

**HIGHER
FASTER
BETTER**

The Olympic rings logo is positioned below the text. It consists of five interlocking rings: blue, yellow, black, green, and red, arranged in a horizontal line.

UCLan Students' Union Elections 2012/2013

elections 2012

CAMPAIGN BROCHURE

Why stand for election?

Some might say that a position on student council will look good on the CV. Employers are increasingly looking for graduates with developed organisational and leadership skills, and even just running an election campaign equips the average student with juggling expertise. But whilst employability is the big factor looming in the back of all of our minds, running for (and winning) an election is so much more than that. The coming year is an important one for higher education. Our Students' Union needs passionate, confident voices to make sure that changes in higher education from 2012 are student centred.

But ultimately, our students union is a democracy. We're an organisation that's open and responsive to student-led change. Whether its education issues, enjoyment or employment that you're passionate about, standing for election brings you that little bit closer to making a worthwhile change. This union is yours, and the opportunities are for the taking.

I stood for election twice during my time as a student- at the end of my second year, and the end of my third year. Both times were nerve wracking, tiring, exhilarating- and most of all, both elections required a serious review of my own organisational skills. But I won both elections (even though the first one was uncontested!) and it's allowed me to implement the change that myself and others wanted to see in union. The impact that just one student on council can have on the overall student experience is long lasting. During my time as a voluntary officer, I passed policy on student council, organised events for students and had a say on issues affect students at UCLan.

If you're unhappy with what the student's union is currently doing, you think that you could do better, or just fancy a challenge- stand and make a difference!

Reni Eddo-Lodge,
President 2011-12

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Mission of the Union

“Making Life Better for Students”

Therefore the question is

“HOW can YOU make life better for students?”

Union's Values

These are our fundamental beliefs and what we are passionate about as a Union

We are about change

Not for the sake of it but because we believe that it is our job to make life better for students

We are Mutual

We are a not for profit organisation and every penny we make is ploughed back into services to students.

We are Student Led

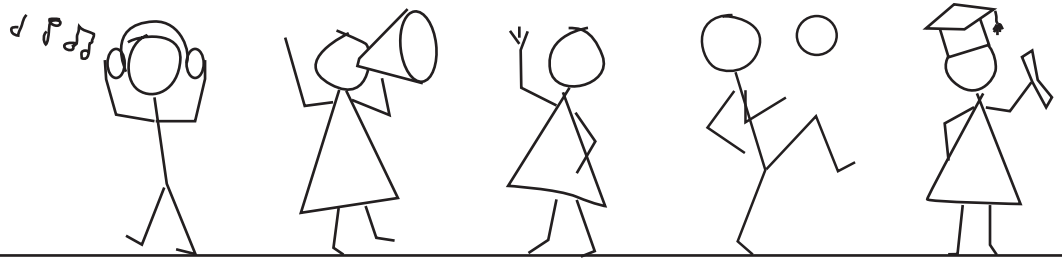
We believe it is a strength we operate in a democratic way.

How the SU works

The Students' Union is a student led organisation, so ultimately it is the students who control it.

The Students' Union is run by a mixture of people. The Student Council have ultimate responsibility and direct the work and hold the Student Affairs Committee to account and a team of around 70 permanently employed staff and over 150 student staff run the day to day operational union functions. The highest decision making body is the AGM to which all students are invited to and takes place once a year, usually in the first term.

For more detailed information on the Students' Unions operating and governing procedures go to the website www.uclansu.co.uk/elections



The Student Affairs Committee

The Student Affairs Committee is comprised of a group of 5 sabbatical officers who are paid for one year to take up a representative position in the Students' Union. They have individual duties in their respective roles of President, Activities and Participation Officer, Campaigns Officer, Education Officer and Media Officer, but, as a committee are collectively responsible for promoting and defending the rights of students, campaigning on issues and promoting involvement in the Union as well as establishing and coordinating student forums and groups. The Student Affairs Committee is responsible to the Student Council.

The Student Council

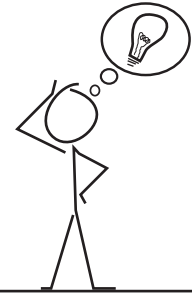
Council is responsible for setting the policy of the union and making sure that the full time officers carry out that policy. The majority of positions are directly elected during these elections although some will be selected from Course Reps at a later date. If you want to see the Union take some action on something then this is the place for that opinion to be heard and you should get involved. In total there are 12 positions up for grabs.

