



ELECTION 2019 NOMINATION PACK



ELECTIONS 20??

NOMINATION PACK

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NOMINATIONS MUST BE RECEIVED BEFORE; 3pm Tuesday 17th September 2019

WHY JOIN THE STUDENTS' UNION?

- It's a fantastic way to boost your confidence
- You will be in a great position where you can get your voice heard in the College
- You will learn new marketing & publicity skills through the election process
- You will develop Communication skills as you organise your campaign and speak to students (your voters!)
- You will be able to make decisions about what the Students' Union does
- All of the experience will look fantastic on your CV and/or UCAS application
- It's the best opportunity to make the most of your College life. You'll meet some fantastic people, develop lots of new skills and have lots of fun!

WHAT DOES IT INVOLVE?

Successful candidates will make up the Executive Team which runs and organises the Students' Union. As part of the Executive Team you will be expected to attend weekly meetings held on Tuesday afternoons at 4pm. (These times may change depending on the timetables of the students elected). You will also be required to do a small amount of work in the week in keeping with the duties of your job description. This work can be carried out in the Students' Union office. Being a member of the Executive Team should not impact upon your studies and the Student Liaison Team will support you in your new role.

WHAT IS INCLUDED IN THIS PACK?

- Checklist of items to submit with your nomination form
- Election Timetable
- Manifesto Instructions
- Poster Suggestions
- Students' Union Job Descriptions
- Nomination Form

IF YOU HAVE ANY QUERIES, QUESTIONS OR NEED ANY HELP

PLEASE CALL: 0121 667 5022 / 07960779771.

OR EMAIL Bhervinder.Singh@sandwell.ac.uk

Sandwell College Students' Union Election Nomination Information Pack



You will need to work through the following checklist before submitting your nomination.
If you have any questions about any aspect of your nomination, please get in touch –

We are here to help!!

CHECKLIST OF ITEMS TO SUBMIT WITH YOUR NOMINATION FORM!

- Read through the job descriptions listed in this nomination pack.**
Decide upon the position/job/role you want to stand for.
- Fully complete your Election-Nomination Form.**
Make sure it is signed and that you clearly state which position you are standing for.
- Provide a photograph**
This will be used in our publicity to let people know who they are voting for. The photo doesn't have to be passport, it can be any photo of yourself (within reason, keep it fairly sensible).
- Include a copy of your manifesto**
(A statement of what you will do if you are elected - guidance provided in this nomination pack).
- Include a copy of your poster/flyer**
(To put up around college to let students know about you so they will vote for you - guidance provided in this nomination pack).
- When you have completed and checked all the boxes above.**
Put everything (all the above) in an envelope and hand in to:

Student Union Office | **Located:** Upper Ground G40
To Mr Bhervinder Singh (Student Liaison Officer)

IF YOU HAVE ANY QUESTIONS OR NEED ANY HELP CALL
0121 667 5022 / 07960779771.
OR EMAIL Bhervinder.Singh@sandwell.ac.uk



20?? ELECTION TIMETABLE

DEADLINES	DATE	TIME
Nominations Open	TUESDAY 10 th September	11.30am
Nominations Close	TUESDAY 17 th September	3pm
Campaigning	MONDAY 23 rd Sept – 4 th Oct	9am
Voting Begins	MONDAY 7 th October	9am
Voting Ends	FRIDAY 11 th October	3pm
Ballot Count & Results	WEEK 15 th – 17 th October	N/A
First Student Union Meeting	WEEK COMMENCING 4 th November	TBO



EXECUTIVE COMMITTEE MEMBER & OFFICER

10 MANIFESTO TIPS

You will need to submit a manifesto with your nomination form.

Here are 10 hints and tips on producing a manifesto, to get people to vote for you.

