

The logo for the ULaw Students' Union, featuring the text "ULAW STUDENTS' UNION" in white, bold, uppercase letters inside a black speech bubble shape.

**ULAW
STUDENTS'
UNION**

The logo for the Student Union Governing Board (SUGB), featuring the text "SUGB" in dark purple, bold, uppercase letters on a pink rectangular background with a blue clip at the top and a purple arrow pointing to the right.

SUGB

The main title of the document, "GOVERNING BOARD MEMBER RECRUITMENT Information Pack", displayed in bold black uppercase letters for the first two lines and a regular weight for the last line.

**GOVERNING BOARD
MEMBER RECRUITMENT**
Information Pack

WELCOME!

Thank you for your interest in joining the ULaw Students' Union Governing Board. ULaw SU is at an exciting point in our development, and we're looking forward to welcoming some new members to our leadership.

We recently celebrated our 10th birthday as a Students' Union. We were formally founded in September 2015 as a department of The University of Law. This is still our current position, but in October 2023, a student referendum saw 90% of voters vote in favour of the SU becoming an independent Charitable Incorporated Organisation (CIO). Since then, the Board and its sub-groups have been working hard to make this happen.

Over the past five years, we have undergone significant growth and development, including tripling our staff capacity and almost quadrupling our annual income. We have started new services and now operate a sector-leading Skills Development Programme, as well as the usual students' union services of advice, representation, student groups, events, and volunteering.

We are now halfway through our 2024-2027 strategy, [which can be viewed here](#).

Our unique structure as a centrally managed, mainly online SU within a university with 23 campuses across the country (and counting), provides us with unique challenges and opportunities.

We are excited to see our journey over the coming years, which we hope will see us becoming an independent charity, and hope you'll join us on that journey.

Emma Beenham **Students' Union Manager**



WHO WE ARE

We are a student-led organisation, representing all students at ULaw.

Everything we do is driven by students, from campaigning to solve issues that impact their experience, to organising events and activities that help them meet new people and experience new cultures. We believe in a world in which all students have a positive experience at The University of Law.

The SU is at the heart of student life which encompasses representation, welfare, student groups, volunteering, and development. Our range of opportunities allow our students to grow outside of their academic programme.

We are currently a department of the University, but an extensive and exciting piece of work is underway to transition into an independent legal entity – we hope you can play a role in ensuring we are best placed to serve our members.

OUR MISSION

To make life better for every student at the University of Law.

OUR VISION

To build an active, exciting and ambitious community where every student leaves ready for life after ULaw.

OUR 'BIG' CHALLENGE

To develop an impactful independent Students' Union to be proud of.

WE LEAD TOGETHER

We are led by students, for students. Student leadership and voice is at the heart of everything we do. Students aren't just a seat at the table, they're leading the discussion, together.

WE KEEP THINGS CLEAR

We are open and honest about our decision making. Students hold us accountable for our actions and challenge us to do better. If we can't do something, we'll always share why and work with you to find a different solution.

WE EXPERIMENT WITH NEW IDEAS

We don't just follow the status quo; we try new ways of working and are excited by innovative ideas. We approach our work with curiosity and fresh ideas.

WE UTILISE OUR DATA

We are the experts on student experience at ULaw and champion student voices to help make positive, informed change.

WE FIGHT FOR FAIRNESS

We don't give up easily. We persistently advocate for better student experience and challenge barriers and discrimination wherever we find them.

WE DISMANTLE BARRIERS

We are committed to levelling the playing field, ensuring every student has access to the support and community they need.

OUR GOVERNANCE

We are uniquely governed, both through the University which acts as our primary funder and host organisation, and through our Students' Union Governing Board. Whilst not legal trustees, the SUGB provide the same oversight functions as a traditional SU Board. We aim to transition members into our board of trustees when we become independent.

2 SABBATICAL OFFICERS

Elected annually by our members, they hold full-time positions representing the views of students at the heart of the university.

4 STUDENT MEMBERS

These roles are open to students whilst they are registered on a course at ULaw. They are recruited via a formal selection process overseen by the Appointments Committee.

6 EXTERNAL MEMBERS

These external roles provide specific professional experience and are appointed via a formal selection process overseen by the Appointments Committee. They bring valuable industry knowledge focused on areas such as law, finance, human resources, technology and strategic planning.

