



Nominations Guide

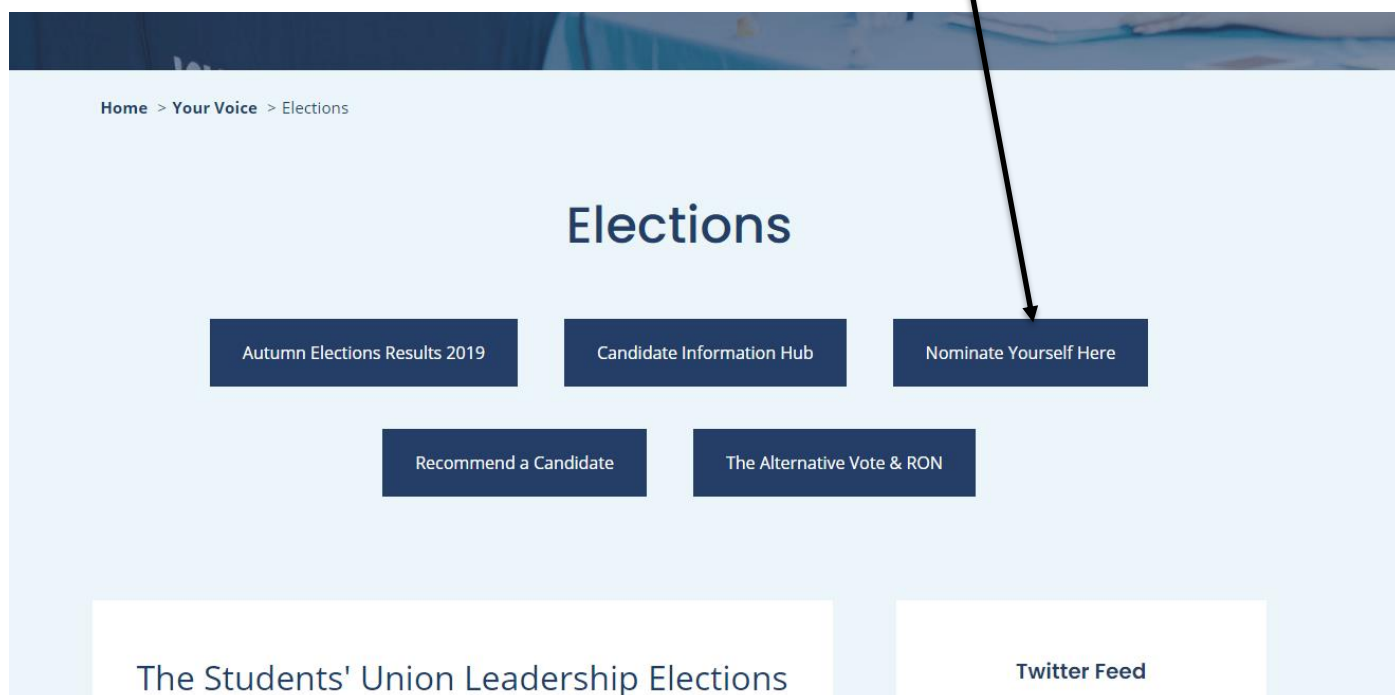
Students' Union Elections – A step by step guide to nominating yourself as a candidate via www.worcsu.com/yourvoice/elections/

This guide will show you exactly how to stand as a candidate in SU Elections. Nominations are **online only** and will require you to log in to the Students' Union website. If you have any issues logging in to the website please contact the Students' Union Marketing and Communications Coordinator Clement Servini via at c.servini@worc.ac.uk or 01905 543225.

PLEASE NOTE YOU CANNOT NOMINATE YOURSELF UNTIL NOMINATIONS OPEN ON 10/02/2018

The process is straightforward but there are a few elements we need to make candidates fully aware of.

- 1) First log in to SU website at www.worcsu.com/login/
Once logged in go to www.worcsu.com/yourvoice/elections/, and click on the Nominate Yourself Here Button on the top of the page.





- 2) To begin nominating yourself as a candidate click on “Stand in Election”.

As a democratic organisation, it is a fundamental principle that the Students' Union is led by students who are elected by students. This means that the leadership and the way the organisation is run is determined by the preferences and votes of the student body. All students are eligible to vote and therefore to influence the way their students' union is run.

★ 3 posts are up for election.

🕒 Nominations close at 11:20 on Wednesday 6 February 2019 (in 12 minutes)

🕒 The polls open at 11:21 on Wednesday 6 February 2019 (in 13 minutes)

Post List
Read more about the positions up for election and what each role entails.

Stand in Election
Submit yourself as a candidate in this election

- 3) You will be asked to confirm your personal details including your name, email address and phone number.

