

ELECTION PACK 2024

Key Dates

Nominations Open	Monday 6 th May – 9am
What is the SU and why should I care?	Wednesday 8 th May – 7pm
What are the jobs and how should I campaign?	Tuesday 14 th May – 7pm
Nominations Close	Monday 20 th May – 10pm
Candidate Briefing	Wednesday 22 nd May – 8am
Campaigning Begins	Wednesday 22 nd May – 9am
Hustings	Wednesday 29 th May – 6.30pm
Campaigning Stops	Saturday 1 st June – 10pm
Polls Open	Monday 3 rd June May – 9am
Polls Close	Tuesday 4 th June – 9pm
Results Counted	Wednesday 5 th June
Results Declared	Wednesday 5 th June – 4pm
Sub-Team Applications Review (If elected)	Monday 17 th June – Friday 21 st June
Handover Period (If elected)	22 nd July – 2 nd August

To run for a position, you will need to submit the following:

- Your manifesto (Word doc or PDF)
- A recent headshot
- A completed nomination form

To *George Lewis (TLSU Administrator)* at g.lewis@trinitylaban.ac.uk

By Monday 20th May @ 10pm

Before campaigning begins on Wednesday 22nd of May there will be a candidates' briefing. You must attend this meeting. This is where the rules of the election will be explained. This will take place at 8am via Teams.

If you have any questions, please email: g.lewis@trinitylaban.ac.uk

These elections will be carried out physically and electronically. Feel free to post content online and on paper around the college but not painted walls.

Each candidate will have their manifesto circulated by email to all students. We will also share you manifesto points on the TLSU Instagram and Facebook platforms.

Candidates may publish their manifestos and campaign posters to their personal social media accounts and can engage campaigners to do the same.

What positions can you run for?

Full-Time & Paid Salary: President

TLSU Executive Officers:

- The Secretary
- The Quartermaster
- Welfare Officer
- Brand and Communications Officer

What positions can you apply for? (Post-Election)

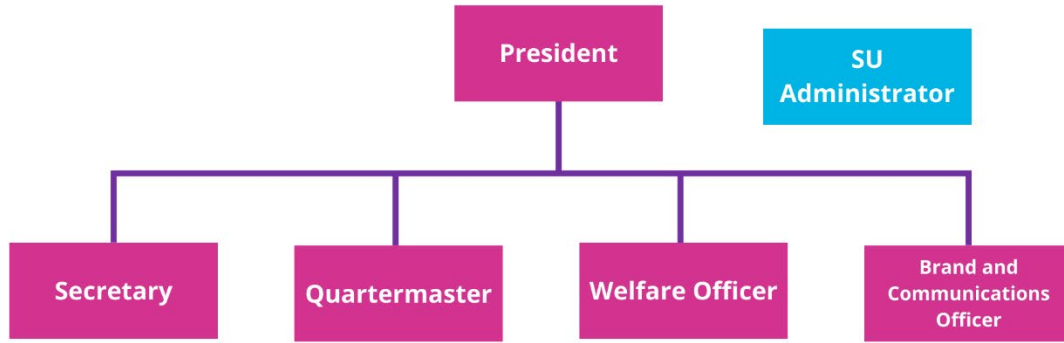
TLSU Sub-Team:

Please reference the TLSU Sub-Team Application Pack should you wish to apply for these positions. <https://tlsu.org/election24/sub-team/>

***Note:** Officer positions are voluntary but eligible for a performance-based termly honorarium, not a salary.*

The SU Structure

TLSU Executive Committee



TLSU Sub-Team



The President earns £24,000 p/a as a salary.

Officer positions are voluntary, but there is the potential to be awarded an honorarium.

The amount for Officers is up to £1,200p/a.

See on the next page the eligibility requires for run for a position on TLSU.

Eligibility Requirements

As per the Extraordinary General Meeting of Trinity Laban Students' Union held in January 2024, TLSU now has eligibility criteria to apply for any position on the Students' Union.

