

DEMOCRACY GUIDE

September 2020


BUCKS
STUDENTS' UNION

INTRODUCTION

Dear Members,

Understanding the democratic structures in any organisation and how you can access them to influence decision making can be both confusing and complex. Anyone who has tried to understand local council elections, lobbying their MP or how parliament works would probably say the same about civil society. We think that Students' Unions can be just as confusing. Because our Union is run by students, for students, we need you to understand how our student representative system works, how you can become a student leader, raise an important issue or start your own campaign.

In order to help with that we have produced this short and simple guide to the key features of our Union democracy. This should help you to identify them, understand them and hopefully use and get involved with them.

It covers everything from Sabbatical Officers to Trustees, NUS Delegates to our Student Ideas Platform and we hope you find it useful.



Tamsin Grainger

Students' Union President 2020/21



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STUDENTS' UNION
IN THE UK

GOVERNANCE

The Union's governance framework is set out in the Constitution and Bye Laws, Committee Handbook and Terms of Reference. All of which are available, together with our committee structure, in the 'Your Union' section of the website.

The Union's principal committee is the Trustee Board, chaired by the President, which has ultimate responsibility for the strategic direction and financial stability of the Union (page 9).

A wide range of committees report into the Board including a series of consultative student meetings, the most senior of which is Union Council (page 14). An executive branch of committees, led by the sabbatical officers (page 6), also report to Board and include the Union's Strategy and Planning Committee which oversees operational delivery of Union strategy.

SABBATICAL OFFICERS

Here at Bucks we have three sabbatical officer positions. The President, Vice President Education and Welfare and Vice President Student Involvement are full-time and form our sabbatical team helping to deliver the best student experience possible, something we are so passionate about. All of these roles offer an individual the opportunity to direct the work of the Students' Union during their time in office, meaning you can make the changes you want to see.

The President is the principal officer of the Union, Chair of the Trustee Board and a member of University Council. They are responsible for setting the political direction of the Union and communicating with all stakeholders. The President is the primary representative of all students at Bucks on issues within the University, the local community and on the national stage. They also have responsibility for engaging with the national student movement and developments within the broader Higher Education sector whilst enabling others to do so as well in order to strengthen the Union's sphere of influence.

The Vice President Education and Welfare (VPEW) is responsible for improving and enhancing the educational experience and welfare of all students at Bucks. They are the principal course representative and assume political responsibility for the Union's input into the University's system of student representation. The VPEW also holds the University accountable for its promises and for the delivery of education, sits on the Union's Trustee Board and is part of the Executive Committee. Finally, they work in conjunction with the Advice Centre and lead on welfare campaigns.

The Vice President Student Involvement (VPSI) is responsible for improving the extra-curricular experience of all students at Bucks. This can be done through sports teams, societies, volunteering, charitable fundraising or the many other opportunities that are on offer within the Students' Union. The VPSI holds political responsibility for the development and delivery of all student activities run by the Union and for increasing overall participation and maximising its diversity in all areas of the Union's work. The VPSI is also a trustee of the Union and part of the Executive Committee.

See **Appendix A** for the Sabbatical Officer opportunity profiles.



EXECUTIVE OFFICERS

Executive Officers at Bucks help the Union to represent the full diversity of its membership. These roles are filled by students who act for those underrepresented groups and make sure that our members benefit equally from the services of the Students' Union. Hearing directly from these student groups ensures we don't make assumptions about their experience as a student at Bucks.

Each of the groups the Executive Officers represent are students that have their own unique challenges along with those that are common across a number of student groups. In order for us to better deal with these challenges, we need a clear understanding of these issues and therefore seeing it from the perspective of these students is high on the Union's agenda.

Four of the roles are self-defining. Only you can say if you should be running or voting in those elections on the basis that you are self-defining as a woman, a student with a disability, as BME or LGBT+.

The other four roles, International (paying international student fees), Mature (starting your course at the age of 21 or above), Part-time and Postgraduate Executive Officers, are all based on your point of entry to the University.

A number of our campaigns at the Union are led by the Sabbatical Officers. However, as an Executive Officer you will have the chance to lead on your own campaigns and get involved with campaigns on a national scale led by the National Union of Students. The BME officer may lead on our work around Black History Month and on campaigns such as Report Racism and Xenophobia. Our Women's Officer may lead on International Women's Day events on campus and continue the great work against Sexual Harassment and Sexual Violence through the #NeverOK initiative. The International Students' Officer may support our monthly Globe Trotters event showcasing different cultures and cuisines and lead on the #StudentsoftheWorld campaign alongside contacting the local MP to support our International Students post Brexit. There is no end of opportunities for our Executive Officers to campaign.

The Executive Officer roles are all voluntary positions and are performed alongside your studies. If elected, an Executive Officer will spend a full academic year in post and will need to stand for re-election should they wish to continue in that role whilst completing their studies. Only first and second year students are eligible to stand for election during our annual elections weeks, usually held at the beginning of March each year.

Any student interested in representing the views of a larger group of students should contact a member of the Representation team in the Students' Union offices or email surepresentation@bucks.ac.uk.

See **Appendix B** for the Executive Officer opportunity profiles.

STUDENT TRUSTEES

The position of Student Trustee of Bucks Students' Union is a unique opportunity to be part of the team driving the strategic direction of the Union.

