



OFFICER ELECTION PACK 2025

Key Dates

Nominations Open	Monday 12 th May – 9am
What is the SU and why should I care?	Tuesday 13 th May – 7pm
What are the jobs and how should I campaign?	Tuesday 20 th May – 7pm
Nominations Close	Monday 26 th May – 10pm
Candidate Briefing	Wednesday 28 th May – 8am
Campaigning Begins	Wednesday 28 th May – 9am
Hustings	Wednesday 4 th June – 6.30pm
Campaigning Stops	Saturday 7 th June – 10pm
Polls Open	Monday 9 th June May – 9am
Polls Close	Tuesday 10 th June – 9pm
Results Counted	Wednesday 11 th June
Results Declared	Wednesday 12 th June – 4pm
Handover Period (If elected)	1 st July – 1 st 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 26th May @ 10pm

Before campaigning begins on Wednesday 28th 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?

TLSU Executive Officers:

Academic Experience Team

- Music Officer
- Dance Officer
- Musical Theatre Officer

Student Experience Team

- Events Officer
- Welfare Officer
- Brand and Communications Officer

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

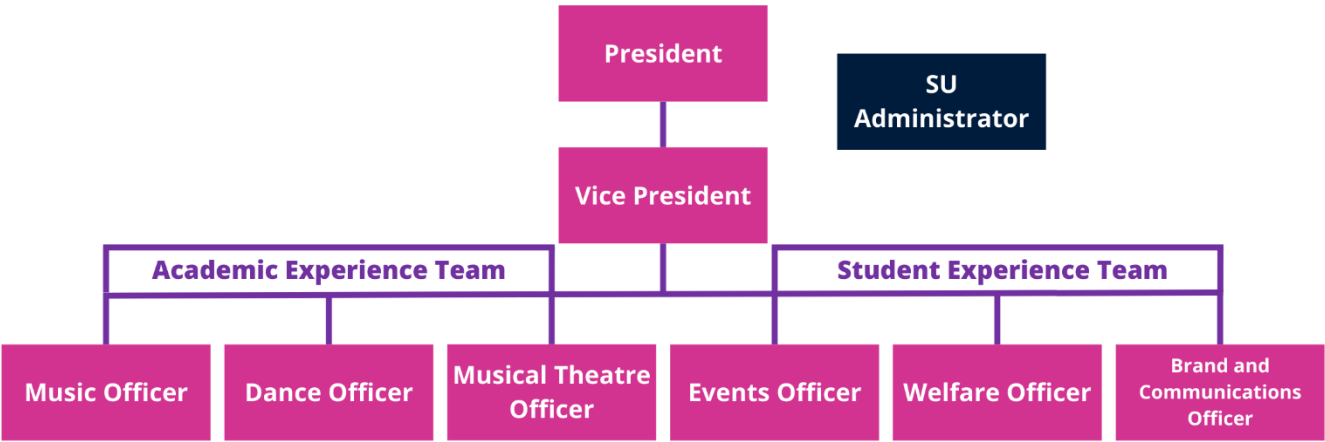
TLSU Sub-Team:

- 4 X Sub-Team Representative

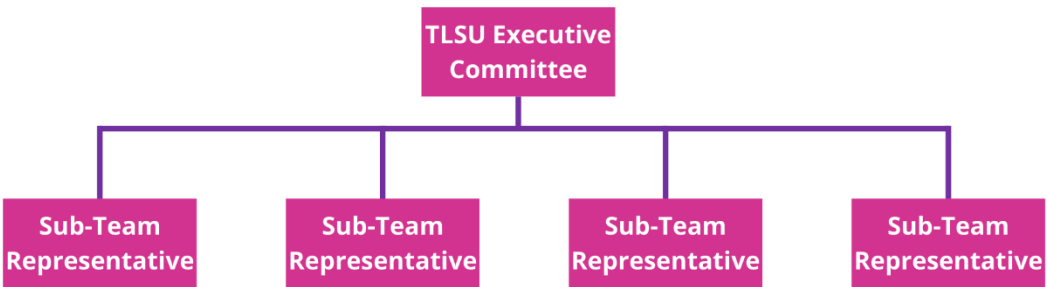
Note: Officer positions are voluntary but eligible for a performance-based termly honorarium, not a salary.

The SU Structure

TLSU Executive Committee



TLSU Sub-Team



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 February 2025, 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

Applicants for the role of TLSU President, Vice President and/or any officer position must be in good academic standing at the time of submitting a nomination form. Good academic standing means that students have no more than one failed or deferred assessment at the time the nomination form is submitted. Any nomination where a student has more than one deferred assessment will be dealt with on a case by case basis as determined by the Trinity Laban Registrar or their nominee. This criteria is in place to ensure students applying for President/Vice President/Officer roles are able to fulfil their duties to the TLSU without it interfering with their ability to complete their programme.

Students who do not meet these requirements need not apply

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

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.*

Music Officer

This role should be filled by a student of the Music Discipline. They report to the President and Vice President of TLSU. They will form part of the Academic Experience Team.

- 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.
- Attend committee meetings delegated to you by the President and Vice President.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student in conjunction with the Brand and Communications Officer.
- Organise workshops and masterclasses to compliment music discipline students' specific programmes.
- Facilitate the hiring of lockers at KCC for Music students.
- Be responsible for the day to day running of the music student union office when the President and Vice President is not available.
- Support the TLSU team throughout the year.
- In conjunction with the President and Vice President, be responsible for dealing with music students' concerns, aspirations and problems in relation to their courses at Trinity Laban and represent them at relevant meetings.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Meet as necessary with appropriate members of Trinity Laban staff to develop and/or maintain a system for the election of Student Representatives.
- Be the main Point of Contact for all Music Discipline Student Representatives for TLSU and liaise with the relevant Trinity Laban Staff to convey feedback.
- Keep in close contact with Music Faculty Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Ensure that the music students are satisfied with the academic provision from the college and make sure that the Student Body is represented on as many sub- committees and course boards as possible.
- Attend all music undergraduate and postgraduate course committee meetings.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President and Vice President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President and Vice President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly verbal and termly written reports on your progress in the role to the President, Vice 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.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Music Officer of TLSU.

