



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

Part-Time Officer 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.

If you have any questions, please contact the Assistant Returning Officer by e-mailing [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:** MR1 - 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 Membership and Participation 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:

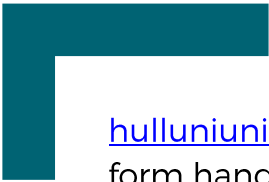
- Contribute to the experience of your fellow students at the University of Hull;
- Gain experience in governing a rapidly changing environment;
- Have an opportunity to influence and implement change;
- Be part of an organisation that is a leader in the Students' Union movement;
- Be able to put your 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 at



[hulluniunion.com/nominatenow](http://hulluniunion.com/nominatenow) 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 at 9am on March 12<sup>th</sup> and closes at 3pm on March 15<sup>th</sup> 2019.

## 5. Part-time Officer Positions


**Part-Time Students Officer:** Your role will be to raise awareness of the issues facing part-time students and to ensure the needs of part-time students are known and represented through the Education Zone and Union Council. The President of Education and relevant student officers will help you to coordinate activities and campaigns relating to part-time students. You must be a part-time student studying in the academic year 2019/2020 to run for this position.

**Mature Students Officer:** Your role will be to support and raise awareness of the issues facing mature students and to ensure the needs of mature students are known and represented through the Education Zone and Union Council. The President of Education and relevant student officers will help you to coordinate activities and campaigns relating to mature students. You must be a mature student studying in the academic year 2019/2020 to run for this position.

**International Students Officer:** Your role will be to support and raise awareness of the issues facing international students and to ensure the needs of international students are known and represented through the Education Zone, Union Council and University Senate. The President of Education and relevant student officers will help you to coordinate activities and campaigns relating to international students. You must be an international student studying in the academic year 2019/2020 to run for this position.

**Postgraduate Research Students Officer:** Your role will be to support and raise awareness of the issues facing postgraduate research students and to ensure the needs of these students are known and represented through the Education Zone and Union Council. The President of Education and relevant student officers will help you to coordinate activities and campaigns. You must be a postgraduate research student studying in the academic year 2019/2020 to run for this position.





**HYMS (Hull York Medical School) Students Officer:** Your role will be to support and raise awareness of the issues facing HYMS students and to ensure the needs of these students are known and represented through the Education Zone and Union Council. The President of Education and relevant student officers will help you to coordinate activities and campaigns. You must be a HYMS student studying in the academic year 2019/2020 to run for this position.


**BAME (Black, Asian and Minority Ethnic) Representative:** Your role will be to ensure the needs of BAME students are known and represented through the Inclusivity & Diversity Zone and Union Council. The President of Inclusivity & Diversity and relevant student officers will help you to coordinate activities and campaigns relating to BAME students. All candidates must self-define as a BAME student.

**Disabled Students Representative:** Your role will be to raise awareness of the issues facing students with disabilities. You will ensure the needs of these individuals are known and represented through the Inclusivity & Diversity Zone and Union Council. The President of Inclusivity & Diversity and relevant student officers will help you to coordinate activities and campaigns relating to disabled students. All candidates must self-define as a disabled student.

**LGBT+ (Lesbian Gay Bisexual Transgender+) Representative:** Your role will be to support students at the University of Hull and raise awareness of the issues facing students who are lesbian, gay, bisexual or transgender or those who may be confused about their sexuality. You will ensure that the needs of these individuals are known and represented through the Inclusivity & Diversity Zone and Union Council. The President of Inclusivity & Diversity and relevant student officers will help you to coordinate activities and campaigns relating to LGBT+ Students. All candidates must self-define as an LGBT+ student.

**Trans Students Representative:** Your role will be to support students and raise awareness of the issues facing students who identify as trans. You will ensure that these needs of these individuals are known and represented through the Inclusivity & Diversity Zone and Union Council. The President of Inclusivity & Diversity and relevant student officers will help you to coordinate activities and campaigns relating to trans students. All candidates must self-define as a trans student.

**Women's Representative:** Your role will be to raise awareness of the issues facing women. You will ensure the needs of these individuals are known and represented through the Inclusivity & Diversity Zone and Union Council. The President of Inclusivity & Diversity and relevant student officers will help you to coordinate activities and campaigns relating to gender issues. All candidates must self-define as female.



**Chair Raising and Giving (RAG):** You will chair the RAG committee, which is responsible for facilitating student fundraising at the University, with the aim of raising as much money as possible by legitimate means for the benefit of selected local, national and international charities.

**HYMS Societies Representative:** Your role will be to support and raise awareness of the Activities Zone to HYMS students and to ensure the needs of these students are known and represented through the Activities Zone and Union Council. The President of Activities and relevant student officers will help you to coordinate activities and campaigns. You must be a HYMS student studying in the academic year 2019/2020 to run for this position.


**Representative for Disabled Students in Sport:** Your role will be to raise awareness of the issues facing students in sports with disabilities. You will ensure the needs of these individuals are known and represented through the Sports Zone and Union Council. The President of Sport and relevant student officers will help you to coordinate activities and campaigns relating to disabled students. All candidates must self-define as a disabled student.

**Representative for Women in Sport:** Your role will be to raise awareness of the issues facing women in sport. You will ensure the needs of these individuals are known and represented through the Sports Zone and Union Council. The President of Sport and relevant student officers will help you to coordinate activities and campaigns relating to gender issues. All candidates must self-define as female.

**Representative for International Students in Sport:** Your role will be to raise awareness of the issues facing International Students in sport. You will ensure the needs of these individuals are known and represented through the Sports Zone and Union Council. The President of Sport and relevant student officers will help you to coordinate activities and campaigns relating to gender issues. You must be an international student studying in the academic year 2019/2020 to run for this position.

**Environment & Ethics Representative:** Your role will be to educate students at the University of Hull on environmental and ethical issues. You will also work closely with the President of the Student Union in helping Hull University Union lead the Student Union movement in both innovation and participation in environmental and ethical campaigns.

**Councillors for Scrutiny:** (Ten positions available) A voluntary opportunity to bring concerns from the wider student body to the attention of Union Council. You will have the opportunity to get involved with Hull University Union by also sitting on an assigned Union Zone – promoting the issues which are important to Hull students and



representing the student body in a scrutiny role. With voting membership on Union Council and a respective Zone, as a Councillor you will have the opportunity to work with and scrutinise the Presidents and part-time student officers.

### Chair of Union Council

The aim of the role is to provide an impartial Chair who is responsible for the proper conduct of Union Council meetings, and for promoting wider student engagement with Union Council.

## 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 part-time or mature 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 whether that be as a volunteer on one of the zones or leading the organisation as one of the Student Trustees.

### Develop your skills.

Employers are always looking for those extra skills that set you apart from other applicants. As an elected representative you will have the opportunity to deliver campaigns, work with Senior University staff, organise events, 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 volunteer role unlike any other.

Any volunteer role in the Union provides unique opportunities that you would not experience otherwise. From campaigning on important issues or representing students on University Senate to supporting our many activities - 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	Wednesday 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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