As a registered charity aiming to improve the experience of students at Bucks New University, the Trustee Board has final sign off on the Union's biggest plans. Working alongside Officer Trustees and Lay Trustees you will ensure that the charity meets its objectives and continues to operate in the best interests of its members.

As a Student Trustee at Bucks you will have the opportunity for involvement in some of the Union's other major committees such as Finance and Staffing, Governance, Officer Remuneration and many more. You will be responsible for communicating with key stakeholders and using this to help set the strategic direction of the Union.

Student Trustees also receive reports from officers and staff regarding the operations and progress of the Union as well as receiving reports based on the local and national student movement and the future direction of Higher Education.

The Student Trustee roles are part-time volunteers who fulfil the roles alongside their studies. If elected as a Student Trustee, an individual will remain in post until the completion of their studies. Only first and second year students are eligible to stand for election in our annual elections week, usually held at the beginning of March each year.

See **Appendix C** for the Student Trustee opportunity profile.



By

NUS NATIONAL CONFERENCE

Union:

Conference credentials:

The purpose of credentials is to identify you as a delegate and therefore have both voting and speaking rights. Your seat is reserved for you. If you do not have credentials, you will not be able to vote or speak. If you do not have credentials, you will not be able to attend the conference. If you do not have credentials, you will not be able to attend the conference. If you do not have credentials, you will not be able to attend the conference.

NUS DELEGATES

The National Union of Students is a confederation of around 600 students' unions across the UK and consequently represents around 95% of higher and further education students. Each year the NUS holds a conference which determines policy on a wide range of issues from higher and further education through to society and citizenship and student welfare. Each member Union elects a delegation of students to attend the conference, debate and vote on policy proposals and elect national officers.

These elections take place in March, as part of the Union's main elections. The President is assigned one place meaning there are two places available each year, one of which is reserved for a woman. To represent Bucks on a national level you must submit your nomination between January and February to stand in this election.

See **Appendix D** for the NUS Delegate opportunity profile.

STUDENT REPS

Student reps are the leading voice for their class and peers within the University here at Bucks. More than 180 reps are elected by their peers to represent them during the course of an academic year. They have the ability to initiate change, improve communication between staff and students, and enhance their course for future years.

They are vital in collecting essential feedback that can then be utilised by the Students' Union as well as the University. Student reps are central to our representation agenda and as part of their role, work closely with the Students' Union team to create a worthwhile educational experience for all.

Taking on the role of student rep is a fantastic way to build your CV and boost your employability prospects. Not only this, we also have a fantastic accreditation like scheme that helps to track all of the work you complete throughout the course of a year and gives you the recognition you deserve.

Becoming a rep at Bucks couldn't be simpler. Just pop to see one of the Representation Team at the Students' Union offices to declare your interest or email **surepresentation@bucks.ac.uk** and they'll talk you through all of the necessary steps.

See **Appendix E** for the Student Rep opportunity profile.

CAMPAIGNS

Campaigning is a crucial part of our work here at Bucks and we campaign on both local and national issues that have an impact on our members. Examples include the #NeverOK campaign which looks at tackling sexual harassment both in and around campus, supporting Irish students in the Home to Vote initiative enabling our Irish students to fly home to vote in the recent referendum and the removal of plastic straws from the Union's bar and outlets. During your time at University, your three elected sabbatical officers are also responsible for tackling any issues that affect your student experience.

Campaigning provides students with a platform to ensure their voices are heard. Whilst studying at Bucks, you've got the opportunity to have a really positive impact on the student experience. So whether it's campaigning to remove hidden course costs, raising awareness of men's mental health or looking to increase participation in female sport, we'll support you with campaign training, resources and regular support to ensure you have the most success and bring about the changes you want to see on campus.

If you've got an idea for a campaign, want to get involved with Union campaigns or just want to find out more information about any of the work we do, then please contact one of our three sabbatical officers, visit the Students' Union offices or email surepresentation@bucks.ac.uk.

CAMPAIGN PROPOSAL FORM

Campaign Name:

Campaign Objective:

Target Audience:

Measurement of Success:

Date(s):

Location(s):

Relevant links or attached documents:

Resources required: (including financial, staff, tools - please indicate costs where possible)

FOR OFFICE USE ONLY:

Approved: Yes No

Funding assigned:

Staff member assigned:



STUDENT IDEAS

Our Student Ideas platform enables students to share with us their ideas about how they wish to change things at the institution. Submitting an idea is easy! Just fill out the online form at bucksstudentsunion.org/studentideas and your submission goes directly to our Student Engagement Coordinator. After your idea has been approved, it will be added to the website for students to vote on and discuss the idea. Each submission needs a proposer and a seconder in order for it to be discussed at Union Council. The Council will then decide whether to act and will input into specific actions as well.

It's absolutely essential you share your idea amongst your fellow students and encourage them to vote in order for it to be taken forward. That means it's really worth thinking of creative ways in which you can reach as many students as possible with your idea in order to get them on board. For more information on the Student Ideas platform, please email surepresentation@bucks.ac.uk.

UNION COUNCIL

Union Council is the highest form of representation at the Students' Union and is our senior representative body. The Council meets on a monthly basis during term time and was formed to represent the voice of the students. The Council is a platform that informs students about the changes to policies within the Union, and the opportunity to vote on University-wide issues and directs our lobbying approach.

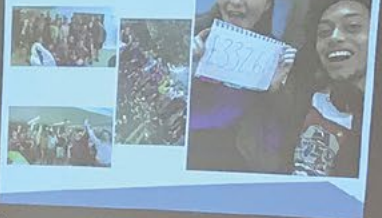
Union Council is led by a student Chair, elected by the members of Union Council on an annual basis. However, all students are welcome to speak at the Council to raise any relevant issues.

The Sabbatical Officers also give a monthly update on what they've been doing and their plans for the upcoming month so students can scrutinise them and hold them to account. Additionally, our eight Executive Officers also provide reports on their work and raise any issues brought forward from the student groups they are responsible for.

Union Council is open to all of our members but we particularly welcome Black and Minority Ethnic and Mature students as these groups are currently underrepresented at this forum. For more information about Union Council and how you can get involved, please speak to any member of the sabbatical team or email surepresentation@bucks.ac.uk.



Movember





VOTING AT BUCKS

Here at Bucks, we use two voting systems; Alternative Vote (AV) AND Single Transferable Voting (STV).

With the AV system, the voter puts a number by each candidate, with one for their favourite, two for their second favourite and so on. Voters can put numbers on as many or as few as they wish.

A candidate will be elected if more than half the voters put them down as their favourite. If nobody gets half, the numbers provide instructions for where you want your vote to go if your favourite candidate cannot win. The candidate who came last is eliminated and the counters look at these instructions to move the votes of the people who voted for them to their second favourite candidate. This process continues until one candidate has half of the votes and is elected.

AV is used in elections that have one post available e.g. Sabbatical Officer and Executive Officer elections.

With AV voting and voting in Referenda, we adopt a hybrid voting system here at Bucks in order to make voting as easy as possible. This means you can vote either in person via a ballot paper at a ballot box dotted around our campuses between fixed times or 24/7 online at **bucksstudentsunion.org/elections** during the elections period. Do remember that you can only vote once

Sources: **electoral-reform.org.uk/alternative-vote**
youtu.be/3Y3jE3B8HsE

Using the STV system, voter's number a list of candidates in order of preference at the time in which they vote. Their favourite as number one, their second favourite as number two, and so on. Voters can put a number next to as many or as few candidates as they like. The numbers tell the people counting to move your vote if your favourite candidate has enough votes already or stands no chance of winning.

To get elected, a candidate needs a set amount of votes, known as the quota. The people counting the votes work out the quota based on the number of vacancies and the number of votes cast.

Each voter has one vote. Once the counting has finished, any candidate who has more numbers ones than the quota wins a post. But, rather than ignore extra votes a candidate got after the amount they need to win, these votes move to each voter's second favourite candidate.

If no one reaches the quota, then the people counting the vote remove the least popular candidate. People who voted for them have their votes moved to their second favourite candidate. This process continues until every position has been filled.

The STV System is used in elections that have more than one post available e.g. Student Trustees and NUS Delegates.

Sources: **electoral-reform.org.uk/single-transferable-vote**
youtu.be/l8XOZJkozfl

REFERENDA

Just like parliamentary referenda such as Brexit, the Students' Union occasionally carries out referenda on key issues, most recently the removal of plastic drinking straws from campus bars and cafes.

Referenda are one of the most important ways students can direct decisions of the Students' Union. A referendum may be called in one of two ways:

- 1) A resolution of the Trustees
- 2) A secure petition signed by at least 200 members

Students can also ask the Trustee Board to consider whether a decision should be sent to a referendum.

The Students' Union will give at least 15 working days notification of a referendum. Notification will be given on the Students' Union website and highlighted to members by email and shall include:

- The subject and exact motion of Referenda
- Information on how to lodge objections with the Returning Officer
- Information on how to vote (eg. links to online voting and the times at which the poll is open)
- Publicity shall be distributed to all campuses of the University and online no later than seven working days before the poll.

From here, the Union organises the referendum centrally and will call at least one open debate in which there will be two coordinating committees:

- One for the motion
- One against the motion

Between the official notification of a Referendum and voting, both parties may debate the arguments for and against to be put to referendum, in order to inform the Union membership of the issues involved. Both sides shall, at the start of the meeting, be entitled to speak for an allotted time. All questions must be addressed to both sides of the debate.

All referenda shall be conducted by open cross campus ballot manner approved by the electoral reform society. The question shall be determined by the means of a Yes/No vote. Only full members of Bucks Students' Union may be eligible to vote. A copy of a manifesto for each Referendum Coordinating Committee shall be made available online.

All resolutions may only be passed by referendum if at least 5% of the membership cast a vote in the Referendum. If the resolution is to make an amendment to the Constitution a 66% majority is required to be successful. All other resolutions require a simple majority to succeed.

The count shall occur as soon as is practicable after the close of the poll, normally on the Friday after the close of the poll, unless Elections Planning Committee should find a reason to delay the count. The result of the poll shall be published, regardless of the turnout, as soon as is reasonably practicable after the result is declared. A motion shall fail in a Referendum in the event of a tie.

More information about Referenda at Bucks Students' Union can be found at: bucksstudentsunion.org/referenda.

APPENDICES

APPENDIX A

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what this position within Bucks Students' Union will involve. It highlights the commitments, skills and benefits you can expect in taking up that role.