Currently, the TLSU is an unincorporated membership association and therefore is unable to sponsor visas for applications without their eligibility to work in the United Kingdom. As such, applications for the role of TLSU President must be eligible to work in the UK for the period in question. TLSU or the Returning Officer may ask for evidence of eligibility before accepting a nomination.

Applicants for the role of TLSU President and/or any officer position must discuss their needs and support requirements with the Assistant Registrar (Quality & Governance) to ensure adequate support can be delivered to fulfil the role, prior to a nomination being accepted.

Applicants for the role of TLSU President and/or any officer or non-executive position must not have had a Trinity Laban student disciplinary complaint or Trinity Laban Students' Union complaint previously upheld against them

Applicants with an ongoing Trinity Laban student disciplinary complaint or Trinity Laban Students' Union complaint will be assessed on a case-by-case basis

Students' who do not meet these requirements need not apply

See on the next page the available positions and their responsibilities.

The President

The President *(Your salary will be £24,000 for the year, paid monthly)*

This role is full-time, and therefore should be filled by a graduate of Trinity Laban or a student who interrupts their study for a year.

- Be a sabbatical officer from August 1st to July 31st, with a minimum commitment of 35 hours per week.
- Partake in a paid handover period prior to the beginning of the term of office (a week or two in July).
- Organise a Freshers' Fortnight at the start of the year for all incoming students (with TLSU officers as necessary).
- Prepare a TLSU Handbook (with TLSU Officers and Administrator as necessary) to be distributed during Freshers' Week(s); outlining what students can expect during Freshers' Week, as well as general life at TL, and what TLSU offers, including information on clubs and societies.
- Have responsibility for the day-to-day running, overall well-being and administration of TLSU with Support of the SU Administrator.
- Chair TLSU Meetings and other Meetings as appropriate and delegate a minute-taker.
- Be the principal contact with the appropriate Officers and Staff of Trinity Laban and with outside bodies.
- Be a representative for the Board of Governors' and Academic Board of Trinity Laban, and be responsible for assigning other TLSU officers to other committee meetings and working groups.
- Be a signatory on the bank account(s) of TLSU.
- Produce an annual budget in conjunction with the SU Administrator, Officers and professional help from outside TLSU (accountant). The budget will outline, customary events and working practices of TLSU. This should be approved by the Executive Committee and then by the Trinity Laban Director of Finance.
- Have responsibility for TLSU facilities, premises and property, and management of any employees.
- Convene TLSU Meetings subject to the provision of the Constitution, and Schedules to the Constitution.
- Organise and manage events for the year with assistance from other officers when needed, including the annual summer ball.
- Oversee the Brand and Communications Officer's promotion and marketing of TLSU's activity and presence within Trinity Laban, all forms of social media and website maintenance in collaborations with the SU Administrator. Support the Dance Officer by oversee the organisation of classes and workshops.
- Support the Music Officer by overseeing the planning and development of music department specific workshops, particularly musical theatre.
- Be responsible for dealing with students' concerns, aspirations and problems, with other TLSU officers if necessary.
- Adhere to the Terms and Conditions of Employment of the Fixed Term Contract.
- To manage, delegate jobs and tasks to the Officers and Sub-Team Representatives.
- Be a Member of the Committee of the Association of the London Colleges of Music (ALCOPA).

- Accept all duties enumerated throughout the Constitution where relevant to the position of President of TLSU.
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- To join student disciplinary panels as appropriate.
- The President should not work behind the SU Bar, except in exceptional circumstances such as staff sickness.

The current salary is £24,000 for the year, paid monthly. Should The President work additional hours behind the bar in exceptional circumstances, this is paid monthly at the same rate as contracted bar staff in addition to their salary. (Subject to PAYE deductions).