Please note the Terms and Conditions. In clicking “save” you agree to abide by them.

The Candidates' Code of Conduct can be found at

www.worcsu.com/yourvoice/elections/.

Click “Save” to confirm your details and confirm you will abide by the Terms and Conditions.

★ Posts 🗑 Candidates **Stand** 📄 Profile 🗳 Vote

Your details

🔔 To stand for any post, you must provide the following details.

Display Name
This is how your name will appear on the ballot form.

Email address [Add email address](#)

Phone number [Add phone number](#)
These are used only to contact you about your candidacy and are only available to the election admins.

Slate:
If you wish to run with other candidates under a slate, enter the slate name exactly in the box above.

Terms and Conditions
As a candidate you must recognise that being a full-time officer is a responsible post which will require you to lead by example, to represent students and to have credibility in your dealings with students, SU staff and University staff. The Students' Union is very keen that no students put their academic studies at risk through the elections process or through taking up an officer position. You must be confident, therefore, when you nominate yourself, that you are in good standing academically and that you are able to commit fully to the role for the full duration of the term of office. In submitting your nomination you hereby agree to adhere to all of the rules and regulations set out by the: 1) Candidates' Code of Conduct 2) Trustee Eligibility Declaration (only applicable to nominees of full time officer positions.) These documents can be found on the Students' Union website at <http://www.worcsu.com/yourvoice/elections/hub> You will be required to sign paper copies of the documents at the Candidate's Briefing which is being held on Friday 8th March at 17:15 EE 2035. Please note that you may not start your election campaign, including online campaigning, until after the Candidate's Briefing on 8th March.
I agree to the terms and conditions stated above





- 4) You will then be presented with the option to choose which position you wish to stand for. **Please note** that you will **only** be able to stand for **one** of the Part Time Officer or Student Councillor.

To stand for the position click “Stand”.

President

President of Worcester Students' Union for the 2019/20 Academic Year

Status:
You are not standing for this position.

Action:
Stand

Vice President Education

Vice President Education of Worcester Students' Union for the 2019/20 Academic Year

Status:
You are not standing for this position.

Action:
Stand

Vice President Student Activities

Vice President Student Activities of Worcester Students' Union for the 2019/20 Academic Year

Status:
You are not standing for this position.

Action:
Stand

- 5) For more information on each role, click the role title.

To get back to the standing screen click “Stand” towards the top of the page.

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Back to Top

President

President of Worcester Students' Union for the 2017/18 Academic Year

In submitting your nomination you hereby agree to adhere to all of the rules and regulations set out by the:

- 1) Candidates' Code of Conduct
- 2) Trustee Eligibility Declaration (only applicable to nominees of full time officer positions.)

It is essential that all nominees attend the Candidates' Briefing from 17:15 – 18:45 on Thursday 9th March in EE2035.

If you are genuinely unable to attend, you **must** notify t.hewesbelton@worc.ac.uk before the briefing to make an alternative arrangement.

Failure to attend will be reported to the Elections Committee and may result in you being ineligible to be a candidate for election.