Role: President

Department: Trustee Board

Opportunity: The position of President of Bucks Students' Union is a unique opportunity to be the central point of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and social life for students at Bucks New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'.

As President you will be the principle representative of students at the University and the Chair of a Trustee Board of a Charity whose role is to improve the education of students at Bucks New University.

You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement.

Benefits:

- Salaried position £22,566.36 p.a.
 - Holiday entitlement of 25 days plus bank holidays and the Christmas closure period
 - Stakeholder pension is available
 - Considerable opportunities for on the job training and development.
 - Excellent career experience
 - Free under 25's railcard
 - Free NUS card
 - Out of pocket expenses paid
 - An opportunity to work within a dynamic, student led organisation making a real difference for students at Bucks
 - Working in a vibrant, fun and exciting environment.
-

Duties and responsibilities:

- Be the principle officer of the Union and member of University Council.
 - Be responsible for setting the political direction of the Union and communication with all stakeholders.
 - Be the primary representative of all students at Bucks on issues within the University, the local community and the national stage.
 - Have responsibility for engaging with the national student movement and the future direction of Higher Education and enabling others to do so as well, in order to strengthen the Union's sphere of influence.
 - Chair the Trustee Board.
-

People who like this opportunity may also be interested in the following positions:

- Student Trustees
 - Vice President Education & Welfare
 - NUS National Conference Delegate
 - Vice President Student Involvement.
-

This section is merely a guide for you, as to experiences which may be helpful. No experience necessary.

Training and support: A comprehensive and extended programme of induction and ongoing training and development is a conditional part of this position. The opportunities for continuous professional development are considerable.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input checked="" type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input checked="" type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input checked="" type="checkbox"/>	numeracy	<input checked="" type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):

You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you will be able to use your skills to get high quality voluntary experience as a trustee in many fields and industries to support your career aspirations. You will also have the opportunity to sit on different amounts of interview panels for University and Union staff.

Time commitment: Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.

Flexible: There is considerable flexibility excepting the schedule of regular meetings referred to below.

Fixed: The role involves participation in many meetings which operate on a fixed calendar and of variable frequency.

Committees Attended:

Union Committees

- Union Council
- Trustee Board (Chair)
- Strategy and Planning (Chair)
- Finance & Staffing (Chair)
- Governance Committee (Chair)
- Student Activities Committee
- Representation Management Committee
- Programme Committee Meeting Feedback Forum

University Committees

- Senate
- Council
- Meet with Deputy/Vice Chancellor
- Quality and Standards Committee
- Viva Voce examinations
- Community Liaison Group
- Programme Committee Meetings

External Meetings

- Town Centre Partnership
- NUS Conference.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: Union Council & The Trustee Board of Bucks Students' Union.

Operates alongside: Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Trustee Board of Bucks Students' Union.

For further information contact:

Matthew Kitching

Membership Services Manager
 matthew.kitching@bucks.ac.uk
 01494 601 600

bucksstudentsunion.org/elections

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what this position within Bucks Students' Union will involve. It highlights the commitments, skills and benefits you can expect in taking up that role.

Role: Vice President Student Involvement

Department: Trustee Board

Opportunity: The position of Vice President Student Involvement of Bucks Students' Union is a unique opportunity to be part of the Union's Leadership Team. It offers the right individual the opportunity to shape and influence the academic and social life for students at Bucks New University in pursuit of the Union's mission to 'Make Life Better for Students at Bucks'. As Vice President Student Involvement you will be a representative of students at the University particularly with regard to student activities and involvement, and a member of the Board of the Trustees of a Charity whose role is to improve the education of students at Bucks New University.

You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement.

Benefits:

- Salaried position £22,566.36 p.a.
 - Holiday entitlement of 25 days plus bank holidays and the Christmas closure period
 - Stakeholder pension is available
 - Considerable opportunities for on the job training and development.
 - Excellent career experience
 - Free under 25's railcard
 - Free NUS card
 - Out of pocket expenses paid
 - An opportunity to work within a dynamic, student led organisation making a real difference for students at bucks
 - Working in a vibrant, fun and exciting environment.
-

Duties and responsibilities:

- Be responsible for improving the non academic experience of all students at Bucks
 - Hold political responsibility for the development and delivery of all student activities by the Union
 - Be responsible for increasing overall participation and maximising its diversity, in all areas of the Union's work
 - Be a trustee of the Union and a part of the Executive Committee.
-

People who like this opportunity may also be interested in the following positions:

- Student Trustees
 - President
 - Vice President Education & Welfare
 - NUS National Conference Delegate.
-

This section is merely a guide for you, as to experiences which may be helpful. No experience necessary.

Training and support: A comprehensive and extended programme of induction and ongoing training and development is a conditional part of this position. The opportunities for continuous professional development are considerable.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input checked="" type="checkbox"/>	networking	<input checked="" type="checkbox"/>
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financial management	<input checked="" type="checkbox"/>	numeracy	<input checked="" type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):

You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you will be able to use your skills to get high quality voluntary experience as a trustee in many fields and industries to support your career aspirations.

Time commitment: Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.

Flexible: There is considerable flexibility excepting the schedule of regular meetings referred to below.

Fixed: The role involves participation in many meetings which operate on a fixed calendar and of variable frequency.

