



**Wakefield
College
Students'
Union
Election
Guide**

2015-16

Thank you for your interest in standing in these by-elections. We hope that you find your experience a valuable and positive one. If you want to learn new skills, get involved and represent other students then this is for you.

In view of this we would like to ask you to consider your campaign carefully and ensure that it fits within the Union's guidelines of being fair, safe, legal and positive.

Why stand for election?

There are many individual reasons for becoming an officer on your Students' Union;

- You want to improve your College;
- You want to change and improve the Union;
- You want to influence the way the local community perceives students;
- You want to challenge yourself with new experiences;
- To become actively involved with the National Union of Students;
- You want to develop your skills and enhance your CV or UCAS application.

How to stand for election?

To stand for election you must currently be a student at Wakefield College and be intending to be a student of Wakefield College for the academic year: 2015-2016.

To stand for election you must:

- Provide your nomination form, which is included at the back of this guide to Claire Simpson-Griffiths, Activity Leaders Office, back of Refectory, City Campus by 12pm Friday 16th October;
- Show your college ID card when handing in your nomination form and manifesto.
- Include your name, address, a contact number and details of your proposer and seconder;
- An electronic A4 manifesto must be sent to c.simpson-griffiths@wakefield.ac.uk by 12pm Friday 16th October (Example manifestos are available on request).

If you need any help with your nomination or have any questions please contact the Student Experience Team events@wakefield.ac.uk

Election Schedule

Nominations open: Monday 12th October

Nominations close: Friday 16th October 12 noon

Manifesto's displayed: Monday 19th October

Voting opens: Monday 2nd November 9am

Voting closes: Friday 6th November 4pm

Results announced: Tuesday 10th November

The Elections

- You will receive copies of your manifesto to distribute prior to the by-elections.
- You must not make discriminatory remarks about other candidates either verbally or in writing.
- You must not canvas within the same building as any ballot box on the day of the by-election.

Executive Committee

There are 7 posts in this by-election, plus a position as student governor (which must be independent of the Students' Union Executive Committee), they are:

- Vice-President
 - Vice-President: Castleford
 - Welfare Officer
 - LGBTQ and Gender Officer
 - Communications Officer
 - Mature Students' Officer
 - Higher Education Officer
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- Student Governor (must be elected in the same way as the exec committee but independent of them)

These 7 posts make up the Executive Committee; with the already in post President and other already elected members and are required to attend Students' Union meetings during their term. Certain roles also require attending some of college's committees. (See job descriptions below)

Who does what?

Vice-President (VP) (2);

The Vice President(s) will assist the President of the Students' Union in the governing and direction of the Union and also contribute to the work of the other executive officers. There are two VP's, one for each of the main college campuses. Their role also includes ensuring Student Union representation at the smaller college sites including Thornes and Crofton Sixth Form.

Communications Officer;

The Communications Officer is responsible for ensuring clear and consistent communication between the executive committee and the student body, the college and other interested parties and is responsible for taking lead on publicity materials as appropriate.

Lesbian, Gay, Bisexual, Trans (LGBT) and Gender Officer;

The Lesbian, Gay, Bisexual, Trans (LGBT) and Gender Officer is responsible for ensuring the views of college's LGBT students and all genders are properly represented on the Executive Committee. They will also promote the positive involvement of LGBT students and all genders in all areas of the Union's activities. They will attend college's LGBT Committee Meetings.

Mature Students' Officer;

The Mature Students' Officer is responsible for making sure the views of college's mature students are properly represented on the Executive Committee. They will also promote the positive involvement of mature students within college. They must be over the age of 19.

Higher Education (HE) Officer;

The Higher Education Officer is responsible for making sure the views of college's HE students are properly represented on the Executive Committee. They will also promote the involvement of HE students within college.

Welfare Officer;

The Welfare Officer is responsible for campaigning and raising awareness of welfare issues which are agreed by the Executive Committee. Establishes and maintains contact with groups and organisations which work on welfare issues.

For full job descriptions please contact Claire Simpson-Griffiths.

Nomination Form

I am running for the position of:.....

Nominee's Details:

Name:.....

Address:.....

.....

Course(s):

Contact Number:

Student ID Number:

Proposer's Details:

Name:.....

Address:.....

.....

Course(s):

Contact Number:

Student ID Number:

Seconders Details:

Name:.....

Address:.....

.....

Course(s):

Contact Number:

Student ID Number:

College ID Card Seen

Date: Time:

Received by: