

STUDENT UNION BY-ELECTIONS



— STUDENT —
EXPERIENCE
— TEAM —

LEARNER
VOICE
STUDENT
UNION



HEART OF
WORCESTERSHIRE
COLLEGE

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INTRODUCTION

If you have picked up this pack it means that you are considering becoming a Student Union Executive Officer. This is a very rewarding experience and will have great benefits for you, but it does come with certain responsibilities.

The Union exists to make your experience here at Heart of Worcestershire (HoW) College the best that it can be. As a democratic organisation, you elect your leaders to ensure students are represented by officers that will make students' lives better. In order to do this, we need people like you, people with ideas and energy, people who want to change things for the better, people who really want to make a difference.

This pack is here to let you know what the benefits of being an SU representative are, what the responsibilities are and if you wish to run for a position, how you do it.

As you will see from the contents page, this pack contains many things relating to the elections. This includes rules, key dates, advice, as well as the nomination form itself.

All candidates must complete a nomination form.

It is really important that you have read everything within this pack, as ignorance of the rules cannot be used as an excuse to break them.

We look forward to receiving your nomination form, and wish you a positive elections experience.

Good luck with your campaign!

Harry Friel

Student Activities Officer
Redditch and Bromsgrove
(Returning Officer, Elections 2019)

Maisie Cook

Student Activities Officer
Worcester and Malvern
(Returning Officer, Elections 2019)

WHAT IS A STUDENTS' UNION (SU) EXECUTIVE OFFICER?

HoW College Students' Union (SU) is a democratic association, run by students elected by students for students. These elected students are called Executive Officers and form the Executive Committee of the SU. The committee is made up of 9 positions which all students can stand for and vote for during the elections. Executive Officers volunteer their time whilst still completing their studies.

WHY SHOULD YOU STAND?

Being an SU Executive Officer is a great opportunity to learn how to put other people's concerns forward. You will get the opportunity to meet and influence people in high positions, and interact with them on an equal level. In the case of the President you get the chance to take a leading role in directing the work of an organisation, equipping you with skills in liaising, representation, running campaigns and negotiating with external groups. In addition, you will get an enormous sense of satisfaction from knowing you have done a good job and made a difference!

If you are still unsure, you could talk to Harry or Maisie, the Returning Officers for the 2019 elections and the Student Activities Officers for the college, who will be able to provide you with a bit more information on what is expected.

WHAT ARE THE MAIN RESPONSIBILITIES OF THE SU EXECUTIVE OFFICERS?

The main tasks for the Executive Officers are to:

- Represent the views of students.
- Run campaigns.
- Organise activities and events for students.
- Attend the Executive Committee meetings.

The main meeting for all Executive Officers is the Executive Committee meeting. These meetings take place at least once a term, for one or two hours to keep in touch and discuss issues affecting students. It is the responsibility of the Executive Committee to put the decisions of the Union Council into practice. The Executive Committee is directly accountable to the Union Council, and therefore must attend and provide reports for those meetings. Union Council meets once a term.

In short Executive Officers are ultimately responsible for the running of HoW College SU. Looking after the SUB, promoting TOTEM Extra Cards, helping organise and promote the Union's various campaigns and activities.

You can find a more detailed description of the responsibilities of each position on the next page.

* (Union Council is a Committee made up of Student Reps, Student Governors and the Union Executive officers. The Union Council is responsible for setting and reviewing the work of the Students' Union).

JOB DESCRIPTIONS

All elected officers will be expected to:

- i. Represent the views of all students studying at Heart of Worcestershire College
- ii. Refer students to college services, where appropriate to obtain relevant advice and guidance.
- iii. Participate fully in Union Executive Committee meetings
- iv. Carry out duties as laid down by the Union Executive Committee and Union Council
- v. Be a member of Union Council and ensure that actions are implemented
- vi. Act reasonably and prudently in all matters, and in the best interests of the union
- vii. Compile a report on his/her activities for consideration at Union Council
- viii. Be required to promote and help in any campaigns the Union may be running
- ix. Set aside 1 hour a week to work on Union activities

Outline of specific duties of elected Executive Officers:

PRESIDENT:

- a. Seek to involve as many students as possible in the running and development of the Union (in the absence of an elected President, the Union Executive Committee will elect a representative).
- b. Chair the SU Executive Committee meetings
- c. Attend and represent Union members at all appropriate college committees and NUS conferences, reporting back to the Union regularly on business discussed and actions being taken.
- d. Lead delegations to NUS annual conference, regional conferences and any area conference and report back to Union Council
- e. Meet with the Student Activities Officer and ensure that elections happen in accordance with the Union Constitution; notify Union Council of the resignation of Union officers and ensure the Union Council decides appropriate action
- f. Liaise with all Union Executive Officers on the development and organisation of all Union activities.
- g. Complete an annual report on all Union activity over the previous year.
- h. Be responsible for publicising all Union Executive Committee and Union Council meetings, receiving debates and changes for discussion and circulating agendas and minutes to members of the meeting

VICE PRESIDENT OF EDUCATION (LEARNER VOICE):

- a. Support the Union President in the running of the Union and any associated business.
- b. Act as Deputy for the President as and when requested.
- c. Represent the views of all students from the allocated campuses.
- d. Attend and represent Union members at all appropriate College committees, reporting back to the Union regularly on business discussed and actions being taken.

CAMPAIGNS OFFICER:

- a. Liaise with the College Engagement Team on the development of ideas for the various Campaign Weeks
- b. Campaign on and raise awareness of wellbeing issues as agreed by the Union Executive Committee e.g. debt, safe sex, mental wellbeing
- c. Attend and represent Union members at all appropriate College committees, reporting back to the Union regularly on business discussed and actions being taken.