Committees Attended:

Union Committee

- Union Council
- Trustee Board
- Finance & Staffing
- Strategy & Planning
- Governance Committee
- Athletic Union Council
- Varsity Planning
- AU Planning
- Societies Council
- Student Activities Committee (Chair)
- Rep Management Committee
- Partner College Working Group
- Programme Committee Meeting Feedback Forum

University Committees

- Programme Committee Meetings

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: Union Council & The Trustee Board of Bucks Students' Union.

Operates alongside: The President, Vice President Education & Welfare, Senior Management Team and Trustee Board of Bucks Students' Union.

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Matthew Kitching

Membership Services Manager
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Department: Trustee Board

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You will have the opportunity for considerable networking both within the University and outside, particularly with other professionals and representatives in the student movement.

Benefits:

- Salaried position £22,566.36 p.a.
 - Holiday entitlement of 25 days plus bank holidays and the Christmas closure period
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 - Working in a vibrant, fun and exciting environment.
-

Duties and responsibilities:

- Be responsible for improving the educational experience of all students at Bucks
 - Participate in enhancing the welfare of all students at Bucks
 - Be the principal course representative and assume political responsibility for the Union's input into the University's system of student representation
 - Hold the university accountable for its promises and delivery of education
 - Be a trustee of the Union and a part of the Executive Committee
 - In conjunction with the Advice Centre Lead on Welfare Campaigns
-

People who like this opportunity may also be interested in the following positions:

- Student Trustees
 - President
 - Vice President Student Involvement
 - NUS National Conference Delegate.
-

This section is merely a guide for you, as to experiences which may be helpful. No experience necessary.

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Other (as specified below):

You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you will be able to use your skills to get high quality voluntary experience as a trustee in many fields and industries to support your career aspirations.

Time commitment: Full time position paid for 37 hours per week. Considerable evening and weekend working is involved for which no overtime is paid. Normal working hours are 9am – 5pm Mon - Fri.

Flexible: There is considerable flexibility excepting the schedule of regular meetings referred to below.

Fixed: The role involves participation in many meetings which operate on a fixed calendar and of variable frequency.

Committees Attended:

Union Committees

- Union Council
- Trustee Board
- Finance & Staffing
- Governance Committee
- Advice Centre Committee
- Education Forum (Chair)
- Representation Management Committee (Chair)
- Strategy and Planning
- Partner College Working Group
- Programme Committee Meeting Feedback Forum (Chair)

University Committees

- Senate
- Education Committee
- Quality and Standards Committee
- Equality, Diversity & Inclusion Committee
- Mitigating Circumstances panels
- Academic Appeals panels
- Viva Voce panels
- Research Degrees Committee
- Student Access and Success Steering Group

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: Union Council & The Trustee Board of Bucks Students' Union.

Operates alongside: The President, Vice President Student Involvement, Senior Management Team and Trustee Board of Bucks Students' Union.

For further information contact:

Matthew Kitching

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 01494 601 600

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APPENDIX B

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for BME Students

Department: Representation

Opportunity: The position of Executive Officer for BME Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that black, minority and ethnic students are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
 - Potential to represent Bucks students on a national stage at the NUS Black students conference.
-

Duties and responsibilities:

- Be the voice of BME students at Bucks Students' Union and attend Union Council.
 - Have optional involvement in other committees in order to further your input within the organisation.
 - Be responsible for communication with key stakeholders
 - Receive and give reports from officers and staff regarding the operations and progress of the union
 - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
 - Student Trustee
 - President
 - Vice President Education and Welfare
 - Vice President Student Involvement
 - NUS National Conference Delegate
-

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):

N/A

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quiet.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- NUS Black students conference

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum
- University Equality and Diversity committee
- Higher Education race action group

Qualification requirements: You do not need to self define as black, minority or ethnic but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the BME students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All black, minority and ethnic students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and other Executive officers of Bucks Students' Union.

For further information contact:

Matthew Kitching

Membership Services Manager

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for Disabled Students

Department: Representation

Opportunity: The position of Executive Officer for Disabled Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that students with disabilities are firmly at the centre of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
 - Potential to represent Bucks students on a national stage at the NUS Disabled students conference.
-

Duties and responsibilities:

- Be the voice of students with disabilities at Bucks Students' Union and attend Union Council.
 - Have optional involvement in other committees in order to further your input within the organisation.
 - Be responsible for communication with key stakeholders.
 - Receive and give reports from officers and staff regarding the operations and progress of the Union.
 - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
 - Student Trustee
 - President
 - Vice President Education and Welfare
 - Vice President Student Involvement
 - NUS National Conference Delegate
-

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>
Other (as specified below): <input type="checkbox"/>					
N/A					

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quite.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on a Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- NUS disabled students conference

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum
- University Equality and Diversity committee

Qualification requirements: You do not need to self define as having a disability but no formal qualifications required. A passionate interest in representation and having a positive impact on students' time at Bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All students with disabilities and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and other Executive officers of Bucks Students' Union.