NUS Annual Conference

The NUS Annual Conference takes place each Spring and determines the policy of the national union by debating motions submitted by its member Unions. It also adopts policies, sets the campaigning agenda for the next year and elects the National Executive Committee (NEC).

The Roles being Contested are:

| Student Affairs Committee | Student Council |
|--------------------------------------|---------------------------------|
| President | Chair of Student Council |
| Education Officer | Black students Rep |
| Activities and Participation Officer | Students' with Disabilities Rep |
| Campaigns Officer | LGBT Rep |
| Media Officer | Women's Rep |
| | Post Graduate Rep |
| | International Rep |
| | Student Councillors |



Getting Elected

Why stand?

You may be asking yourself,
“WHY SHOULD I STAND FOR ANY OF THESE POSITIONS?”,
well, there are many reasons why you should and the most important is
BECAUSE YOU WILL GET THE CHANCE TO MAKE DECISIONS ABOUT
EVERY ASPECT OF STUDENT LIFE AND SHAPE THE WORK OF THE
STUDENTS’ UNION.

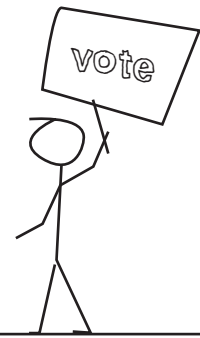
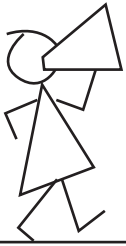
As an officer you could be helping organise events, attend meetings at the highest level in the University, write publications or lead a campaign.

You will be trained

You will be trained so you will have the skills, confidence and the information to be effective. You will be supported by the staff in the Union and NUS. With the diverse range of skills you’ll learn in your year as an Officer/Representative you will be able to adapt many new roles and open up more opportunities in the World of Work and make you more employable.

Most employers will find the following skills desirable and many of these you will develop in most of the roles available in this election.

- Working in a team
- Strategy planning and implementation
- Public Speaking
- Management/Leadership Skills
- Independent working
- Organisation skills
- Negotiation skills
- Chairing meetings
- Writing reports
- Working to tight deadlines



How to Stand

The election process at first may appear complicated, but it is really straightforward.

- Step 1:** Nomination
- Step 2:** Manifesto
- Step 3:** Candidate Briefing
- Step 4:** Question Time
- Step 5:** Campaigning
- Step 6:** Voting

Key Dates

| | |
|-------------------------------|--|
| Nominations Open | 3rd Feb 2012 - 9am |
| Nominations Close | 5th March 2012 - noon |
| Candidate Briefing | 5th March 2012 - 4pm or 6pm |
| Question Time | 13th March 2012 - tbc |
| Voting | 12th March 2012 - 21st March 2012 - noon |
| Results/Award Ceremony | 21st March 2012 - 6pm |

Nominations

At this stage you will need to fill in a nomination form, get a proposer and a seconder from other students and hand this in to the Students' Union reception by noon on the 5th March.

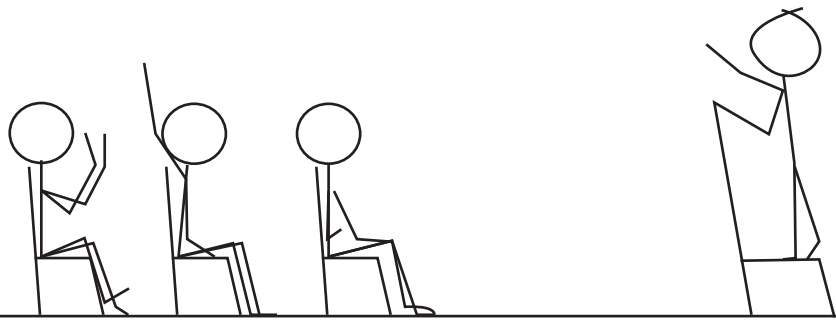
Manifesto

The manifesto is the document which says who you are, what you intend to do should you get elected and why people should vote for you. The manifesto must not cover more than one side of A4 and not exceed 250 words. We will be running sessions on how to write a manifesto. Further details will be available on www.uclansu.co.uk/elections or by emailing suelections@uclan.ac.uk.