Dance Officer

This role should be filled by a student of the Dance Discipline. They report to the President and Vice President of TLSU. They will form part of the Academic Experience Team.

- 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.
- Attend committee meetings delegated to you by the President and Vice President.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student in conjunction with the Brand and Communications Officer.
- Organise workshops and masterclasses to compliment dance discipline students' specific programmes.
- Facilitate the hiring of lockers at Laban for Dance students.
- Be responsible for the day to day running of the dance student union office when the President and Vice President is not available.
- Support the TLSU team throughout the year.
- In conjunction with the President and Vice President, be responsible for dealing with dance students' concerns, aspirations and problems in relation to their courses at Trinity Laban and represent them at relevant meetings.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Meet as necessary with appropriate members of Trinity Laban staff to develop and/or maintain a system for the election of Student Representatives.
- Be the main Point of Contact for all Dance Discipline Student Representatives for TLSU and liaise with the relevant Trinity Laban Staff to convey feedback.
- Keep in close contact with Dance Faculty Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Ensure that the dance students are satisfied with the academic provision from the college and make sure that the Student Body is represented on as many sub- committees and course boards as possible.
- Attend all dance undergraduate and postgraduate course committee meetings.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President and Vice President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President and Vice President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly verbal and termly written reports on your progress in the role to the President, Vice 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.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Dance Officer of TLSU.

Musical Theatre Officer

This role should be filled by a student of the Musical Theatre Discipline. They report to the President and Vice President of TLSU. They will form part of the Academic Experience Team.

- 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.
- Attend committee meetings delegated to you by the President and Vice President.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student in conjunction with the Brand and Communications Officer.
- Organise workshops and masterclasses to compliment musical theatre discipline students' specific programmes.
- Facilitate the hiring of lockers at Laban & Laurie Grove for Musical Theatre students.
- Be responsible for the day to day running of any TLSU supplies at Laurie Grove when the President and Vice President is not available.
- Support the TLSU team throughout the year.
- In conjunction with the President and Vice President, be responsible for dealing with musical theatre students' concerns, aspirations and problems in relation to their courses at Trinity Laban and represent them at relevant meetings.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban.
- Meet as necessary with appropriate members of Trinity Laban staff to develop and/or maintain a system for the election of Student Representatives.
- Be the main Point of Contact for all Musical Theatre Discipline Student Representatives for TLSU and liaise with the relevant Trinity Laban Staff to convey feedback.
- Keep in close contact with Musical Theatre Faculty Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Ensure that the musical theatre students are satisfied with the academic provision from the college and make sure that the Student Body is represented on as many sub-committees and course boards as possible.
- Attend all musical theatre undergraduate and postgraduate course committee meetings.
- Attend regular TLSU meetings, and all Trinity Laban meetings delegated by the President and Vice President that have relevance to the position. If you cannot attend for any reason, you must find an alternative attendee to ensure SU representation.
- Undertake all tasks delegated to you by the President and Vice President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly verbal and termly written reports on your progress in the role to the President, Vice 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.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Musical Theatre Officer of TLSU.

Events Officer

This role can be filled by any student. They report to the President of TLSU. They will form part of the Student Experience Team.

- 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.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban student in conjunction with the Brand and Communications Officer.
- Advertise all classes and workshops that are arranged to the whole student body, and to staff members where appropriate in conjunction with the Brand and Communications Officer and Academic Experience Team.
- Support the TLSU team throughout the year.
- Be available for the Freshers' Fortnight to help with the running of the events and welcoming students to Trinity Laban. This is a particularly important time of year for this role as there will be lots of events to promote on social media.
- Support and lead the creation of year round events for TLSU including, Freshers, Summer Ball and other events.
- Design a series of weekly events in the Bar Downstairs and publicise these to all students.
- Discuss specific events with the relevant officers of TLSU and help them to make them a reality.
- Promote and champion involvement in, and the success of, student societies and sports clubs.
- 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.
- Undertake all tasks delegated to you by the President and Vice President.
- Take initiative in the development and improvement of TLSU, putting your ideas forward to the TLSU Executive Committee.
- Present half-termly verbal and termly written reports on your progress in the role to the President, Vice President and SU Administrator.
- Accept all duties enumerated throughout the Constitution where relevant to the position of Events Officer of TLSU.
- Support the running of The Bar Downstairs via training, feedback and improvements.
- 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.
- To join student disciplinary panels as appropriate.

Welfare Officer

This role can be filled by any student. They report to the President of TLSU.

- 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 and Vice 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, Vice 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 and Vice 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, Vice 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.
 - Accept all duties enumerated throughout the Constitution where relevant to the position of Brand and Communications Officer of TLSU.
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See on the next page the manifesto rules.

Manifesto Rules

2.6 Manifestos and Publicity:

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

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

2.6.3 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.

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

2.6.5 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.

2.6.6 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.

2.6.7 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.

2.6.8 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.

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

2.6.10 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.

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

2.6.12 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.

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

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:

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 26th May @ 10pm

Before campaigning begins on Wednesday 28th 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 officers have been voted in.