



#DontDuckOutOfDemocracy
SU LEADERSHIP ELECTIONS 2019

#DONT DUCK OUT



**SU LEADERSHIP
ELECTIONS 2019**

ELECTIONS GUIDE





Contents

Page

About Worcester Students' Union _____	2
Contact details _____	3
Positions Available _____	4
Full-Time Officers _____	4
Why should you stand? _____	5
What skills and qualities do Full-Time Officers need? _____	7
What will you be doing? _____	8
Campaigning and Manifestos _____	9
Voting System _____	10
Key Dates _____	11





About Worcester Students' Union

Worcester Students' Union (WSU) is an independent charity, registration number 1145192, which is devoted to the educational interests and welfare of its members. Its members are all students (full-time and part-time) registered for a course of study with the University of Worcester, unless they specifically choose to opt out of membership. Its activities and services are funded through a block grant from the University of Worcester and through any trading surpluses made from the SU's commercial services, such as The Hangar bar.

Like other Students' Unions, WSU's charitable objects are the advancement of education of students at the University by:

- Promoting the interests and welfare of students and representing, supporting and advising students
- Being the recognised representative channel between students, the University and any other external bodies
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of students

WSU is affiliated to the National Union of Students (NUS) and pays an annual fee for this of approximately £20,000

As a democratic organisation, it is a fundamental principle that the Students' Union is led by students. This means that, each year, the leadership of the SU (its Executive Committee, further details of which can be found below) is determined by the student body through cross-campus elections.

The University of Worcester has over 10,000 students and elected officers have responsibility for representing the interests of all of these students. The student body is increasingly diverse and so the Executive Committee of the Students' Union should reflect that diversity.





Contact details

If you have any questions about the election process please feel free to speak with any member of SU staff. You may want some information and advice about the roles and responsibilities before you make the decision to stand, so please come and have a chat with Tim or call in to the SU Welcome Desk to make an appointment.

Contact	Responsibilities
Tim Hewes-Belton Student Engagement Manager Worcester Students' Union Email: t.hewesbelton@worc.ac.uk Telephone: 01905 543222	The Student Engagement Manager is responsible for increasing the level of participation of Worcester Students' Union members in decision-making processes. Talk to Tim if you want to know more about standing as a candidate for election.
Jodie Stilgoe Student Voice Assistant Worcester Students' Union Email: j.stilgoe@worc.ac.uk Telephone: 01905 543224	The Student Voice Assistant supports the Student Engagement Manager to administer the Elections and ensure that they run smoothly.
Peter Robertson Returning Officer Deputy Chief Executive Membership and Union Development National Union of Students Email: elections@nus.org.uk Telephone: 0845 5210 262	The Returning Officer is someone independent of the election process who rules on any disputes that arise. He will be available to provide advice and support and will deal with any complaints relating to the election. You should always contact Val or Tim before contacting Peter.
Val Yates Deputy Returning Officer Director of Access and Inclusion University of Worcester Email: v.yates@worc.ac.uk Telephone: 01905 522170	The Deputy Returning Officer is an independent representative of the University of Worcester. She checks that the Students' Union is adhering to election rules and regulations throughout the elections.



Positions Available in these Elections

The positions that are being contested in these elections period are for the three full-time officers:

Students Union President Vice President Education Vice President Student Activities

What is a Full-Time Officer?

Full-time officers (sometimes known as sabbatical officers or officer trustees) are students who are elected in a cross-campus ballot by their fellow students to lead the Students' Union for a year. They are paid a salary of **£17,989** per annum and work full-time (although they're entitled to annual leave too!). **It's not just a 9-5 job – full-time officers need to be flexible as there's quite a bit of evening and weekend work involved.**

Worcester Students' Union has three full-time officers - the President, Vice President Education and Vice President Student Activities. They work together as a team and are all paid the same. They're also members of the Executive Committee and Student Council.



The Executive Committee is made up of the Full-Time Officers and the Part-Time Officers and is chaired by the President. Part-Time Officers are elected in October and the current roles are as follows:

- Black Asian & Minority Ethnic (BAME) Officer
- International Students' Officer
- LGBTQ+ Officer
- Mature Students' Officer
- Student Disability Officer
- Sustainability Officer
- Welfare Officer
- Women's Officer



Who can be a Full-Time Officer?

