

BISHOP BURTON  

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*College*

# STUDENT ASSOCIATION

## AND LEADERSHIP COMMITTEE





**Whether you want to have your say, get involved with fundraising and event planning or just attend social events, the Student Association is here to make your time at Bishop Burton and Riseholme special!**

The Student Association is for **everyone**. Mix with students from all courses (both FE and HE) and all ages to work together and help make student life exciting and inclusive.

### **The Student Leadership Committee**

The Student Leadership Committee (SLC) administers the Student Association. It is made up of students from across both campuses and from different courses - from loud extroverts to the quieter students. We have a diverse student population and we want the SLC to represent everyone.

Being part of the SLC also helps you gain valuable skills and experience to include on your CV.

If you have any of the following **we want to hear from you!**

- Enthusiastic?
- Interested in contributing to college/university life?
- Committed?
- Ambitious?
- Dedicated to ensuring student voices are heard?
- Do you want to gain leadership experience and add to your CV?

# Why should I join the Student Leadership Committee?

There's more to both college and university life than just studying and the SLC is a great way to get involved, ensure the student voice is heard, and to have fun!

Mix with students from both campuses, across FE and HE courses and of all ages, working together to help make student life exciting and inclusive.

Being part of the SLC also helps you gain valuable life skills, experience to include on your CV and expand your employability and communication skills.

## Who's who?

The SLC is made up of many positions, ranging from Student President to Sports Officer, as well as other students who simply want to be involved.

Don't panic if some of the positions sound daunting – we provide introductory training for all Committee members, and staff are here to provide guidance and support throughout the academic year.

Not every committee member has to take one of these positions – if you have ideas for a different position we want to hear them or if you simply want to be a member we want to hear from you!

### Student President

This position is appointed at the start of the academic year. All enrolled Bishop Burton and Riseholme students are entitled to nominate themselves, and vote, for this role. They are also considered for the position of Student Governor.

The President is responsible for:

- Representing the student body at official events, such as graduation lunch.
- Reporting formally and informally to the Principal on student issues.
- Liaising with staff over matters affecting students.
- Agreeing and preparing the SLC agenda.
- Chairing the SLC meeting.

### Vice-President

This position is appointed at the start of the academic year. Both Bishop Burton and Riseholme campuses each have a Vice-President. The Vice-President, in the absence of the Student President, will undertake all Student Presidential duties. They are also considered for the position of Student Governor.

### Secretary

The role of Secretary requires attention to detail, dedication and a commitment to meeting deadlines.

The Secretary is responsible for administering the SLC; which includes:

- Minute taking
- Writing letters
- Generating reports
- Maintaining SLC membership details

### Treasurer

The role of Treasurer requires an interest in money and figures, although support is always available from staff.

The treasurer, along with a nominated member of staff, is responsible for:

- Monitoring the SLC accounts.
- Reporting on the LSC accounts.
- Helping plan SLC budgets.

### Committee Members

There are many other positions to capture and represent our diverse student population. Some of these are:

- Social Media Officer
- Events Co-ordinators
- Further Education Student Ambassador
- Higher Education Student Ambassador
- Citizenship Officer
- LGBT+ Officer
- Sports Officers
- Charities Officers
- Health Officers
- Equality and Diversity Officer



## **Student Leadership Committee Meetings and Time Commitment**

The SLC hold a formal meeting on a fortnightly basis to discuss standard agenda items, event ideas and planning, as well as any additional items brought forward by committee members and the wider Student Association. Often, the committee are also asked to vote on certain issues. The Student President chairs these meetings and the Secretary writes, types up and circulates the minutes.

The Principal receives a copy of the minutes as it is important they are aware of issues being discussed within the SLC.

These meetings are a crucial part of being on the SLC and attendance is important throughout the year, as the SLC and what they do is a vital part of student life.

Time commitments, to attend meetings and fulfil duties, vary depending upon individual roles, but members are expected to devote between two and six hours to the SLC every week.

The Student President, in this key role, is expected to devote approximately four hours per week.

The Treasurer and Secretary roles are also critical and therefore require approximately three to five hours per week.

Those interested in becoming part of the SLC should consider these time commitments alongside their academic schedule carefully.

### **Contact Us**

**If you have any ideas or questions or just want to talk about possibly joining the SLC, pop into Student Services or send an email to [studentassociation@bishopburton.ac.uk](mailto:studentassociation@bishopburton.ac.uk)**

**A copy of the Student President's job description is available on our website and iLearn under Student Association.**