many societies and sports clubs - you will have the chance to have a positive impact on the student experience every day.

## 7. Key Dates, FAQs and Rules & Regulations

### Key Dates:

Nominations Open	Monday 27 <sup>th</sup> February	9am
Nominations Close	Wednesday 6 <sup>th</sup> March	5pm
All Candidates Meeting MR1	Friday 8 <sup>th</sup> March	4pm
Campaigning Begins	After All Candidates Meeting	
Question Time MR1	Monday 11 <sup>th</sup> March	6pm
Voting Opens	Tuesday 12 <sup>th</sup> March	9am
Voting Closes	Friday 15 <sup>th</sup> March	3pm

### Candidate Info Sessions – MR3 Student Central:

Thursday 7 <sup>th</sup> February	6pm
Wednesday 13 <sup>th</sup> February	6pm
Wednesday 20 <sup>th</sup> February	2pm
Thursday 28 <sup>th</sup> February	6pm
Monday 4 <sup>th</sup> March	5pm

### Election Campaigns Workshop – MR3 Student Central

Monday 18 <sup>th</sup> February	6pm
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