1. Your manifesto should give voters information that they need so they can make the decision whether or not to vote for you.
2. A manifesto usually consists of a candidate's intentions and promises, things you want to achieve whilst in the post if you are elected.
3. It should also give reasons why people should vote for you.
4. Consider why you would vote for someone, and then think about your voters.
5. Highlight your skills and experiences on your manifesto.
6. List your qualities – are you a team player, a good listener, do you have good sense of humour, are you confident, have you had previous experience doing something similar – make sure you stand out!
7. Do not put promises that you can't keep on your manifesto. Meaning don't promise people free trips if they vote for you
8. **DON'T PANIC!** It doesn't have to be a huge statement. It can be as short as a few sentences and must **not** be more than one side of one sheet of A4 paper.
9. It can be typed or hand written. If it is hand written, make sure your handwriting is readable.
10. Be concise and use clear language. Avoid long, complicated words.

A booklet containing all of the candidates' manifestos will be available near the ballot boxes at the time of voting and distributed around the college during the campaign week.

DON'T FORGET – IF YOU NEED HELP WITH YOUR MANIFESTO, SPEAK TO ONE OF THE STUDENT LIAISON OFFICERS!



YOUR CAMPAIGN POSTER



You will need to design and submit an A4 publicity poster for your campaign.

This poster will then be photocopied to create 10 A3 posters and 40 A5 flyers. This is so that they can be put up around the college so that people know who they are voting for.

Posters will be photocopied onto coloured paper so it is best to hand in a black & white copy (black print on white background). Please remember that high contrast images will photocopy better than shades of grey.

What to include on your poster

- You should put your name on there so people know who to vote for.
- You should put the position that you are standing for.
- You should put a short statement of why people should vote for you.
- You may want to include a photo of yourself so that voters recognise you.

Things to think about when making your poster

- Start by thinking about the leaflets and posters that you read. What designs stand out?
- Make sure that the words are easy to read.
- Don't try and cram too much information on.

SOME EXAMPLES OF A CAMPAIGN POSTERS



DON'T FORGET – IF YOU NEED HELP WITH YOUR POSTER, SPEAK TO ONE OF THE STUDENT LIAISON OFFICERS!



EXECUTIVE COMMITTEE JOB DESCRIPTIONS

These are the job description for the available positions on the Sandwell College Students' Union Executive Committee.

There are 13 individual posts in total that are available to any and all qualifying Sandwell College students, aged 16 and over. These job descriptions outline and highlight the main roles and responsibilities of each union executive committee member.

The Executive Committee comprises;

1. the President
2. the Secretary
3. the finance officer
4. the welfare & education officer
5. the clubs and societies officer
6. Multi-faith Officer
7. the entertainments officer
8. the campus officer
9. the equal opportunities officer
10. the marketing officer
11. the NUS officer
12. the Mature Students Officer
13. the Sports Officer

Sandwell College value and appreciate the significance of each of the Students' Union Executive Committee members, who play a very important and significant role in the functioning and operation of not only the student union, but Sandwell College as a whole.

The student union and its executive members (officers) play a very strategic role in the college's decision making processes, in all area's affecting students and the college community generally. Therefore each executive member has a specific area of responsibility of ensuring the effectiveness, relevance and accessibility of their assigned area and college provision to all Sandwell College students.

Please read each of these job descriptions to see which role you think you could possibly contribute most to. Remember you can only stand for one post, so make sure it's the one that you know you will definitely excel in but most importantly enjoy.

Good Luck!



