



# STUDENT COUNCIL

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## NOMINATION PACK

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SEPTEMBER 2011

## **What are part time positions?**

UCASU hold elections each year for our volunteer officer positions. Volunteer officers are elected by and therefore represent students on their campus. Volunteer officers sit on their campus student council; motions passed by a student council set the agenda for the Union. Student Council direct everything that the Union does.

The following positions are up for election at each campus;

### **Canterbury**

LGBT Officer  
Multicultural Officer  
Post-Grad Students Officer  
FE Students Officer  
International Students Officer  
Students with Disabilities Officer  
Student Experience Officers x 1

### **Epsom**

LGBT Officer  
Environmental Officer  
Multicultural Officer  
Post-Grad Students Officer  
FE Students Officer  
International Students Officer  
Students with Disabilities Officer  
Student Experience Officers x 5

### **Farnham**

Post-Grad Students Officer  
FE Students Officer  
International Students Officer  
Students with Disabilities Officer  
Student Experience Officers x 5

### **Maidstone**

LGBT Officer  
Environmental Officer  
Multicultural Officer  
Post-Grad Students Officer  
FE Students Officer  
International Students Officer  
Students with Disabilities Officer  
Student Experience Officers x 4

## **Rochester**

LGBT Officer  
Environmental Officer  
Multicultural Officer  
Post-Grad Students Officer  
FE Students Officer  
International Students Officer  
Students with Disabilities Officer  
Student Experience Officers x 5

At Farnham and Maidstone there is also a Student Trustee position available. This is another part-time, volunteer position.

## **Who can stand?**

Any student can stand for any position. Below is a description of each officer role.

### **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' Fayre's 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.
- To campaign on environmental and ethical issues and form groups to do this.
- 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 University, and a regular forum/group for Multicultural students to meet.
- Raise awareness of Multicultural issues through workshops, events and campaigns.

### **Post-Grad Students Officer**

- Represent the views of all Post Grad students within the Union.
- Organise meetings with these groups.
- Promote activities for these students.

### **FE 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 Trustee**

- Sit on the Union's trustee board which is the governing body of the Union.
- Trustees have the ultimate responsibility for directing the business of the Union.
- Trustee positions are a two-year position; however, any current student who intends to study at UCA next year can run for this position.
- In addition, students planning on running for a student council position can also put themselves forward to be a Student Trustee.

Please note: This year there is only a student trustee position available in Farnham and Maidstone at this time.

### **What will I get?**

You will receive comprehensive training for your role and responsibilities before you start.

You will develop advanced skills in:

Leadership  
Communication  
Teamwork

Planning  
Problem Solving  
Presentation  
Motivating others

These transferable skills look fantastic on your CV and will be invaluable when looking for work. You also get the opportunity to represent students at your campus and make changes which could transform the student experience for current and future students. There are also a few free lunches too!

### **What next?**

If you are thinking about running for a volunteer officer position all you need to do is complete the nomination form and submit a poster to advertise that you are running for election. You can submit your nomination form and poster to your SU office on campus. The deadline for submission is **Monday 10<sup>th</sup> October at 12 noon**. Nominations can not be accepted after this time and will not be accepted without a poster.

### **Your nomination form**

This form represents the first step along the road of being elected. Be sure to fill it in clearly and properly and to hand it in on time. You can get advice or help on filling it in from any member of staff at the Students' Union office. When you hand the form in make sure you obtain a receipt from the Students' Union staff.

You must complete your name, course, UCA Student ID Card number and the position you are standing for. Please use your real name, not an assumed name.

You also need to find 2 members of the Students' Union to nominate you. These people are the people who are "putting you forward" to be elected. Remember that they cannot nominate more than one person for the same post, or your form will become invalid.

### **Your poster**

Your poster will be used to advertise that you are running for the position and to encourage people to vote for you.

Here are some suggestions of what your poster might include;

Your name

What position you are running for

A little about yourself i.e. what course are you on, what year are you in

Why you are running

What you would do if elected.

The above is just a suggestion of what you could include on your poster. Remember that people will vote for you based on seeing your poster so make it stand out!

### **Dates for your diary**

Monday 3 <sup>rd</sup> October	Nominations Open
Monday 10 <sup>th</sup> October 12noon	Nominations Close
Monday 17 <sup>th</sup> October 10.00 am - 2.30 pm	Voting Open at every campus
Tuesday 18 <sup>th</sup> October 10.00am-2.30pm	Voting Open at every campus
Thursday 20 <sup>th</sup> October 10.00am – 2.30 pm	Voting Open at every campus
Friday 21 <sup>st</sup> October	Results Announced

Remember, you don't need any experience to run, just an enthusiasm to represent students and make changes to improve the UCA student experience!

If you have any questions about volunteer officers or elections please come into your campus office to chat or drop your campus officer an email.



## **VOLUNTEER STUDENT COUNCIL OFFICERS**

**For position of:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

LGBT Students Officer  
Environment Officer  
Multicultural Officer  
Post Grad Students Officer  
FE Students Officer  
International Students Officer  
Students with Disabilities Officer  
Student Experience Officer (5 positions per campus)

**Name of Candidate:** \_\_\_\_\_

Student Number: \_\_\_\_\_

Course/Year: \_\_\_\_\_

### **Proposed By**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course/Year: \_\_\_\_\_

### **Seconded By**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course/Year: \_\_\_\_\_

**Please print your details clearly and correctly. Thank you.**

**All nomination forms need to be completed and handed in to the Deputy Returning Officer or their appointee in the Students' Union office by 12 noon on Monday 10<sup>th</sup> October 2011 together with a typed A4 poster (to include ALL contact details)**

A copy of the election rules will be available at the time of handing in nomination forms.

## Contact Details

To be submitted with Nomination Form by 12 noon on Monday 10<sup>th</sup> October 2011 at the latest.

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Student Number: \_\_\_\_\_

Current Address:

\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Campus: \_\_\_\_\_

Personal Website (optional): \_\_\_\_\_

## Declaration

I declare that I am a registered student currently on a course at the University for the Creative Arts. I will abide by the constitution, election rules and equal opportunities policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### For office use only

Staff Name: \_\_\_\_\_

Manifesto submitted: Time: \_\_\_\_\_ Date: \_\_\_\_\_



**NOMINATION FORM for STUDENT TRUSTEE**  
**Farnham and Maidstone ONLY**  
**(Nominees are subject to an interview by the Chair of**  
**Appointments, prior to voting)**

Campus: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course/Year: \_\_\_\_\_

**Proposed By**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course/Year: \_\_\_\_\_

**Seconded By**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Course/Year: \_\_\_\_\_

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Course: \_\_\_\_\_

Student Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Campus: \_\_\_\_\_

Personal Website (optional): \_\_\_\_\_

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