For further information contact:

Matthew Kitching

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for International Students

Department: Representation

Opportunity: The position of Executive Officer for International Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that international students are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officer and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
 - Potential to represent Bucks students on a national stage at NUS Sections conference.
-

Duties and responsibilities:

- Be the voice of international students at Bucks Students' Union and attend Union Council.
 - Have optional involvement in other committees in order to further your input within the organisation.
 - Be responsible for communication with key stakeholders
 - Receive and write reports from officers and staff regarding the operations and progress of the union
 - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
 - Student Trustee
 - President
 - Vice President Education and Welfare
 - Vice President Student Involvement
 - NUS National Conference Delegate
-

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):
N/A

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quiet.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- NUS Sections conference

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum

Qualification requirements: You do not need to be an international student but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at Bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All international students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

For further information contact:

Matthew Kitching

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01494 601 600

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for LGBT+ Students

Department: Representation

Opportunity: The position of Executive Officer for LGBT+ Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that lesbian, gay, bisexual, trans and + students are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
- Excellent career experience
- An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
- Working in a vibrant fun and exciting environment
- Opportunity to represent the Students' Union at external events and social, celebratory occasions.
- Invited to the Union Awards ceremony.
- Potential to represent Bucks students on a national stage at the NUS LGBT+ conference.

Duties and responsibilities:

- Be the voice of LGBT+ students at Bucks Students' Union and attend Union Council.
- Have optional involvement in other committees in order to further your input within the organisation.
- Be responsible for communication with key stakeholders
- Receive and write reports from officers and staff regarding the operations and progress of the union
- Receive and write reports based on the local and national student movement and the future direction of Higher Education.

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
- Student Trustee
- President
- Vice President Education and Welfare
- Vice President Student Involvement
- NUS National Conference Delegate

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):
N/A

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quiet.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- NUS LGBT+ conference

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum

Qualification requirements: You do need to self define as LGBT+ but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All LGBT+ students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

For further information contact:

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for Mature Students

Department: Representation

Opportunity: The position of Executive Officer for Mature Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that mature students are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
- Excellent career experience
- An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
- Working in a vibrant fun and exciting environment
- Opportunity to represent the Students' Union at external events and social, celebratory occasions.
- Invited to the Union Awards ceremony.
- Potential to represent Bucks students on a national stage at the appropriate NUS conference.

Duties and responsibilities:

- Be the voice of mature students at Bucks Students' Union and attend Union Council.
- Have optional involvement in other committees in order to further your input within the organisation.
- Be responsible for communication with key stakeholders
- Receive and write reports from officers and staff regarding the operations and progress of the union
- Receive and write reports based on the local and national student movement and the future direction of Higher Education.

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
- Student Trustee
- President
- Vice President Education and Welfare
- Vice President Student Involvement
- NUS National Conference Delegate

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>
Other (as specified below): <input type="checkbox"/>					
N/A					

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quite.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- appropriate NUS conferences

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum

Qualification requirements: You do need to have started studying at Bucks when you were over the age of 21 but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All mature students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

For further information contact:

Matthew Kitching

Membership Services Manager
 matthew.kitching@bucks.ac.uk
 01494 601 600

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for Part-time Students

Department: Representation

Opportunity: The position of Executive Officer for Part-time Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that part-time students are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officer and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
 - Potential to represent Bucks students on a national stage at the NUS Sections conference.
-

Duties and responsibilities:

- Be the voice of Part-time students at Bucks Students' Union and attend Union Council.
 - Have optional involvement in other committees in order to further your input within the organisation.
 - Be responsible for communication with key stakeholders
 - Receive and write reports from officers and staff regarding the operations and progress of the union
 - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
 - Student Trustee
 - President
 - Vice President Education and Welfare
 - Vice President Student Involvement
 - NUS National Conference Delegate
-

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):
N/A

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quiet.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- NUS Sections conferences

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum

Qualification requirements: You do need to be studying a part-time course but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All part-time students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

For further information contact:

Matthew Kitching

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for Postgraduate Students

Department: Representation

Opportunity: The position of Executive Officer for Postgraduate Students at Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that postgraduates are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
 - Potential to represent Bucks students on a national stage at an appropriate NUS Conference.
-

Duties and responsibilities:

- Be the voice of postgraduates at Bucks Students' Union and attend Union Council.
 - Have optional involvement in other committees in order to further your input within the organisation.
 - Be responsible for communication with key stakeholders
 - Receive and write reports from officers and staff regarding the operations and progress of the union
 - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
 - Student Trustee
 - President
 - Vice President Education and Welfare
 - Vice President Student Involvement
 - NUS National Conference Delegate
-

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):
N/A

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quiet.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- appropriate NUS conference

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum

Qualification requirements: You do need to be on a postgraduate course but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All postgraduate students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

For further information contact:

Matthew Kitching

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BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Executive Officer for Women Students

Department: Representation

Opportunity: The position of Executive Officer for Women Students of Bucks Students' Union is a unique opportunity to be part of the team driving the direction of the Union. Ensuring that women are firmly at the center of Bucks Students' Unions planning, development and implementation of our strategic aims.

Working alongside other executive officers and our full time sabbatical officers you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members.

