

BISHOP BURTON

College

STUDENT ASSOCIATION





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 special!

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

About the Student Association

The Student Association (SA) is made up of students from different courses and levels - from loud extroverts to the quieter students. We have a diverse student population and we want the Student Association to represent everyone.

Being part of the Student Association 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 Association?

There's much more to college life than just studying and being part of the Student Association is a great way to get involved, ensure the student voice is heard, and to have fun!

Mix with students from all levels, courses and ages, working together to help make student life exciting and inclusive.

Being part of the Student Association also helps you gain valuable life skills and expands your employability and communication skills (which looks great on your CV!)

Who's who?

The Student Association is made up of three key positions and a committee of members, as well as other students who simply want to be involved.

Don't panic if 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.

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 SA agenda.
- Chairing the SA meeting.

Secretary

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

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

- Minute taking
- Writing letters
- Generating reports
- Maintaining SA 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 SA accounts.
- Reporting on the SA accounts.
- Helping plan SA budgets.

Committee Members

There are many other positions to capture and represent our diverse student population. For example:

- Social Media
- Events Co-ordination
- Student Ambassador
- LGBTQIA+ Officer
- Charity Officers
- Health Awareness
- Equality, Diversity and Inclusion

The above list is not exhaustive.





Student Association Meetings and Time Commitment

The Student Association plan to hold a meeting every 2-3 weeks to discuss standard agenda items, event ideas and planning, as well as any additional items brought forward by the wider Student Association. These meetings are a crucial part of being on the Student Association and attendance is important throughout the year, as the Student Association and what they do is a vital part of student life.

Often, the Student Association are 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 he is aware of the issues being discussed within the Student Association.

Time commitments to attend meetings and fulfil dates varies but members are expected to devote between two and six hours to the Student Association every week.

The Student President, the Treasurer and Secretary roles are critical and therefore require approximately three to five hours per week.

Those interested in becoming part of the Student Association 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 SA, pop into Student Services or send an email to studentassociation@bishopburton.ac.uk

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