Any student (part-time or full-time) registered for a course of study with the University of Worcester can stand as a candidate to be a full-time officer at Worcester Students' Union. You can either take a year out of your studies to be a full-time officer and return to your studies after your year in office (this is known as a sabbatical year) OR run for a position when you're in your final year, meaning you take up your position once your studies have effectively finished.

Being a full-time officer is a brilliant, unique job in which you will develop a whole raft of skills and attributes and you don't have to have held a previous role within the SU to stand as a candidate. The key thing is that you have to have a passion for representing students and improving their experience. We've put together a list of some of the skills and competencies we think you need to run for office, as it's quite a demanding job. You'll find this below.



A few key points:

- Full-time officers must be available to take up their posts from Monday 3rd June 2019 when the two-week handover period will begin. The full length of their term of office will be 54 weeks.
- All candidates for full-time officer posts must be eligible to be charity trustees. For more information about this, please speak to Tim Hewes-Belton, Student Engagement Manager
- A term of office lasts for one year and under the Education Act 1994 students may hold full-time officer positions for a maximum of two years if successfully re-elected
- Please note that any student may only stand as a candidate for one full-time officer position, so when you submit your nomination you must clearly indicate which role you wish to stand for.

Why should you stand?

There are many reasons why you might want to stand for election as a full-time officer, as it's a fantastic opportunity to spend a year gaining invaluable skills and loads of experience which will enhance your employability and set you up for your future career, for instance:

- Communication and public speaking skills – addressing prospective and current students, talking to the media, using social media and the website, writing emails and reports
- Teamwork, decision-making, problem solving – as a charity trustee, you'd have a huge amount of responsibility and would need to get your head around the law, finances, HR and governance
- Negotiation and diplomacy – regular meetings with senior members of University and SU staff
- Training design and delivery – running workshops for Student Academic Reps and student groups
- Campaigning – working with the NUS to respond to government policy and with the local community to highlight students' issues and impact



- Leadership – the Full-Time Officer Team leads the Executive Committee and you'd be expected to lead by example, as well as chairing meetings and being at the forefront of change and challenge
- Networking – you'd meet other full-time officers from students' unions all over the country at NUS training, conferences, regional and national meetings
- Organisational skills and time management – full-time officers don't find filling their days a problem!
- **It's a full-time job for a year, which could really kick-start your future career**





General competencies and skills necessary for Full-Time Officer posts

Competency or quality	Why?
Good communication skills	As an elected representative of the study body, your key role is talking and listening to students and representing their views and interests to the University.
Good presentation skills	You will be expected to present reports to a range of University committees and meetings, to deliver induction talks to new students and to run training courses and information sessions to groups of students throughout your year in office.
Good time-management and organisational skills	Your typical day will involve attending meetings and working on a number of projects whilst keeping on top of communications to and from students and SU and University staff.
Good understanding of current political, social and economic factors relating to Higher Education and issues of concern to students	As a spokesperson for students, you will be called on to explain what students think about a range of local, national and international matters which may have an impact on the student experience
Ability to establish and maintain good working relationships with a wide range of individuals	You will be liaising regularly with senior University staff, governors and SU trustees, other SUs and universities, external companies and commercial partners as well as students.
Enthusiastic approach to learning and personal development	You will have a wide range of opportunities to attend local and national training courses and conferences, including NUS officer training, which will enhance your skills and confidence
Commitment to equality and diversity and to the values of the SU	You will take responsibility of ensuring that the SU and its services are accessible and openly inclusive for all students, whatever their background, age and interests
Self-motivated and enthusiastic	The ability to effect positive change for students comes from a willingness to start and see through initiatives
Ability to take a constructive and co-operative approach to solving problems and making decisions	You will be part a larger team of officers and staff and so will need to be able to negotiate, compromise and remain calm in situations which may sometimes be challenging and where there may be conflicts of interest
Reliable and honest	You will have a very busy diary but also have important responsibilities as a Trustee of the SU
Willing to work unsocial hours / weekends	This is at times really not a 9-5 job! Over the course of your year in office, you should expect to work during a number of weekends and to attend evening meetings and events
Flexible and adaptable	Things never stand still in the SU for long and it is a fast-paced environment

Full-Time Officers are fully supported by SU staff, but it is important that you are able to meet a number of the above, even if not all, for you to be comfortable in the role. It is a demanding (and brilliant) role that requires individuals to work hard and get stuck in! If you have any questions about what's required, please arrange to talk to a member of SU staff.