MARKETING AND PROMOTIONS OFFICER:

- a. Advertise and promote Union events and activities.
- b. Be responsible for the Union's social networking sites and any Union information on the website
- c. Ensure all students have up to date information in relation to Union activities.
- d. Attend and represent Union members at all appropriate College committees, reporting back to the Union regularly on business discussed and actions being taken.
- e. Liaise and support the College Marketing Team as appropriate.

SOCIAL ACTION OFFICER:

- a. Work to oppose discrimination and celebrate diversity within the Union and the College.
- b. Run campaigns raising awareness of equality and social action.
- c. Organise events celebrating equality and diversity within the College.
- d. Raise awareness of the social benefits of volunteers.
- e. Attend and represent Union members at all appropriate College committees, reporting back to the Union regularly on business discussed and actions being taken.

ENTERTAINMENTS OFFICER:

- a. Organise and publicise a variety of entertainment and other social activities to reflect the interests of all sections of the student body
- b. Establish and maintain contact with relevant clubs, societies, companies and organisations to the advantage of students
- c. Consult with students and design an entertainments programme, in conjunction with the president for the whole of the year on the basis of information received
- d. Support the Student Activities Officer in organising, promoting and running a variety of student activities.

FUNDRAISING OFFICER:

- a. Run and plan campaigns in order to raise money for the Union or a named charity.
- b. Support students both individuals and groups in their own personal fundraising efforts
- c. Help promote the sale of Totum Cards to all students and staff

SPORT AND SOCIETIES OFFICER:

- a. Organise and publicise a variety of sporting activities that reflect the interest of all sections of the student body.
- b. Set up and support all clubs and societies of the Union.
- c. Establish and maintain contact with relevant clubs, societies, companies and organisations to the advantage of students
- d. Support the Student Activities Officers in organising, promoting and running a variety of sporting activities for students.

HOW DO YOU NOMINATE YOURSELF?

- **Fill out a nomination form either electronically using the link on your portal page, or by hand using the copy at the back of this pack.**
- To be eligible to stand for any of the Union Executive Committee positions you will need to be part of the Union, which all students are unless they opt out
- Your nomination form **MUST** include the signature of one proposer and one seconder. These are two people who support your nomination.
- Both proposer and seconder must also be a full or part time student at the Heart of Worcestershire College.
- Complete all relevant fields.
- Include a manifesto of up to 150 words, stating why students should vote for you and what you plan on doing.
- Produce a poster as well then you must follow the guidelines below and this must also be handed in along with your nomination form.

Posters **MUST NOT** include slander of other candidates, foul language, rude or obscene images, or any offensive or discriminatory comments. Any poster that you produce will need to be approved by the Returning Officer and cannot be used until they are approved. Posters can be emailed using the contact details on the next page. **Once you have completed your nomination form you will need to submit online if done through the portal, or hand the paper copy in to a member of staff in the SUB.**

All nomination forms must reach Harry Friel (Returning Officer for Redditch & Bromsgrove) or Maisie Cook (Returning Officer for Worcester & Malvern) by no later than **12pm on Friday 3rd May 2019.**

CAMPAIGNING

Campaigning can start once nominations close on **12pm on Friday 3rd May 2019.**

ADVICE FROM PAST CANDIDATES

Let your Lecturers and Personal Tutor know you're running in the elections and they might be able to support you in some way.

Speak to the Returning Officers, Harry Friel and Maisie Cook; about doing the job that you are interested in. Harry and Maisie will be more than happy to talk to you and would rather that people came and spoke to them about the job so that they had a realistic idea of what they were letting themselves in for.

Try and ensure that you have a good campaign team. It can be hard work and having friends help you will ease the pressure.

Talk to as many different people as possible. The more people you talk to the more people are likely to vote for you. Don't just shout vote for me at them, introduce yourself and explain what the elections are about and why they should vote for you.

Enjoy it; don't take it too seriously.

Remember chances are you aren't going to get every vote, so try not to take it personally.

Don't promise the world and find out a bit about The Union first,

Try and make friends with the other candidates, they're people in exactly the same position as you and could become really good friends. It's often really fun campaigning and it makes it easier if you're doing it with people you like.

KEY DATES :

8TH APRIL - 3RD MAY

NOMINATIONS

6TH - 10TH MAY

CAMPAIGN WEEK

13TH - 24TH

VOTING WEEK

CONTACTS :

Harry Friel

Returning Officer
Student Union Lounge
Redditch and Bromsgrove Campuses
Email: hfriel@howcollege.ac.uk

Maisie Cook

Returning Officer • SUB
Worcester and Malvern Campuses
Email: mcook@howcollege.ac.uk

NOMINATION FORM :

An election manifesto and campaign poster should be handed in alongside this form.

This form **MUST** be returned to Student Lounge/SUB by **12pm on 3rd May 2019**.

Candidate Name.....

Candidate Student ID number.....

Candidate Course Title.....

Candidate's tutor.....

Executive Position

Proposer

Proposer Student ID number..... Signature.....

Secunder

Secunder ID number..... Signature.....

Please provide one profile photo with your application to be used in college made promotional material for candidates during the election and the final results of the SU team.

If you agree and consent to Heart of Worcestershire College using your image, please sign below.

Signed..... Date.....

Why are you the right person for the position you are applying for and what changes would you like to introduce if elected?

I hereby declare to follow Heart of Worcestershire College SU's Elections campaign rules and adhere to ALL of Heart of Worcestershire College's policies.

Signed..... **Date**.....

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