You must submit your manifesto in Word format and a jpeg headshot of yourself by 5pm on the 6th March 2012 to suelections@uclan.ac.uk.

Candidates Briefing

This is an essential part of the Students' Union election process. At this session you will get all the information regarding the rules of the election and further information on how voting will work. It is an ideal opportunity to ask questions and clear up anything you do not fully understand. It is compulsory for all candidates to attend this session because any infringement of the rules could lead to you being thrown out of the election.



Question Time and Campaigning

Question time is your opportunity to tell everyone why you are standing and hopefully try to persuade voters that you're the one to vote for

Question time is your opportunity to both tell everyone why you are standing and hopefully try to persuade voters that you are the one to vote for.

Question Time, as with candidates briefing, is also a compulsory element of the election process. The Question Time event has proven to be a real vote winner so it is best to research thoroughly and be prepared as this event may just win you election.

Campaigning can never be underestimated; this is how you will engage with the very people who will hopefully vote for you. **Campaigning**, or at least public campaigning, can commence after Candidates Briefing. During the **Campaigning** process it is important to focus on what you aim to achieve should you take office and this should ultimately focus on how you are going to make life better for students.

Think creatively and strategically as campaigning can be a tiring process and utilise a campaign team to market you effectively.

Voting

All elections are conducted via an online ballot, the system used within all UCLan Students' Union elections is the Single Transferable Vote (STV) method.

More information about the Single Transferable Vote will be provided at candidates briefing and can be found at www.uclansu.co.uk/elections.

What happens after the election?

Student Affairs Committee (SAC)

All elected officers will start their year of office on 1st July 2012. However the new SAC will be employed from 18th June 2012 to familiarise themselves with their new roles and to meet all the key people they will be working with.

It is vital that you are able to work during this period.

Between mid July and early August a series of national training events take place and we strongly encourage you to attend the ones relevant to your position. And of course the academic year usually begins in late August when the new intake of International students arrive. **Holidays between late August and October seriously impact on your ability to get the results you want to achieve.** You can never get that time back again.

Council Representatives

We appreciate that many if not all of you will need to find work and somewhere cheaper to live for the summer. But if we do not meet with you until September you will not be able to get the max out of your year. For this reason we will ask you to attend an event over the summer to get to work encouraging and developing your ideas.

NUS Conference Delegates

NUS Conference is between 24th and 26th April. If you can't go please don't stand as we will not be able to send a substitute. We will pay reasonable expenses for delegates but this will be based on travel from Preston so you will need to liaise with us about your travel arrangements.

In detail.....President

Role Description

The President once elected is given the function as the Chair of the Board of Trustees and the Student Affairs Committee.

The Presidents main duties and responsibilities are:

- To ensure all of the Students' Unions processes such as the Board of Trustees, Student Affairs Committee, Elections and Referendums function effectively.
- To act as the Students' Unions spokesperson on matters locally and nationally.
- To effectively represent students with the University Board and Senior Management Team.
- To actively drive development of student representation and the Students' Union's relationship with Partner Colleges and other campuses.
- With other colleagues, be responsible for managing relationships with the local community.
- To ensure policies and strategic plans affecting the organisation are acted upon.
These may include financial, complying with the law or long term business planning.
- To ensure the effective management and appraisal of the Students' Union's Chief Executive and the Senior Management Team.
- To develop relationships and communication between the Student Affairs Committee and the rest of the Students' Union.
- To ensure the Student Affairs Committee produce and effect a termly activity plan with set objectives and provide reports to Student Council as required.
- To be responsible for the development and activities for the following forums and groups, Burnley, West Lakes, Partner College Conference and Halls of Residence.

Note: As part of the President's induction there will be essential meetings and training sessions before the defined start date to form part of a smooth handover between Presidents.

Start Date: 18th June 2012

Duration: 54 Weeks

Excellent Package, Generous Holidays

£15491 pa, Ave 35 Hours per week

In detail.....Activities and Participation Officer

Role Description

The Activities and Participation Officer is responsible for ensuring that there are thriving student led activities in the Students' Union.

