



# SUB-TEAM APPLLLICATION PACK 2024

## Key Dates

|                        |   |
|------------------------|---|
| Applications Open      | Monday 17 <sup>th</sup> June - 9am                          |
| Applications Close     | Friday 21 <sup>st</sup> June - 5pm                          |
| Reviews & Confirmation | Monday 24 <sup>th</sup> June - Friday 28 <sup>st</sup> June |

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

- A completed application form
  - The application form includes a section where you will write up to 200 words as to why you are the right person for the position.
- A recent headshot

To *Sam Murray (Assistant Registrar Quality & Governance) on behalf of George Lewis (TLSU Administrator)* at [sa.murray@trinitylaban.ac.uk](mailto:sa.murray@trinitylaban.ac.uk)

**By Friday 21<sup>st</sup> June @ 5pm**

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

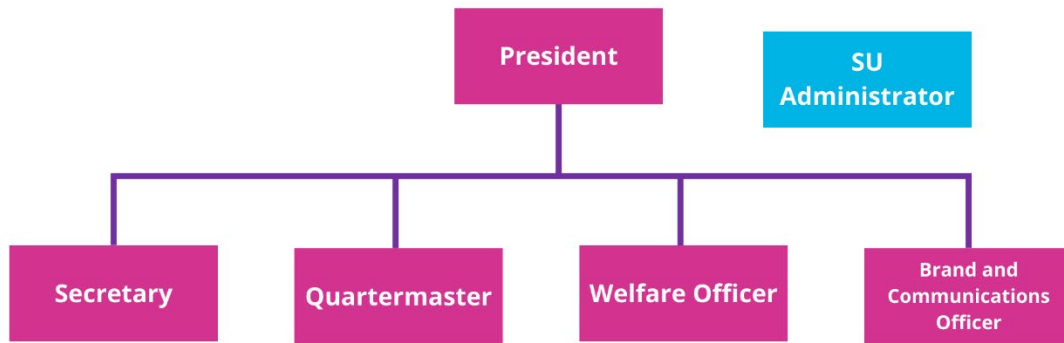
**TLSU Sub-Team:**

- Musical Theatre Sub-Team Representative
- Music Sub-Team Representative
- Undergraduate Dance Sub-Team Representative
- Postgraduate Dance Sub-Team Representative

***Note:*** *Sub-Team representatives are voluntary but eligible for a performance-based termly honorarium, not a salary.*

# The SU Structure

## TLSU Executive Committee



## TLSU Sub-Team



Sub-Team Representatives are voluntary, but there is the potential to be awarded an honorarium. The amount for Sub-Team representatives is up to £115 for MT & Music per term and £75 for UG & PG Dance per term.

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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.

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.*

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

## TLSU Sub-Team

*Sub-Team Representatives are eligible for a performance-based honorarium at the discretion of the TLSU Executive team.*

### Musical Theatre Sub-Team Representatives

*This role should be filled by a student of the Musical Theatre Department. This role is part of the Sub-Team and reports to the TLSU Executive Team.*

- Support the Secretary with the distribution and allocation of lockers at the Laurie Grove faculty.
- Keep in close contact with the Musical Theatre Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Attend all Musical Theatre Programme Committee meetings, and Musical Theatre Student-Staff Liaison Groups, or arrange for appropriate cover in exceptional circumstances.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- Assist the TLSU Executive Committee with general SU matters including event coordination and setup, and the production of student resources.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Support and 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.

### Music Sub-Team Representative

*This role should be filled by a student of the Music Faculty. This role is part of the Sub-Team and reports to the TLSU Executive Team.*

- Keep in close contact with the Music Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Attend all Music Programme Committee meetings, and Music Student-Staff Liaison Groups, or arrange for appropriate cover.
- Support the Secretary with the distribution and allocation of lockers at the KCC faculty.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- Assist the TLSU Executive Committee with general SU matters including event coordination and setup, and the production of student resources.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Support and 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.

### Undergraduate Dance Sub-Team Representative

*This role should be filled by a student of the Undergraduate Dance Faculty. This role is part of the Sub-Team and reports to the TLSU Executive Team.*

- Keep in close contact with the UG Dance Student Representatives to ensure any issues are raised and solved in the appropriate manner.



- Attend all UG Dance Programme Committee meetings, and UG Dance Student-Staff Liaison Groups, or arrange for appropriate cover.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- Assist the TLSU Executive Committee with general SU matters including event coordination and setup, and the production of student resources.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Work collaboratively with The Secretary and Postgraduate 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.
- Support and 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.

## Postgraduate Dance Sub-Team Representative

*This role should be filled by a student of the Postgraduate Dance Faculty. This role is part of the Sub-Team and reports to the TLSU Executive Team.*

- Keep in close contact with the UG Dance Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Attend all PG Dance Programme Committee meetings, and PG Dance Student-Staff Liaison Groups, or arrange for appropriate cover.
- Contribute feedback to the TLSU Executive Committee and wider TL community on TL matters.
- Assist the TLSU Executive Committee with general SU matters including event coordination and setup, and the production of student resources.
- Engage in all TLSU Campaigns, Events and Business as the executive committee sees fit.
- Work collaboratively with The Secretary and Undergraduate 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.
- Support and 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.

***Note:** Sub-Team Representative positions are applied for and not elected. For more information on the application process please view Appendix 1 Part 2 of the TLSU Constitution. An email will be sent post-election with application information.*

To apply for a position, you will need to submit the following to [sa.murray@trinitylaban.ac.uk](mailto:sa.murray@trinitylaban.ac.uk) ...

- A completed application form
- A recent headshot

**By Friday 21<sup>st</sup> June @ 5pm**

Applications will be forwarded to the incoming TLSU Executive team for 2024/25 to be reviewed and confirmed the following week, you may be invited to meet the incoming team to discuss your application.

If you have any questions, please email: [sa.murray@trinitylaban.ac.uk](mailto:sa.murray@trinitylaban.ac.uk)

**GOOD LUCK!**