What will you be doing?

Whilst all candidates will have their own manifesto when they stand for election, below is a list of the general responsibilities of the full-time posts

All Full-Time Officers' Responsibilities

- Be a Trustee of Worcester Students' Union, playing an active role in the Board and its Sub-Committees and ensuring the Union complies with relevant legislation;
- Work with trustees, staff and volunteers in a constructive manner and for the greater good of the Union;
- Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk;
- Be an active Student Councillor, attending all meetings and providing reports;
- Be a key member of Executive Committee and support part-time officers and reps in their roles;
- Work collaboratively with Union staff and the Chief Executive to ensure the Union meets its charitable aims and furthers its strategic goals;
- Represent the Union and its members on University Committees, panels and working groups, preparing reports and presentations if needed;
- Attend regular meetings with the University Executive, Vice Chancellor and Pro Vice Chancellor (Students);
- Chair relevant Union committees and meetings;
- Promote active involvement in the Union to all its members, including mature, part-time, postgraduate and international students;
- Initiate and promote campaigns that improve student life;
- Constructively challenge the Union and University to meet the needs of a diverse membership, ensuring their views are researched and represented;
- Promote creativity and innovation in thinking and delivery of services;
- Ensure the Union's governance and democratic processes are relevant and accessible to students;
- Play an active role and represent the Union in key events such as Welcome Week, Varsity, Open Days and Celebration Week;
- Support the delivery of the SU outreach programme and ensure the Union reaches out to a wide range of students;
- Always act and behave in accordance with the Union's values, vision, policies and procedures, setting an example to others;
- Promote the values of diversity and equality of opportunity, as well as of the environment, amongst the membership.
- Maintain a good knowledge of current issues affecting students in Higher Education;
- Act as a signatory on the Union's bank accounts.

Along with your individual manifesto aims and role descriptions, there will be operational activities within the Student's Union and University that you will automatically be involved in as one of the SU's Full Time Officers.

Full role descriptions and factsheets on the individual roles can be found at

<https://www.worcsu.com/yourvoice/elections/positions/>



Campaigning and Manifestos

For lots of ideas on designing your campaign take a look at our “Campaign to Win” booklet available in the Elections Candidate Information Hub: <http://www.worcsu.com/yourvoice/elections/hub/>

Campaigning may begin immediately following the mandatory Candidates’ Briefing which takes place at 17:15 on Friday 8th March in EE2035 and finishes when voting ends at 14:15 on Friday 15th March. To ensure that no candidate has an unfair advantage over others, all publicity material must be submitted to the Students’ Union for approval before it’s reproduced and distributed. Candidates will be invited to submit copies of material during the Candidates’ Briefing.

Please note that candidates must not refer to or endorse any other candidates for any positions on their campaigning material unless you are in a slate (joint campaign). We’ll make sure we explain all the rules at the Candidates’ Briefing Session

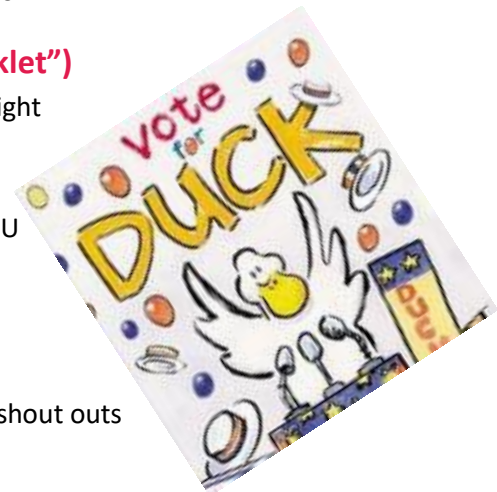
The Students’ Union will provide you with:

- General promotional material to help you explain the elections and why it’s important for all students to vote.
- A campaigning budget which you can use to spend on a range of materials like: posters, flyers, T-shirts etc.
- 1 bed sheet per candidate to use as a banner in The Hangar
- Candidates’ boards in the Students’ Union/University to stick your posters on.