The main duties and responsibilities are:

- Ensuring there are opportunities for students to play competitive and recreational sport.
- Ensuring students have the opportunity to set up, run and participation in societies and groups.
- To ensure the Students' Union has a developed, active and successful RAG (Raising and Giving) programme
- To continue with developing events such as the 'Give it a Go' programme and local varsities.
- To constantly explore new ways of engaging and involving students in activities.
- To provide a link between the Student Affairs Committee and key areas such as the Bridge, the Student Involvement Centre, the Centre for Employability and UCLan Sport.
- To take responsibility for relationships with BUSA and equivalent bodies.
- To be responsible for the development and activities for the following forums and groups, RAG, Societies, Sport and Volunteers.

Start Date: 18th June 2012

Duration: 54 Weeks

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In detail.....Campaigns Officer

Role Description

The Campaigns Officer is a new role which was introduced in 2008, therefore, some of the duties and responsibilities may change/evolve but will essentially be responsible for effective organisation and leadership of campaigns concerned with the welfare, equity and health and safety of student's at this University.

The main duties will be:

- Regular and active consultation with students about issues of concern and run initiatives such as GOAL (Go Out and Listen) and the Big Vote.
- To constantly explore new ways of making campaigns more effective and ways of involving more students and to feedback information back to the appropriate contact at the Students' Union
- To have concern that the Universities services meeting the needs of student and that there is provision of high quality information, support and advice available.
- To be responsible for ensuring the Universities services reflect the needs of a diverse student population.
- To take the lead on relationships with the University on matters relating to the general health and well-being of students.
- To actively participate in the Union's work in respect of sustainability and the environment.
- To be responsible for the development and activities of the following Forums or equivalent bodies: Environment, LGBT, Students with Disabilities, Black Students, Women students and International Students.

Start Date: 18th June 2012

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In detail.....Education Officer

Role Description

The Education Officer is responsible for student representation on all education issues, both nationally and locally.

The main duties and responsibilities are:

- Lobbying the University of all academic issues to ensure students are satisfied with their experience of the University
- To work with the Campaigns Officer on campaigns concerned with education.
- Developing training for course reps and continue supporting them through a network of events and meetings.
- To continue the involvement of students and the Students' Union in internal and external quality assurance processes such as the Student Satisfaction Survey.
- To be integral to the operation and development of student disciplinary and grievance processes.
- To develop a relationship with the SU Advice Centre and be the link between them and the Students Affairs Committee.
- To take the lead on relationships with the <i> and University Student Affairs on matters relating to the education of students.
- To be responsible for the development and activities of the following Forums or equivalent bodies: Schools representatives, part-time students, mature students and post graduate students.

Start Date: 18th June 2012

Duration: 54 Weeks

Excellent Package, Generous Holidays

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In detail.....Media Officer

Role Description

The Media Office is responsible for ensuring that there is thriving student media in the Union. The Media Officer is also the editor of the Pluto the student newspaper and the website Pluto-online.com and also chief executive of Frequency and PSTV.

The main duties involved in this role are:

- To develop opportunities and training for students to volunteer with student media.
- To develop opportunities for students to volunteer with student media as part of their course or module.
- To constantly explore new ways of delivering media and information to students, and to inform the relevant contacts in the Students' Union.
- Working with colleagues and volunteers to create an active role for student media in promoting the Union's mission, values, services and campaigns.
- To be responsible for the development and activities of the Media Volunteers Forum.

Start Date: 18th June 2012

Duration: 54 Weeks

Excellent Package, Generous Holidays

£15491 pa, Ave 35 Hours per week

Student Council

Student Council members have the following responsibilities as representatives:-

- To make themselves available to other students to provide and receive feedback on a regular basis.
- To attend and participate in the committees to which they are appointed by the Student Council.
- To attend and participate in Faculty or Halls of Residence meetings if they are a representative from that body.

In detail....Chair of Student Council

Role Description

- To convene and chair meetings of the Students' Council
- To ensure that the members of the Council have the opportunity to participate in meetings and the business of Council
- To ensure the wishes and decisions of the Students' Council are communicated to the Student Affairs Committee and Board of Trustees
- To ensure the interests of the students are taken into account in the decision making bodies of the Students' Union

In detail...the Student Council elected via cross campus ballot

Women's Representative

The Women's Representatives' main areas of responsibility are to identify issues relevant to female students and to ensure the needs of female students are reflected in the activity of the Students' Union. The Women's Officer will participate in and attend Student Council meetings and prepare reports as required and requested and attend the NUS Annual Women's conference.