The PRESIDENT

- seek to involve as many students in the union as possible.
- attend the corporation and other relevant college committees, and report back to the union.
- attend the area conference and report back to student council.
- be the prime representative of the union to liaise with the college over any matters affecting students
- compile a report on his/her activities for consideration at student council.
- meet with the returning officer and ensure that elections happen in accordance with the union constitution; notify student council of the resignation of any union officer and ensure the student council decides appropriate action.
- meet with departmental heads to develop and maintain a system for the election of course reps.
- with the welfare and education officer can provide representation for students in disciplinary or academic appeals cases (the Student Liaison Workers or College Welfare Team can support this aspect of the role).
- participate fully in executive committee meetings.
- maintain all legal documentation relating to the union, including the constitution, instrument and articles of government, the union code of practice and all legal advice.
- arrange training for the executive committee following their elections.
- ensure that all officers of the union compile a written report for each meeting of student council and for wider circulation.
- ensure that a report is presented to the student council on the activities of the union over the previous year. After approval this should be submitted to the college corporation and logged in the union office and college library.
- ensure that each centre officer compiles a report on upcoming activities for their centre over the next academic year. This should be presented by the outgoing president to the college corporation together with a budget for the activities.
- be a member of student council and ensure that the decisions made are implemented
- be responsible for publicising all executive committee and student council meetings, receiving debates and changes for discussion and circulating agendas and minutes to members of the meeting
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- Act reasonably and prudently in all matters, and in the best interests of the union



The SECRETARY

- ensure that agendas are sent out in reasonable time before each meeting.
- ensure that accurate minutes are taken at each meeting. These are to be typed up and sent to all members involved in the meeting.
- ensure relevant copies of meetings are sent to the Corporate Board Secretary on a regular basis.
- liaise with other executive members and help with letters and documents that require typing and mailing.
- accurately file copies of letters, agreements and any other documents.
- be a member of the academic board and any other relevant bodies established by the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council, and present relevant reports
- to maintain a list of students suspended or excluded from union activities
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union

THE FINANCE OFFICER (must be over 21)

- Do all such things as are necessary for the prudent conduct of its financial affairs as though it were a legal person.
- Monitor and oversee the management of Student union finances and budget.
- Ensure that proper books (Records) of account are maintained and that these books shall be audited annually by a person qualified to undertake audited accounting.
- Ensure that the annual budget, amendments to the budget, audited accounts and all other short-term financial reports and financial proposals are discussed and approved by student council.
- Ensure copy of the union's budget and the audited accounts shall be given promptly to the corporation each financial year for approval and be made available to all students.



The WELFARE & EDUCATION OFFICER

- in conjunction with the president be responsible for dealing with students' concerns, aspirations and problems in relation to their courses
- liaise with the College welfare officers on the development of the union's welfare and College strategy
- meet with the college for the purposes of monitoring and review of the student charter, complaints, equal opportunities and disciplinary procedures
- establish, and maintain, contact with and provide information from groups and organizations which work on welfare issues; maintain and order stocks of information as required
- consult student services regularly to find out what problems students are having in college and take account of these when campaign planning
- with the help of the president meet with departmental heads to develop and maintain a system for the election of course reps
- establish an enquiry service, and advertise its availability on each of the sites
- arrange training for course representatives in conjunction with NUS
- with the president can provide representation for students in disciplinary or academic appeals cases (the Student Liaison Worker or College Welfare Team can support this aspect of the role)
- maintain contact with course representatives over the year and represent their views and concerns to the college through the academic board and other appropriate forums
- Be a member of the academic board and any other relevant bodies established by the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council, and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- Act reasonably and prudently in all matters, and in the best interests of the union



The CLUBS & SOCIETIES OFFICER

- arrange a freshers fair at the beginning of the academic year and if required a refresher's fair in January
- develop new clubs, societies and sports teams
- liaise with appropriate bodies outside college for promotion and sponsorship of clubs and societies
- ensure that all union resources are fairly allocated to all clubs and societies
- be responsible for the production of any official union magazine or newspaper
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
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MULTI FAITH OFFICER

- feel passionate about Faith and spirituality and be willing to help promote all Faiths.
- liaise with College Multi Faith Chaplaincy and help development of union strategies on Faith.
- help recruit Faith Reps to help promote their faiths
- run with the Multi Faith Chaplaincy a Multi Faith Week
- help set up Faith Based clubs and societies
- establish and maintain contacts with groups and organisations which work on Faith.
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- At reasonably and prudently in all matters, and in the best interests of the union