Campaign Material Ideas (for more info see “Campaign to Win Booklet”)

Try to make your campaign as innovative as possible. Here are some ideas you might want to use:

- Flyers with your key manifesto points
- Theming your campaign (please note you can’t use ducks, superheroes, SU or University branding anywhere on your campaign material)
- Making a campaign video (search YouTube you will find loads of ideas)
- Use social media
- Attend key student events during the campaign period
- Go to where students are: the canteen, bus queues, The Hangar, lecture shout outs
- Have a campaign launch party
- **Talk to as many students as possible**



Campaign Teams

If you want to be effective you will need an active campaign team to support you. We recommend that you have 3 to 5 students joining you in active campaigning at any one time as it is enough to make you visible but not so many so that you bombard people. Remember that your campaign team are bound by the same rules as you and you will be penalised if they break the rules! **We will run training for your campaign teams at the same time as the candidate briefing at 17.15 in EE1026. There will be an additional briefing at 15:00 in EE1106 on Monday 11th March.**





Manifestos

In order to be approved as a candidate, you must submit a manifesto, in addition to your nomination, by the deadline of midday on Thursday 7th March. **The maximum word limit for each manifesto is 250.** You will not be confirmed as a candidate if these have not been received. Manifestos can be typed in to the form online or uploaded as picture.



Your manifesto should be the basis of your campaign and is basically a document which lets voters know a little bit about you and what you stand for. More importantly, this is what voters will be reading before they vote, so you need to let them know why they should vote for you! Writing an election manifesto needn't be something to tear your hair out about. Essentially, your manifesto should state what you would plan to do in your time of office, and what changes you would make.

Manifestos will be available on the SU website and we'll produce standardised posters showing all of the candidates.

Photographs of all candidates will be taken at the Candidates' Briefing and these will be used in promotional material which will be produced by the SU.

Full guidance on writing Manifestos can be found in the 'Campaign to Win' guide at www.worcsu.com/yourvoice/elections/hub/

You can also book on to the Manifesto writing training at
<https://www.worcsu.com/volunteer/training/>

Voting system

Alternative Vote (ATV)

The voting system used for all elected positions is the Alternative Vote (ATV). With this system of voting, each candidate ranks the list of candidates in order of preference (Mark a '1' beside the most preferred candidate, a '2' beside the second-most preferred candidate and so on).

The voter may rank any number of candidates they wish. For example if there are five candidates running; they are able to rank one of the five candidates, two of the five, three of the five, four of the five, or all five of the candidates. This means they do not have to rank all candidates unless they choose to.

Once a candidate has 50% or more of the votes, they are elected. If a candidate is eliminated because they have the lowest number of votes, voters' 2nd choices come in to play. Where students do not wish to support any of the candidates standing for a particular position, they may opt to choose 'RON' (re-open nominations).





Here is an example of how an election using the ATV could turn out:

Candidates	Round 1		Round 2	
Candidate 1	10	48%	10	48%
Candidate 2	7	33%	11	52% (winner)
RON	4	19%	Excluded (all second preferences to Candidate 2)	

You can watch a video explaining ATV at <http://www.worcsu.com/yourvoice/elections/thealternativevote/>

Re-open Nominations (RON)

For each position there will be an option on the ballot form for Re-Open Nominations (RON). This option is for students who feel that no candidate running for that position is suitable to win. Should RON win the election for your position none of the candidates shall be appointed to that position and it will remain vacant until the next elections where you, and anybody else who was running, will not be permitted to re-run for that specific position.

A RON campaign may only be run against a single position, and only one campaign run per position, though there is no other limit to how many RON campaigns can be run – i.e. there could be a RON campaign run for each position available.

Key Dates

Date	Details
Monday 11th February 09:00	Nominations open
Monday 18 th February to Friday 1 st March	Thinking about standing? One-to-one bookable sessions for students to have a chat about the elections and the roles. Skills Based sessions will be run during this period too. Book a place here http://www.worcsu.com/volunteer/training/
Thursday 7th March midday	Nominations close/manifesto deadline
Friday 8 th March 17:15 in EE 2035	Mandatory Briefing for all candidates followed by banner decorating.
Friday 8 th March 17:15 in EE 1026 or Monday 11 th March 15:00 in EE1106 Cotswold Suite A	Briefing for all campaign team members
Friday 8th March once the briefing has finished	Campaigning begins
Monday 11 th March 13:15-14:15 at City Campus	Candidate Question Time-City Campus
Tuesday 12 th March 13:15-14:15 in The Hangar	Candidate Question Time-St John's
Tuesday 12th March 14:15	Voting Opens
Friday 15th March 14:15	Voting Closes

Results Night Friday, 15th March at 7pm in