Students with Disabilities Representative

The representative shall be responsible for dealing with all aspects of student life of concern for students who self-define as having a disability. The representative will attend relevant conferences and meetings including Student Council Meeting and prepare reports as required and requested. To also liaise with the Campaigns Officer and Activities and Participation officer to ensure the Union and University ensure their needs are met.

LGBT Representative

The Lesbian, Gay, Bisexual & Transgender Representative shall represent all issues relating to lesbian, gay, bisexual or transgender people across campus and in the wider community. The LGBT representative shall also work on campaigns relating to issues of health and welfare and liaise with the Campaigns Officer.

Black Students Representative

The Black student's representative is responsible for identifying and communicating issues relating to students from an ethnic minority. The representative will attend relevant meetings and conferences and write reports as requested and required. The role may also involve regular communication and joint working with the Campaigns Officer.

Student Council continued...

In detail.....Postgraduate Students' Representative

Role Description

The Postgraduate Students' Representative is responsible for representing postgraduate students (both research and taught) and shall actively promote their interests and their views.

The Postgraduate Students' Representatives main duties and responsibilities are:

- Shall be responsible for convening at least one meeting per semester to consult with students and to make a report back to Council
- Shall attend at least one Go Out and Listen session per semester

In detail.....International Students' Representative

Role Description

The International Students' Representative is responsible for representing international students (both EU and non EEA) and shall actively promote their interests and their views.

The International Students' Representatives main duties and responsibilities are:

- The International Students' Representative is responsible for representing international students (both EU and non EEA) and shall actively promote their interests and their views.
- Shall be responsible for convening at least one meeting per semester to consult with students and to make a report back to Council
- Shall attend at least one Go Out and Listen session per semester

In detail.....Student Councilor

Role Description

The student councillor is responsible for representing the views of students not previously captured and shall actively promote the interests and views of the wider student body.

The Student Councilor main duties and responsibilities are:

- Shall assist the Campaigns Officer in the creation and deliverance of campaigns
- Shall be responsible for convening at least one meeting per semester to consult with students and to make a report back to Council
- Shall attend at least one Go Out and Listen session per semester

NUS Annual Conference Delegates 2012

We are looking for people to join the UCLan Students' Union delegation to this year's NUS Annual Conference.

This year, delegates will represent the Students' Union at the NUS Annual Conference held in Sheffield on April 24th to the April 26th. Candidates must be available to attend the whole of the Conference

So what is NUS?

NUS is much more than an NUS Extra Card.

It works with Student Unions throughout the UK to campaign for students' rights, carrying out research, coordinating Unions working together, lobbying government and ensuring that students are represented when decisions are made. Around 700 Unions are members, representing up to 7 million students, meaning NUS has a strong national voice.

Just one example of NUS's success is the introduction of a National Tenancy Deposit Scheme. This means that many more students are protected against their landlord making unfair deductions from their deposits.

NUS also provides support and training for student officers and activists, giving them the skills and knowledge to run their own campaigns and develop their own Unions.

What is NUS Annual Conference and what do delegates do?

NUS Conference is an annual event to which all Student Unions that are members of NUS are entitled to send delegates.

The size of the delegation depends on the number of students studying at the institution. UCLan SU is entitled to send 8 voting delegates with 5 places contested by any legitimate members of The UCLan Students' Union by a cross campus ballot.

This Conference is a brilliant opportunity to play a part in debating and deciding what NUS will campaign on in the coming year. If you have an opinion on tuition fees, the quality of education or the state of student housing, this is your chance to get involved and have your voice heard. Delegates also vote for the students who will run NUS in the following year.

But NUS Annual Conference is not all work - it's also a fantastic way of meeting students from Universities and Colleges around the country!

What training and support can delegates expect?

To help delegates prepare for conference candidates will be invited to an information session will be held in March. This session will let delegates know what to expect from conference and how to make the most of the event. The Students' Union delegation also includes people who have attended conference before, and so will be able to answer any questions you have.

The Small Print - Rules and Regulations of the Elections

Whilst the Union has a very liberal approach to the conduct of our elections there are a few rules which ensure that the true spirit of the process is upheld and that the election can be deemed fairly and properly conducted in accordance with the Union's Articles of Governance and accepted custom and practice.

