

*be the difference*

# INTRODUCTION TIMETABLE

Each year UCA Students' Union holds elections so students can shape Union activities, making positive changes for all UCA students. Currently, we are advertising for a Campus Officer at each campus, which is a full-time, paid position for one year. You can hold this position either as a graduate or during a break in your studies. Student Council and Student Trustee positions are part-time, volunteer positions undertaken while you continue your studies.

You can find further details of each of the positions in this booklet. It is a great idea to get involved in the Union; you will be given full training and support to enable you to carry out your role effectively and knowing that you are positively impacting UCA students' lives will give you a great sense of fulfilment. The skills you learn in these positions look fantastic on your CV and increase your employability... not to mention the occasional free lunch!

Monday 13 February	Nominations Open
Tuesday 21 February	Nominations Close 12noon
Thursday 23 February	Candidates Briefing <i>Epsom and Farnham</i>
Friday 24 February	Candidates Briefing <i>Canterbury, Maidstone and Rochester</i>
Monday 27 February	Campaigning starts
Monday 27 February	Round-table debate <i>Applies to Campus Officer nominees</i>
Monday 5 March	Voting <i>Ballot Open 10.00am-2.30pm</i>
Tuesday 6 March	Voting <i>Ballot Open 10.00am-2.30pm</i>
Thursday 8th March	Voting <i>Ballot Open 10.00am-2.30pm</i>
Thursday 8th March evening	Counting of Votes
Friday 9th March	Results Announced

# CAMPUS OFFICERS

Campus officers are full time paid positions in the Union, running from 1 July 2012 to 30 June 2013. Each campus elects one Officer to represent their campus. You can take a year out of your studies or start after you graduate. As a team, the Campus Officers make day-to-day decisions about all levels of your Union's activities, focusing on making changes to positively affect student's lives.

## Benefits of Office

- You will receive an annual salary of around £16,000.
- You will receive comprehensive training for your role and responsibilities.
- Have job satisfaction knowing you are making a positive difference to students' lives.
- You will develop advanced skills in:
  - o Leadership
  - o Communication
  - o Teamwork
  - o Planning
  - o Problem Solving
  - o Presentation
  - o Motivating others

The details here are guidelines to some of the things you could do:

## The Campus Officer will:

### General

- Be the figurehead of the campus they represent
- Actively Chair one allocated committee
- Arrange campus Fresher's events

- Attend induction meetings
- Liaise with the University on the development of the student experience, complaints, equal opportunities and disciplinary procedures
- Be a member of relevant committees established by the University

## Course Representatives

- Meet with University staff and advise on the system for the election of course representatives
- Ensure training for Course Representatives at their campus is arranged
- Maintain contact with course representatives over the year and represent their views and concerns to the University

## Academic Representation

- Represent students in disciplinary or academic appeals cases
- Assist with students' concerns, aspirations and problems in relation to their courses

## Advice and awareness

- Establish and maintain contact with and provide information from groups and organisations which work on welfare issues; maintain and order stocks of information as required
- Accommodate, but not counsel, students who have welfare problems, respecting confidentiality at all times
- Campaign on, and raise awareness of, welfare issues as agreed by the Executive Committee e.g. debt, safe sex, drug/alcohol abuse, etc; distribute general welfare information
- Meet with the University's management to assure the quality of services provided by the University to students

This list of activities is just an idea of projects you might undertake as a campus officer, but what you choose to prioritise is down to you and the other campus officers.

# STUDENT COUNCILLORS

Each campus has its own Student Council, which is chaired by the Campus Officer. Student Councillors are current students who volunteer to represent students on their campus from 1st July 2012 - 30th June 2013. The Student Council discusses motions, which if passed set the agenda for the Union. Student Council direct everything that the Union does.

The following positions are available at each campus:

## **Student Experience Officers** *(5 positions per campus)*

- These officers will help the Union with promoting the aims of the organisation and its events.
- They will liaise with the campus officer to ensure student feedback is carried out where possible.
- Will be involved in all areas of the Union.
- Will assist the campus officer on RAG, Entertainments, Freshers' Fayres and inductions.
- Will cover areas that don't form part of other officer's remits.

## **Lesbian, Gay, Bisexual and Trans Students Officer (LGBT)**

- Ensure that LGBT student views and opinions are reflected throughout the whole of the Students' Union's work.
- Provide a LGBT perspective on all matters concerning the Union and the university, and a regular forum/group for LGBT students to meet.
- Raise awareness of LGBT issues through workshops, events and campaigns.

## **Environmental Officer**

- To promote environmental issues within the University and Union.