You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector as well as other officers from other Unions.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
 - Potential to represent Bucks students on a national stage at the NUS Womens conference.
-

Duties and responsibilities:

- Be the voice of Women at Bucks Students' Union and attend Union Council.
 - Have optional involvement in other committees in order to further your input within the organisation.
 - Be responsible for communication with key stakeholders
 - Receive and write reports from officers and staff regarding the operations and progress of the union
 - Receive and write reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- Other Executive Officer positions
 - Student Trustee
 - President
 - Vice President Education and Welfare
 - Vice President Student Involvement
 - NUS National Conference Delegate
-

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input checked="" type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input checked="" type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):
N/A

Time commitment: Union Council meetings take place every month during term time. Most meetings will be held in the evenings. Some extra time for correspondence between meetings 6-10 hours a week when busy and 1-2 hours a fortnight when quiet.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings are normally on Thursday evening starting at 5pm.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

National Conferences:

- NUS Womens conference

Committees Attended:

- Union Council

Optional other committees may include:

- AU Council
- Societies Council
- Education Forum

Qualification requirements: You do need to self define as a woman but no formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: All women students and Union Council of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Executive officers of Bucks Students' Union.

For further information contact:

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APPENDIX C

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this Bucks Students' Union will involve. It highlights the commitments, skills and benefits you can expect in taking up that role.

Role: Student Trustee

Department: Trustee Board

Opportunity: The position of Student Trustee of Bucks Students' Union is a unique opportunity to be part of the team driving the strategic direction of the Union.

As a registered charity aiming to improve the education of students at Bucks New University, the Trustee Board has final sign off on the Union's biggest plans. Working alongside Officer Trustees and External Trustees you will ensure that the charity with a turnover of over £2 million a year meets its objectives and continues to operate in the best interests of its members. You will have the opportunity for networking within the Union as well as with other professionals and representatives in the not-for-profit sector.

Benefits:

- Considerable opportunities for networking
 - Excellent career experience
 - Out of pocket expenses paid
 - An opportunity to work within a dynamic student led organisation, making a real difference for students at Bucks
 - Working in a vibrant fun and exciting environment
 - Opportunity to represent the Students' Union at external events and social, celebratory occasions.
 - Invited to the Union Awards ceremony.
-

Duties and responsibilities:

- Be a Trustee of Bucks Students' Union and sit on the Trustee Board
 - Have optional involvement in other committees (e.g. Finance & Staffing , Governance, Remuneration)
 - Be responsible for setting the strategic direction of the Union and communication with key stakeholders
 - Receive reports from officers and staff regarding the operations and progress of the union
 - Receive reports based on the local and national student movement and the future direction of Higher Education.
-

People who like this opportunity may also be interested in the following positions:

- President
- Vice President Education & Welfare
- Vice President Student Involvement
- NUS National Conference Delegate.
- Executive Officer role if relevant

This section is merely a guide for you, as to experiences which may be helpful. Novices are more than welcome.

Training and support: A comprehensive programme of induction and ongoing training and development is a part of this position. You will also learn a lot 'on the job' from our external trustees, officers and other stakeholders.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input type="checkbox"/>
delegation	<input checked="" type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input checked="" type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>

Other (as specified below):

You will become a fully trained and experienced charity trustee. As there is a national shortage of young experienced trustees, when you leave you will be able to use your skills to get high quality voluntary experience as a trustee in many fields and industries to support your career aspirations.

Time commitment: Trustee Board meetings take place a minimum of 5 times per academic year. Most meetings will be held in the evenings. Some extra time for correspondence between meetings may be required.

Flexible: There is considerable flexibility in the correspondence between meetings and meetings can normally be scheduled to meet the needs of the group.

Fixed: The role may involve participation in meetings which operate on a fixed calendar.

Committees Attended:

- Union Committees
- Trustee Board.

Optional involvement Sub-committees:

- Finance & Staffing
- Governance
- Remuneration
- Appointments.

Qualification requirements: No formal qualifications required however a passionate interest in representation and having a positive impact on students' time at bucks will help.

Method of appointment: This position is elected by the students of Bucks New University.

Venue: Bucks Students' Union Offices including the Uxbridge Campus and potentially Partner College campuses.

Responsible to: Trustee Board of Bucks Students' Union.

Operates alongside: President, Vice President Education & Welfare, Vice President Student Involvement, Senior Management Team and Trustee Board of Bucks Students' Union.

For further information contact:

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 01494 601 600

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APPENDIX D

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what this position within Bucks Students' Union will involve. It highlights the commitments, skills and benefits you can expect in taking up that role.

Role: NUS National Conference Delegate

Department: Representation

Opportunity: The position of NUS National Conference Delegate is a unique opportunity to represent Bucks Students' Union and vote at the NUS Annual General Meeting (AGM).

It offers the right individual the opportunity to attend the sovereign policy making body of the National Union of Students.

National Conference sets policy for the year ahead in each of the 5 zones and elects the President, Vice Presidents and Block of 15 representatives on the National Executive Council. It is also where the budget for the year ahead is decided through the AGM.

Benefits:

- Excellent career experience
- An opportunity to participate in a dynamic student led organisation, making a real difference for students at Bucks
- Working in a vibrant fun and exciting environment
- Three days seeing how the National Student movement operates
- Train travel to Glasgow on Monday 26 March and from the conference on Thursday 29 March paid for
- Accommodation near the conference for the 3 nights paid for

Duties and responsibilities:

- Be one of three representatives of students at Bucks on issues within the NUS Conference.
- Engage with the national student movement and the future direction of Higher Education.
- Vote in the NUS elections on behalf of Bucks Students' Unions members.