3 OBSERVERS & ADMIN

The board is joined by the SU Manager, a University Representative and a Secretary for minute taking.

Outside of our full board meetings, we have several groups and subcommittees which provide specific focus or direction to important strategic issues, including:

Finance and Risk Subcommittee

This subcommittee provides deeper scrutiny of our financial activity, including our budgeting and expenditure. They receive management accounts and provide advice and guidance on how to mitigate risks held in our risk register.

Development Steering Group

This group focuses on operational delivery for our work towards becoming independent. It is formed of board members, Students' Union staff, and key senior stakeholders from the university.

THE ROAD TO... INDEPENDENCE

We are currently on a journey to become an independent legal entity, following a student referendum in 2023.

The Development Steering Group subcommittee is currently working on developing an updated Memorandum of Understanding through which the union-university relationship would operate with the SU as an independent charity.

We are consulting with internal stakeholders to ensure that we acknowledge and proactively identify any barriers or hurdles, with the aim to provide the best experience possible for students.

We hope that by joining our Governing Board, you will be able to contribute professional experience in this exciting part of our journey which has the potential to make a real change for the way we can support students.

READ MORE



[studentsunion.law.ac.uk
/your-su/independence](https://studentsunion.law.ac.uk/your-su/independence)

WHAT WE ARE LOOKING FOR

You can find more information about specific board openings through the job descriptions listed with our recruitment information, but we also want to provide an insight into what we look for and expect in potential board members.

We are currently looking to recruit **two external / lay members**. We are specifically looking for one of these members to have finance knowledge and experience. We welcome applications from all interested parties, as we are also recruiting to a generalist external position.

We are **also recruiting three student board members**. Student board members must be on a full-time or part-time course of study until at least May 2027. This can include students who are due to start their course in September 2026, or students who have already started their course. You don't need to know anything about students' unions at this point as we provide full training. You just need to have a willingness to learn and the time to volunteer.

TIME COMMITMENT

We are looking for individuals who have time to commit to this role. This position is voluntary and the average time commitment is **roughly 2 to 4 hours per month**. This is spent across a combination of meetings, reading papers, and replying to correspondence.

We expect board members to **make every effort to attend** scheduled meetings and **play an active role** in both full board meetings and any relevant subcommittee which they may be a part of.

ATTENDING MEETINGS

All **meetings are held virtually via MS Teams**, although we are considering one meeting in person each year. Reasonable **expenses will be paid** for any costs incurred. Meeting times are usually selected based on the availability of members, with main board meetings scheduled around 9-12 months in advance.

Meeting	How Often?	Length	Who goes?
Board Meeting	4-5 a year	3.5 Hours	All board members
Finance and Risk Subcommittee	4-5 a year	75 Minutes	Select board members
Development Steering Group	1 a month	60 Minutes	Board members are welcome
Board and Strategy Away-Day	1 a year	Full Day	All board members

We want you on the board **for your skills**, so please let us use them! We encourage board members to proactively utilise their skills and experience to contribute to board discussions, but we also wish for you to utilise them to the broader development of the union. There will be lots of **opportunities to input in high level strategic direction**, especially as we pursue independence.

APPLICATIONS

Apply today and take advantage of the benefits of volunteering!

- Develop strategic leadership skills in governance, finance, strategy and law
- Be part of an exciting period of change in a fast-developing organisation
- Work alongside like-minded people across the HE sector and beyond
- Be part of tangible change and make a real difference to the next generation
- Be part of the solution for making ULaw SU better for everyone
- References and letters of recommendation provided for future applications

To apply, please send a CV and cover letter which answers the following three questions:

1. What skills, knowledge and perspectives could you bring to the ULaw SU Governing Board?
2. From what you know about us, what do you see as our biggest challenges and opportunities?
3. How does your motivation for applying align with our organisation's values?

Other information to include:

- Any special provisions you need if you are invited to interview
- Any days during the week commencing 18th May you cannot attend an interview
- A telephone number
- For student applications – your course title, location of study, and the start and end dates



These dates may be subject to change and applicants will be advised in advance should this happen. We will do everything we can to accommodate your availability. Interviews will be one-stage and will be held virtually via MS Teams.

Please send your completed application to Jack.Medlin@law.ac.uk.

Jack will be happy to receive questions, provide additional information or arrange an informal discussion – please get in touch!