The ENTERTAINMENTS OFFICER

- organize and publicize a variety of entertainment and other social activities to reflect the interests of all sections of the student body
- establish and maintain contact with relevant external clubs, societies, companies and organizations to the advantage of students
- establish and maintain contact with relevant officers at other colleges
- establish and maintain contact with NUS Ents
- be responsible for the sale and distribution of tickets and the collection of monies for activities, under the direction of the trustee board
- in conjunction with the finance officer and under the direction of the trustee board, ensure that all money from ticket sales is banked as soon as possible
- meet with the marketing officer and centre officers to ensure that all social activities are well publicized to all students on all sites
- consult with students at the beginning of the year and design an entertainments programme, in conjunction with the executive team, for the whole of the year on the basis of information received
- meet with local businesses to secure reductions for students on leisure activities
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union



The CAMPUS OFFICER

- in conjunction with the president, ensure the interests of the students in their centre are well represented across the college, in the centre and at student council
- in conjunction with the marketing officer, ensure that union activities are publicized on their site
- ensure the provision of a union stall at enrolment, induction and any open days
- co-ordinate union activities in that centre
- promote elections for course reps and union officers to encourage high participation
- represent students at the campus to management on issues that are unique to that centre
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and idea that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union

The EQUAL OPPORTUNITIES OFFICER

- provide an equal opportunities perspective on all matters concerning the union and the college
- organize social and educational equal opportunities meetings and events
- establish and maintain contact with, and provide information from, groups and organizations which work on equal opportunities issues
- promote the positive involvement of students with disabilities, students from ethnic minority backgrounds and LGBT students in all areas of the union's activities
- represent the views of all students to the union and the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and idea that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union



THE MARKETING OFFICER

- act as editor of the any Union termly newsletter
- act as main contact point for the Union web designers
- meet with the entertainments officer, student activities officer and campus officers to maintain a high level of promotional material within the college
- represent the views of all students to the union and the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and idea that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union

THE NUS OFFICER

- act as contact point between the Union and NUS
- shall promote campaigns being organised by NUS within the College
- shall establish and maintain links with other FE Students' Union both regionally and nationally
- represent the views of all students to the union and the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and idea that can be handed over to the successor in the post.
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THE SPORTS OFFICER

- Seek opinions of students in order to develop a sports programme
- work with the student liaison FE sports coordinator and college staff in order to provide a sports provision
- make contact with local sports providers to enable sporting activities to take place
- represent the views of all students to the union and the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union

THE MATURE STUDENTS OFFICER (must be over 21)

- Seek opinions of students in order to develop an activity programme
- represent the views of mature students to the union and the college
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and student council
- be a member of student council and present relevant reports
- Liaise with and seek guidance from the Student Liaison Workers and Student Services Manager in order to maintain a strong and well-developed students' union.
- Maintain a work folder of projects and ideas that can be handed over to the successor in the post.
- act reasonably and prudently in all matters, and in the best interests of the union

Sandwell College Students' Union Election Nomination Information Pack



NOMINATION FORM



Forms are to be handed in to Student Union Office, no later than **3pm on Tuesday 17th September.**

Name of candidate:	
Person Code:	
Position Standing For:	

PERSONAL DETAILS

Date of Birth:	
Age:	
Course:	

CONTACT DETAILS

Address:	
Mobile Number:	
Email Address:	

DECLARATION

I am a member of Sandwell College and I will abide by the Constitution, election guidelines and Equal Opportunities policy of the Union.

Signed: _____

Print Name: _____

Date: _____

YOU NOW REQUIRE TWO STUDENTS TO SIGN YOUR NOMINATION FOR TO SAY THAT YOU ARE SUITABLE TO STAND FOR THE POST. THEY MUST NOT BE STANDING FOR A POST IN THE ELECTION.

	Name	Person Code	Signature	Date
Proposer				
Secunder				