- Campaigns on environmental and ethical issues and form groups.
- Raise awareness of environmental issues through workshops, events and campaigns.

## **Multicultural Officer**

- Ensure that multicultural student views and opinions are reflected throughout the whole of the Students' Union's work.
- Provide a multicultural perspective on all matters concerning the Union and the UCA, and a regular forum/group for Multicultural students to meet.
- Raise awareness of multicultural issues through workshops, events and campaigns.

## **Post Graduate Students Officer**

- Represent the views of all Post Graduate students within the Union.
- Organise meetings with these groups.
- Promote activities for these students.
- Be a Post Graduate student.

## **Further Education Students Officer**

- Represent the views of all FE students within the Union.
- Organise meetings with these groups.
- Be an FE student.

## **International Students Officer**

- Representing International Students' issues.
- Contact with other organisations and the persons of the University with responsibility for International students.

## **Students with Disabilities Officer**

- Ensure that disabled students views and opinions are reflected throughout the whole of the Students' Union's work.
- Provide a disabled students perspective on all matters and provide a regular forum/group for disabled students to meet.
- Liaise with the NUS Students With Disabilities Campaign and SKILL.

# STUDENT TRUSTEES

The Trustee Board is the highest body of the Students' Union and has ultimate responsibility for directing the business of the Union and consists of all five campus officers, five student trustees (one from each campus) and external trustees who are experts in their field. Trustees are elected for two-years; however any current student intending to study at UCA next year can run. Students Trustees take office from 1 July 2012.

Student Trustee positions are available at Canterbury, Epsom, Farnham and Rochester.

# NUS DELEGATE

UCA Students' Union as a member of NUS (National Union of Students) is able to elect a delegate to attend NUS' national conference. This year, conference will be held 24 - 26 April in Sheffield.

NUS National Conference sets the agenda and actions for NUS for the following year. The elected officers of NUS are also elected at National Conference. Any student can nominate themselves to run in the NUS Delegate election, and if elected the Union will pay for any charges incurred i.e. travel and hotel costs.

# RUNNING FOR ELECTION

## **Nomination**

Fill in the Nomination Form which can be found at the end of this pack. You need to get a nominator and seconder from other students. They cannot nominate more than one person for the same post, or your form will become invalid.

Hand your nomination form into a Students' Union Campus Office by 12 noon on 21 February (at the latest) together with your manifesto, a copy of your campaign poster and your declaration form.

When you hand the form in make sure you obtain a receipt from the Students' Union staff.

You must submit a copy of your manifesto, a campaign poster and declaration form with your nomination form. Your nomination form will not be accepted without these items.

## **Manifesto**

The manifesto is the document that says who you are, what you intend to do should you get elected and why people should vote for you. You must submit a manifesto with your nomination form. You can write up to two sides of A4. Please submit one hard copy on A4 paper for printing and an electronic version (Word or PDF format) to be included on the Students' Union website. If you're not sure what to write, pop into your SU office on campus for assistance.

### **Tips for Writing your Manifesto**

A manifesto is a document that sets out the views and opinions of a student standing for election. It doesn't have to be long; two sides of A4 maximum. Follow these easy steps to writing your own manifesto:

- Write a bit about yourself, your name, course, position you are standing for. You're an art student; make it stand out!
- Why are you standing for this position?
- What strengths do you have that would make you good at the position?
- What do you intend to do in the next year if elected?
- Include any strong opinions that may interest students.
- Choosing a catchy slogan can often grab people's attention.
- Ask people to vote for you!

### **Useful Information**

If you have any questions or queries, we are on hand to help, so get in touch.

### **Candidates' Briefing**

It is recommended that you attend the candidate briefing, this will be held on the 23rd or 24th February at each campus, it will give you information on how to campaign.

### **Do I have to have experience to stand?**

Full training is given; all you need is enthusiasm, commitment and a desire to want to positively affect student's lives.

### **Checklist**

- Read all the information leaflets
- Pop into your Union office to chat about the position.
- Think about why you are standing and plan your campaign. Get some good publicity designed.
- Complete the Nomination Form and write your manifesto –up to 2

sides of A4. Remember your nomination form will not be accepted without a manifesto, a copy of your campaigns poster and your declaration form.

- All candidates are strongly advised to attend the candidate briefings and the Deputy Returning Officer will be available to provide any further information about any aspect of the election/campaigning process.

### **Remember the deadline for nominations – which must include;**

- a completed nomination and declaration form
- copy of your manifesto
- a copy of your campaigns poster is Tuesday 21st February at 12 noon to the Union office on your campus.

**Good Luck!**

**[UCASU.COM/ELECTIONS](https://ucasu.com/elections)**