TLSU Executive Team Officers

Officers are eligible for a termly honorarium of £400. If officers do not fulfil the requirements of their position, then they may not receive the full amount.

The Secretary

This role should be filled by any student. This role is part of the TLSU Executive Team and reports to the President.

- Check in with and produce reports on TLSU societies, ensuring that societies actively engage their members and work as part of the TLSU community.
- In conjunction with the President and SU administrator, be responsible for communication on behalf of the SU, including with points of contact outside of Trinity Laban.
- Coordinate the hiring of lockers by Faculty of Music students and facilitate the hiring of lockers by Musical Theatre Students at Laurie Grove in conjunction with the Music and Musical Theatre Sub Team representatives.
- Work collaboratively with the UG and PG Dance Sub-Team Representative to organise regular classes and workshops to compliment dance faculty students' specific programmes.
- Work with the Brand and Communications Officer to ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student.
- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Be a representative for the Board of Governors' and Academic Board of Trinity Laban, and be responsible for assigning other TLSU officers to other committee meetings and working groups. (This responsibility only applies if there is no Dance representative on the Executive team)
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Present half-termly verbal and termly written reports on your progress in the role to the President and SU Administrator.
- Supply information to, but not attempt to counsel, students who have welfare concerns, respecting confidentiality at all times. When necessary, shall refer students to Trinity Laban's Counselling and Student Support team or other relevant organisations.

- Join student disciplinary panels as appropriate.
- Undertake all tasks delegated to you by the President

The Quartermaster

This role should be filled by any student. This role is part of the TLSU Executive Team and reports to the President.

- Catalogue and organise bar stock, TLSU merchandise, and SU belongings, and, in conjunction with the President and SU administrator, be responsible for deciding appropriate pricing for stock.
- In conjunction with the President and SU administrator, be responsible for placing orders and maintaining regular levels of bar stock, TLSU merchandise, and SU belongings.
- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Present half-termly verbal and termly written reports on your progress in the role to the President and SU Administrator.
- Supply information to, but not attempt to counsel, students who have welfare concerns, respecting confidentiality at all times. When necessary, shall refer students to Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Join student disciplinary panels as appropriate.
- Undertake all tasks delegated to you by the President.

Welfare Officer

This role can be filled by any student. This role is part of the TLSU Executive Team and reports to the President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Present half-termly verbal and termly written reports on your progress in the role to the President and SU Administrator.
- Supply information to, but not attempt to counsel, students who have welfare concerns, respecting confidentiality at all times. When necessary, shall refer students to Trinity Laban's Counselling and Student Support team or other relevant organisations.
- Join student disciplinary panels as appropriate.
- Ensure the views of students from minority groups are represented in all of TLSU's work.

- Represent, where necessary, members of TLSU that together form a minority group within the student body.
- Oversee activities relating to financial hardship, funding and employment issues.
- Support and champion campaigns and activities on welfare issues (including mental health, sexual health, personal safety, and others).
- Work with and promote Trinity Laban support services, such as Student Services, the Health Centre, Learning Support and the Counselling Service.
- Take an active role in any welfare and sustainability campaigns and promote these to students.
- Undertake all tasks delegated to you by the President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Welfare Officer of TLSU.
- To facilitate all EDI based events in conjunction with The Executive Committee and The Brand and Communications Officer.
- Act as an approachable, friendly contact point for international students, referring them to the appropriate professional services, both internally and externally, and monitoring their progress.
- Raise awareness of any disadvantages suffered by international students in their education and welfare with the authorities of the college and campaign for remedial action.
- Promote the interests of international members within the Students' Union and ensure that international students are participating in activities they enjoy.
- Welcome all Turing scheme, or foreign exchange, students and help them to adjust to life at TL.
- Ensure that the views of LGBTQ+ students are represented in all of TLSU's work.
- Act as a general point of contact for all students who identify as part of the LGBTQ+ community at TL.
- Work with TLSU to raise awareness of relevant LGBTQ+ campaigns, e.g. LGBTQ+ History Month.
- Ensure that the views of students from minority backgrounds are represented in all of TLSU's work.
- Represent any member of TLSU who experiences racism. In the Equality Act 2010, race means your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality.
- Be responsible for representing issues facing disabled students at Trinity Laban and to encourage the participation of these students in the work of TLSU and the life of TL.