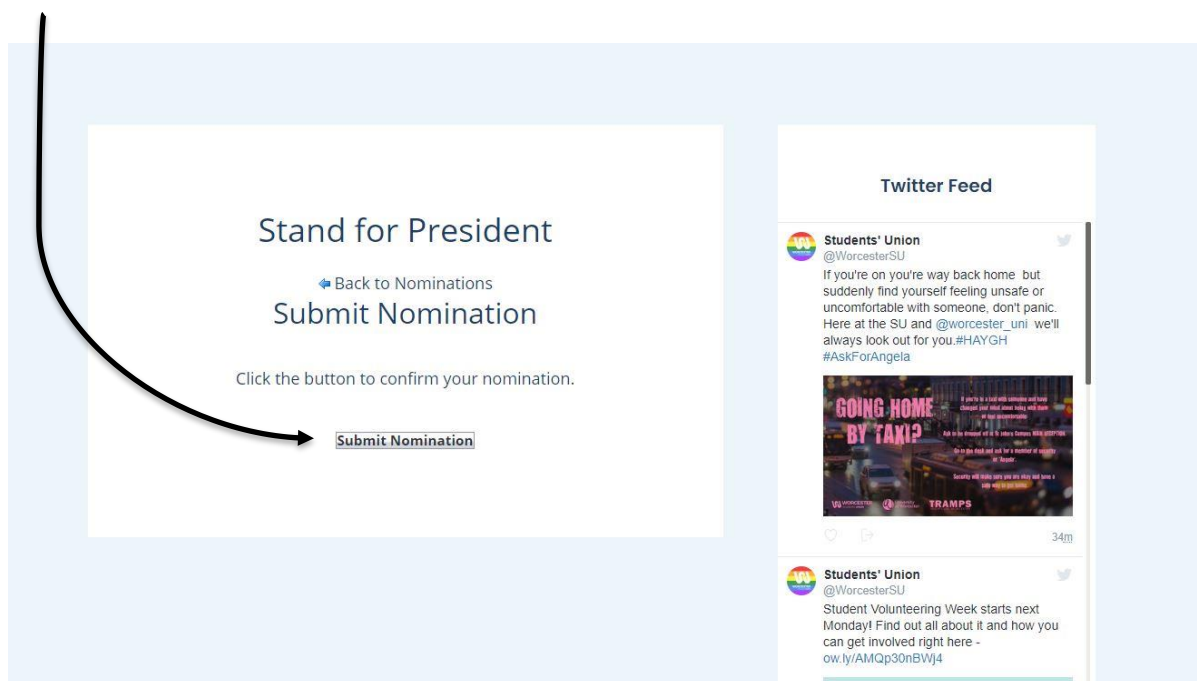
- Lead the Full-Time Officer team and initiate and promote campaigns to improve student life
- Lead on representing students on welfare-related issues, initiating campaigns and supporting the work of the Welfare Officer and Student Services
- Ensure that all activities and services provided by the Students' Union are for the long-term benefit of its members and help to advance their educational experience
- Be the Chair of the Board of Trustees and a Student Member of the University's Board of Governors
- Chair the Executive Committee and other Students' Union committees/meetings as required
- Represent the Students' Union and its members on University boards and committees, recruitment panels, working groups etc as required
- Liaise regularly with University departments such as Student Services as well as external stakeholders to ensure opportunities and services are well promoted and appeal to students
- Be the key link with the NUS, keeping in regular contact with NUS staff and officers and ensuring that Worcester Students' Union is represented at regional and national events
- Be a delegate to the NUS National Conference, together with the elected delegates, ensuring that members are consulted prior to Conference so as to represent their views and ensuring that members are briefed following Conference
- Work closely with the Chief Executive and the Membership Services Manager to ensure that the Students' Union continues to develop and improve the quality of its governance, democratic processes, involvement and participation
- Take the lead on ensuring a fantastic welcome to new students through introductory talks and Welcome Week, promoting the Union's services
- Lead the Union's efforts towards Green Impact and protecting the environment

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- 6) You will then be asked to confirm your nomination.
Click “**Submit Nomination**” if you wish to proceed and you will be redirected back to the page with the officer roles on it.



- 7) You should then return to the stand in election page. Scroll down until you find the details of the position you are standing for again
- 8) **Submit your manifesto.** Students *must* submit a manifesto to be candidates in the election. This states what you will undertake to do in your year in office should you be elected. For more information of the manifesto content take a look at the **Campaign to Win** guide in the Elections Resources Hub: <http://www.worcsu.com/yourvoice/elections/hub/>

Click on “**upload**” to add your manifesto.





- 9) Before you enter the text for your manifesto you must enter your campaign slogan (maximum 500 characters). DO NOT UPLOAD A PHOTO AS WE WILL TAKE THIS FOR YOU AT THE CANDIDATES' BRIEFING!!

Back to Candidate List

Photo

Your photo will appear on the Candidate List and your manifesto page.

Choose file No file chosen Upload

Slogan

Maximum word count is 20.

TYPE A REALLY GREAT SLOGAN HERE

31/500

Your slogan will appear on the Candidate List and your manifesto page.

- 10) Then scroll down and enter your main manifesto text

- 11) **Please note that the word limit for manifestos is 250.** Therefore be concise as possible. You can type in the text box directly, copy and paste from a word document or upload it as a pdf/picture.

Please note that if you upload over 250 words your manifesto will be cut off at the 250 word limit without any editing, so it might be in the middle of a sentence.

Manifesto

Maximum word count is 250.

TYPE YOUR MANIFESTO HERE

SEND GRAPHIC DESIGN TO J.STILGOE@WORC.AC.UK

body p

Save

- 12) **Graphically designed manifestos are really good at grabbing voters' attention. If you want to upload one of these please send it to a.banner@worc.ac.uk before the deadline. You will still need to upload a text copy yourself!!**

- 13) When you are totally happy with your manifesto click "**save**". Make sure you have re-read it in case of spelling mistakes. This is especially important if you are sending us a graphically designed manifesto as it is more difficult to change

Once you have stood and uploaded the manifestos of the role(s) you are standing for the nominations process online will be complete.

NOMINATIONS CLOSE AT 12 NOON ON THURSDAY 5TH MARCH