People who like this opportunity may also be interested in the following roles:

- Student Trustee
- President
- Vice President Education & Welfare
- Vice President Student Involvement
- Executive Officer roles if relevant

Training and support: The opportunities for getting to know the other NUS Delegate and the President of Bucks Students Union are considerable, throughout the three days. Full training will be given prior to the event.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input type="checkbox"/>	citizenship	<input checked="" type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input checked="" type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input type="checkbox"/>	environmental awareness	<input checked="" type="checkbox"/>
marketing	<input type="checkbox"/>	leadership	<input type="checkbox"/>	project management	<input type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input checked="" type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input type="checkbox"/>

Time commitment: Afternoon Monday 26 March – evening Thursday 29 March

Fixed: The role involves participation in the NUS Conference

Details: Exact departure and arrival times will be available closer to the time

External Meetings: National Union of Students National Conference, 27-29 March. Leaving High Wycombe on Monday 26 March in the afternoon and returning on Thursday 29 March in the evening.

Method of appointment: This position is elected by the students of Bucks New University

Venue: The Scottish Exhibition and Conference Centre (SECC), Glasgow.

Responsible to: Union Council & Trustee Board of Bucks Students' Union, President and other Bucks Students

Operates alongside: President and other Bucks delegate.

For further information contact:

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APPENDIX E

BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

Role: Student rep

Department: Representation

Opportunity: As a student rep you will have the chance to represent the students in your class to academics within your department, providing a credible voice and bringing about change on a local level.

You will be the principle representative for any class related issues of your peers, gathering and reporting this feedback to those who lead your course and influencing the academic life of students at Bucks New University.

As a student rep you will also be invited to provide feedback through a number of other forums, meetings and events, with a wide range of topics.

You will also be expected to give regular feedback to your school officer and potentially join in campaigns that would affect you and/or your class.

Benefits:

- Excellent career experience (e.g. committee experience)
 - A reward of up to £100 depending on completion of key aspects of the role
 - The option to attend NUS training sessions which could lead to further opportunities within the Students' Union and the Representation department.
-

Duties and responsibilities:

- Attend the required introductory rep training sessions
 - Attend two coffee sessions with your course leader or year lead
 - Attend two department 'Meet The Rep Team' meetings
 - Regularly give and gather feedback from students on your course
 - Attend meetings held by School Officers and the Representation team to give feedback
 - Present collective feedback to departmental staff in Programme Committee Meetings (PCMs)
 - Provide online feedback to the Students' Union
 - Attend Rep Conference
 - Complete the end of year rep survey
 - Keep up-to-date with monthly student rep e-newsletters
 - Meet Bronze requirements of the Rep Recognition Scheme.
-

People who like this opportunity may also be interested in the following positions:

- School Officer
 - Union Council member
 - Sabbatical Officer (President / Vice President)
 - Student trustee
 - Programme Committee Meeting Co-Chair
 - Student Panel Member
-

Training and support: All student reps will be given introductory training explaining the role and responsibilities of student rep and covering the basic skills required to undertake the role. Ongoing support is available throughout the year from the Students' Union's representation team. All reps have access to the Students' Union's Additional Skills Training Programme, improving both knowledge of how your union works and broader skills for career advancement.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills.

written communication	<input checked="" type="checkbox"/>	citizenship	<input type="checkbox"/>	languages	<input type="checkbox"/>
teamwork	<input checked="" type="checkbox"/>	decision making	<input checked="" type="checkbox"/>	physical fitness	<input type="checkbox"/>
organisational skills	<input checked="" type="checkbox"/>	IT	<input type="checkbox"/>	networking	<input checked="" type="checkbox"/>
verbal communication	<input checked="" type="checkbox"/>	community awareness	<input type="checkbox"/>	creativity	<input checked="" type="checkbox"/>
time management	<input checked="" type="checkbox"/>	problem solving	<input checked="" type="checkbox"/>	environmental awareness	<input type="checkbox"/>
marketing	<input type="checkbox"/>	leadership	<input checked="" type="checkbox"/>	project management	<input type="checkbox"/>
delegation	<input type="checkbox"/>	cultural awareness	<input type="checkbox"/>	mechanical skills	<input type="checkbox"/>
financial management	<input type="checkbox"/>	numeracy	<input type="checkbox"/>	learn a new skill	<input checked="" type="checkbox"/>
Other (as specified below):	<input type="checkbox"/>				
N/A					

Time commitment: Approximately eight hours per term.

Flexible: The time that you spend gathering feedback from your peers and completing the online feedback form can be fitted in around other commitments.

Fixed: Two PCMs per academic year (scheduled by your university department). One, four hour training session per academic year: separate sessions are held for new and returning reps.

Details:

- One, four hour training sessions per academic year
- Two coffee sessions per year
- Two 'Meet The Rep Team' sessions per year
- Time required to gather feedback from your cohort and submit online
- Two PCMs per year
- One online feedback form before and after each programme committee meeting
- Time required to give feedback to your cohort
- Time required to give feedback to and receive feedback from your School Officer or the Representation team
- One rep conference per year
- One end of year rep survey.

Qualification requirements: No prior experience required.

Method of appointment: This position is elected by all students on your course through an online election.

Venue: Most meetings will be held on the campus on which your course is based although occasionally you may be asked to travel to the other campus.

Responsible to: The students you represent on your course, your School Officer, the Student Engagement Coordinator, the Student Experience Manager and the Vice President Education and Welfare.

Operates alongside: Other students, other student reps, school officers, Vice President Education and Welfare and the representation team.

For further information contact:

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