Brand and Communications Officer

This role can be filled by any student. This role is part of the TLSU Executive Team and reports to the President.

- Be responsible for the continuity and appearance of all TLSU communications, providing templates for other Officers as necessary.
 - Oversee all TLSU social media platforms, ensuring brand continuity.
 - Advertise all TLSU events as required by the rest of the Executive team.
 - Assist the SU Administrator and President on maintaining the TLSU Website
 - Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
 - Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
 - Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
 - Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
 - Present half-termly verbal and termly written reports on your progress in the role to the President and SU Administrator.
 - Supply information to, but not attempt to counsel, students who have welfare concerns, respecting confidentiality at all times. When necessary, shall refer students to Trinity Laban's Counselling and Student Support team or other relevant organisations.
 - Join student disciplinary panels as appropriate.
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See on the next page the manifesto rules.

Manifesto Rules

When applying for a position on the SU you must also submit a manifesto. There are some rules set out in our governing document, the constitution, which tell you what you can and cannot do. It is very important you read and abide by these rules. The following is taken from Schedule I to the TLSU constitution:

1.6 Manifestos and Publicity:

1.6.1 Candidates may produce a manifesto of no more than one side of A4 paper.

1.6.2 Candidates may also use posters, social media and emails for their campaign.

1.6.3 No manifesto or written matter on social media and email may mention any other Member of TLSU, and may not make, explicitly or implicitly, any false, libellous, or offensive statements.

1.6.4 Before publication, all manifestos must be approved by the Returning Officer.

1.6.5 Manifestos shall be displayed by appropriate media of communication, such as posters, via email, website, social media, and any other form that the Returning Officer feels is suitable. Hard copies shall be kept in the offices at King Charles Court and Creekside and shall be available upon request.

1.6.6 The Returning Officer, in consultation with the SU Executive, shall approve arrangements for candidates to have equal opportunities to publish posters and other promotional materials. Any posters must comply with building regulations. The material of any poster must be non-defamatory and without reference, explicit or implicit, to other Candidates. All posters must be approved and signed by the Returning Officer before being posted.

1.6.7 Removal of posters without the permission of the Returning Officer or his/her assistant(s) acting under this Clause of the Constitution is strictly prohibited.

1.6.8 Once all manifestos have been received, and at least one working day before voting opens, the Executive Committee will organise a hustings at which the Candidates running for a sabbatical position can address the Student body. This will take the form of a small individual spoken presentation from each Candidate and a subsequent Q&A session chaired by a member of the Executive Committee.

1.6.9 A student may not be nominated for more than one post in the same election.

1.6.10 Voting for the posts of TLSU Committee shall take place via the student learning platform (moodle) which is setup and monitored by the Returning Officer.

1.6.11 All full Members of TLSU are eligible to vote in TLSU elections.

1.6.12 Members who are unable to vote because of illness or unavoidable absence may nominate a member to act as a proxy or email their vote. The proxy may cast a vote on production of written authorization from the absent member. If they choose to email their vote, they will send this to the Returning Officer.

1.6.13 Voters shall have the option to reject all the candidates and to call for the reopening of nominations (RON).

You are advised to read the constitution before you stand for election. You can find a copy of it here: <https://tlsu.org/about/governance-and-constitution/>

Every candidate should make each of their campaigners aware of the election rules stated above as candidates can be disqualified if rules are broken on their behalf. On the next page is a handy guide on how and what to put in a manifesto.