General Rules and Regulation of The Students' Union Elections

1. No candidate shall approach another student and request or seek by whatever means to obtain items of personal information required to cast a vote.
2. No candidate shall cast, or attempt to cast a vote or encourage another person to cast a vote on behalf of another student.
3. Students' Union student staff are not allowed to campaign for themselves or on behalf of a candidate(s) whilst working for the Students' Union or whilst wearing a Students' Union uniform.
4. Candidates must not state in election publicity communication of any sort that they or their policies have been endorsed by the Union or by individual members of union staff.
5. Voters must not be bribed in the act of voting or rewarded for casting vote for a particular candidate. Candidates may give voters campaign promotional materials but these must be no more than 10p in value. Candidates are advised that failure to seek prior approval from the returning officer may result in an election offence being committed.
6. Any breach of University or Union regulations in respect of the conduct of students may be referred to the appropriate authorities. Any decision to suspend a candidate from membership of the Union or enrolment as a student at UCLan in the period from receipt of nominations until the end of the voting period will result in the disqualification of that candidate from the election.
7. Candidates must not use Union resources unless authorised to do so by the Returning Officer.
8. Candidates should conduct themselves in a way that is respectful of others candidates and must not engage in physical or verbal assault or abuse. Such conduct may result in exclusion from the election.
9. Manifestos and other campaign materials are to be approved by the Returning Officer prior to distribution and production, and candidates must only campaign in areas designated by the Returning Officer.
10. All other communications must be in the formats permitted by the Returning Officer and as specified to candidates at the relevant briefing.
11. The identity of campaign teams must be provided to the Returning Officer prior to the vote.
12. All candidates are allowed to spend up to a maximum of £50 on election materials. All candidates must submit relevant receipts to support expenditure within 1 hour of the end of voting. Failure to submit accounts could result in disqualification from the election. On acceptance of receipts candidates may be entitled to half of their expenses back up to a maximum of £25. Failure to provide relevant receipts will result in an assumed market value being applied.

The Small Print - Rules and Regulations of the Elections continued...

13. All candidates must attend Question Time and Candidates Briefing. Failure to attend briefings where guidance is provided as to the rules of the election will not be an acceptable reason for a subsequent breach of rules. Failure to attend Question Time without good reason notified in advance may result in disqualification.
14. All candidates must either attend or send one of their campaign team to Morning Briefings. Information relayed to campaign team members will be assumed to have been relayed to candidates.
15. Candidates are not allowed to set up a Facebook page relating to the election until they have submitted an acceptable nomination form. On receipt of the form the Returning Officer will indicate to allow a closed page to be created providing that they are invited to be a member of the group. Pages cannot be made open until the Returning Officer has indicated that campaigning has begun.

In determining these rules:

- references to Returning Officer shall be taken to mean any individual acting on their behalf
- references to candidates shall be taken to mean the candidate and any individual acting on their behalf
e.g. campaign team

Other Points

- Due to a recent fire regulation review no banners must be placed within the Students' Union building and there is also a limit to where you can display posters.
- The University Library is out of bounds for any campaigning other than at the nominated time.
- We are sure you want to use Facebook as part of your election promotion, however, before you make any sites public you must email suelections@uclan.ac.uk for the relevant guidelines. Further information about all of the above will be available at the Candidates Briefing session

You will find UCLan SU rules & regulations in The Union's Articles of Governance – Bye Law 3 Advice and guidance can always be sought from the Deputy Returning Officer

The Printshop - Pricelist

Black & White Printing (80gsm paper)

S/S A4 6p each

S/S A3 10p each

Leaflets (Black & White printed on 80gsm coloured paper)

500 A5 S/S £16

500 A6 S/S £9

500 A5 D/S £20

500 A6 D/S £13

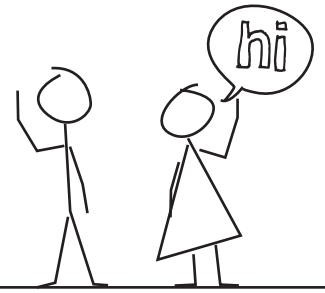
Posters (Black & White printed on 80gsm paper)

50 A4 £3

50 A3 £5

More Info

Please contact us for more information on **01772 894846**.
Or find us at your Students' Union next door to essentials



Contact Information

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Contact details to talk to someone about this election...

Reni Eddo-Lodge- President **supresident@uclan.ac.uk**

Gareth Pye - Acting Returning Officer **suelections@uclan.ac.uk**