Building a Manifesto

Top 10 Manifesto Writing Tips

Your election manifesto is your chance to tell people why they should vote for you and what you'd do if elected. It outlines the positive change that you will bring for students. Whilst campaigning, meeting people, debates and promotional stunts may convince some voters, for many it is the candidates' manifestos that will help them decide who to vote for. Students at Trinity Laban are more likely to be encouraged to vote on issues that directly affect them.

Here are ten top tips to consider when writing your manifesto:

1. Describe **benefits** not features

People want to know why your good idea is such a good idea, how will you make things better/cheaper/faster/bigger/whatever? One of your policies might be to improve lighting on campus (that's a feature) but make sure you mention that this will make people feel safer and reduce the threat of crime (they're the *benefits*).

By describing the benefits of your ideas you're helping people understand why their lives would be better if you were elected and helps them think about why they should vote for you.

2. Ask existing officers for their **feedback**

Once you've come up with some ideas try to chat to existing officers. These guys have a really unique insight into the role that you want to do. They can give you feedback on your ideas and it might help generate some new ones!

3. Make sure you know **the role**

Have a look through the role description for the position you're running for. What sort of things would be your responsibility if elected? These are the things you're most likely to be able to influence plus these are the things that people want to know about. Think about the type of people who might be particularly interested in voting for your position and make sure you mention something for them.

4. **Stand out** from the crowd

Every year people put the same sort of things on their manifesto; increase participation, try to get more money for X, Y and Z, make the union more relevant. The fact is, generally no one is going to say the *opposite* of these things so it's almost pointless putting them in. Students scanning through manifestos are more likely to pay attention to the candidates that stand out so make sure you include all your best ideas.

5. Include something for **everyone**

Think about the different sorts of people that might vote in the elections and try to include something for them in your manifesto. Make sure you don't use jargon and acronyms that won't make sense to most people so everyone can understand what you're talking about.

6. **Don't** get too carried away!

Sometimes it can be easy to get carried away and start making promises left, right and centre but don't forget that if you're elected you're actually supposed to work on the things you included in your manifesto! Don't put things into your manifesto if you have no intention of following through on them. This is another reason to speak to the current officers ahead of campaigning, they can help you come up with realistic election pledges.

7. Find out what **students** want

Ask around to see what students actually want, try housemates, people on your course - you might be surprised at the ideas this generates. Find out if you can get results from surveys carried out by your students' union (if you ask them nicely they should be able to come up with some information for you), have a look at students' concerns and think about how you could address these.

8. It is not a "**normal**" job

When applying for a 'normal' job you go through the experience and skills they're looking for and explain how you fit those. The sabbatical officer election process is quite different - people are more interested in your ideas necessarily whether you're qualified to carry them out. By all means mention any relevant experience you have but try to make it relevant and don't make it at the expense of space for your amazing ideas.

9. Be **realistic and ambitious**

Your manifesto should be realistic - don't promise to lower prices and increase spending on everything, usually those two don't work well together! Don't make promises you can't keep as it can damage your reputation and that of the union. Equally though, be ambitious - just because someone says something isn't possible it doesn't mean you can't try it. Find yourself a balance between the two extremes.

10. Know the **rules**

No use coming up with something amazing if you're over the word limit or break another rule. Make sure you know what you are and aren't allowed to include in your manifesto, any word/size limits and how to submit it.

To run for a position, you will need to submit the following to g.lewis@trinitylaban.ac.uk ...

- Your manifesto (Word document or PDF)
- A recent headshot
- A completed nomination form

By Monday 20th May @ 10pm

Before campaigning begins on Wednesday 22nd May there will be a candidates' briefing. You must attend this meeting. This is where the rules of the election will be explained. This will take place at 8am via Teams.

If you have any questions, please email: g.lewis@trinitylaban.ac.uk

GOOD LUCK!

If you wish to run for the TLSU Sub-Team, applications will open once the new TLSU executive team have been voted in.