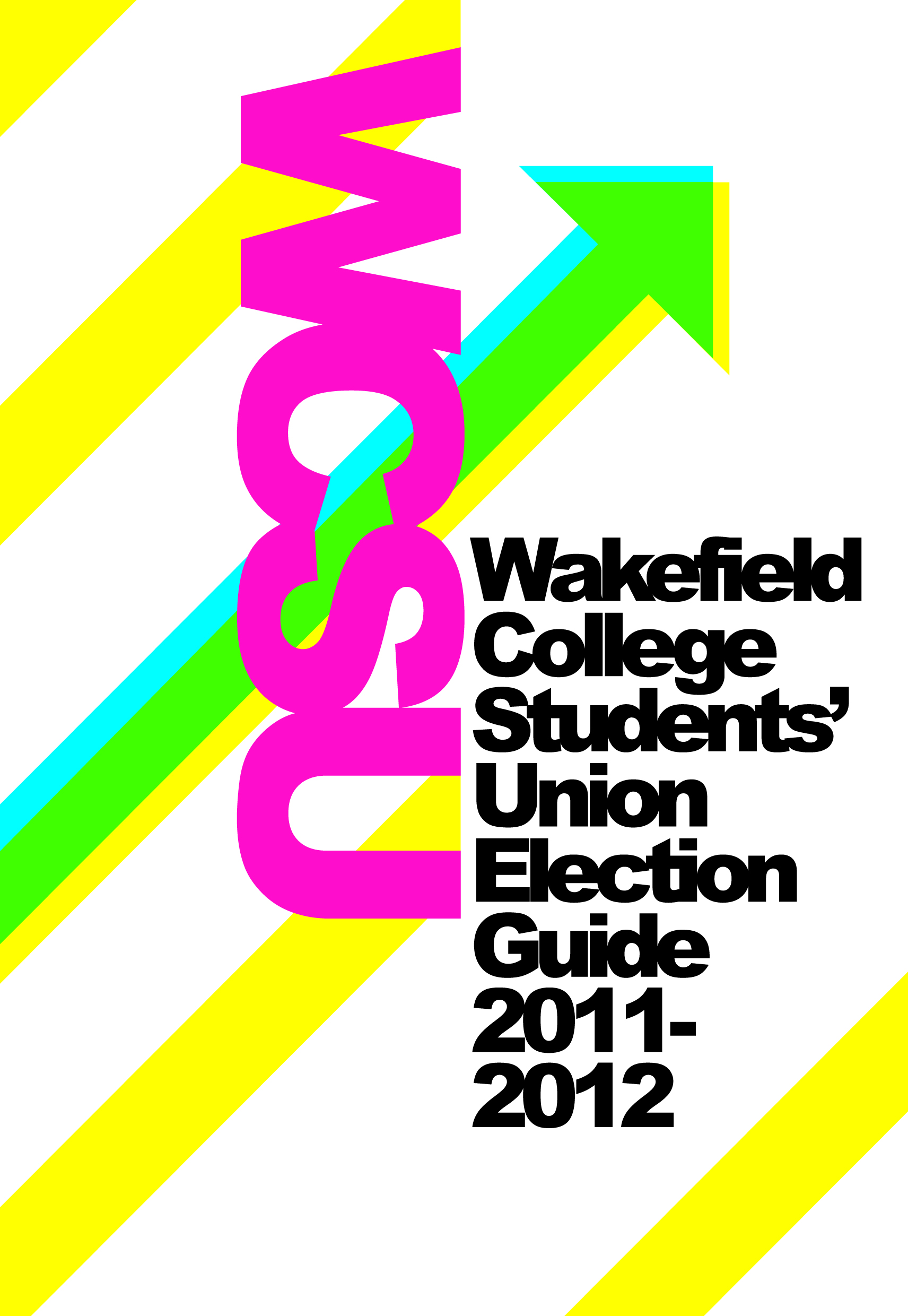
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2015-16

**Welcome to the Wakefield College Students’ Union Elections 2012 – 2013.**

Thank you for your interest in standing in these 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 next academic year: 2015-2016.

To stand for election you must:

* Provide your nomination form, which is included at the back of this guide to Jo Talbot-Paterson in Student Services, 2nd Floor Harrison Building by 12pm Friday 15h May;
* 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 [J.Talbot-Paterson@wakefield.ac.uk](mailto:J.Talbot-Paterson@wakefield.ac.uk) by 12pm Friday 15th May (Example manifestos are available on request).

If you need any help with your nomination or have any questions please contact the Engagement Team [J.Talbot-Paterson@wakefield.ac.uk](mailto:J.Talbot-Paterson@wakefield.ac.uk)

**Election Schedule**

**Nominations open: Monday 11th May**

**Nominations close: Friday 15th May 12 noon**

**Manifesto’s displayed: Monday 18th May**

**Voting opens: Monday 1st June 9am**

**Voting closes: Friday 5th June 4pm**

**Results announced: Monday 8th June**

**The Elections**

* You will receive copies of your manifesto to distribute prior to the 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 election.

**Executive Committee**

There are 15 posts in this election, they are:

* President (Governor)
* Vice-President: Wakefield
* Vice-President: Wakefield/Crofton
* Vice-President: Castleford
* Secretary
* Finance Officer
* Welfare Officer
* Education Officer
* Student Activities Officer
* Equality and Diversity Officer
* LGBT Officer
* Ethnic Minority Students’ Officer
* Disabilities Officer
* Mature Students’ Officer
* Higher Education Officer

These 15 posts make up the Executive Committee; the President and one other elected member (as chosen by the elected executive) are Student Governors and are required to attend governors meetings as well as Students’ Union meetings during their term.

Training is provided for this additional role.

Certain roles also require attending some of college’s committees. (See job descriptions below)

**Who does what?**

**President;**

The President is the leader of the Students’ Union and will chair the executive meetings.

They are a college governor and are required to attend Governor Meetings. They oversee everything the Students’ Union does. They play a key role in the governing and direction of the Union and also contribute to the work of the other executive officers.

**Vice-President (VP) (3);**

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 three VP’s, one for each of our three college campuses and they are also responsible for the representation of the Union on their own respective campus.

**Secretary;**

The Secretary is responsible for publicising the meetings, writing all necessary discussion papers such as agenda’s are produced before the meetings take place and ensuring all minutes are taken and recorded.

**Finance Officer;**

Works with the Executive Committee to put together an annual budget for the Students’ Union activities and keeps all paperwork and receipts for any expenses. They are also responsible for ensuring that the Executive Committee and the Engagement Co-ordinator approve any expenditure.

**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.

**Education Officer;**

The Education Officer is responsible for dealing with the students’ concerns, issues and problems to do with their courses. They also keep in contact with Student Consultative Committee representatives and take forward their views and concerns through the Academic Board meetings.

**Student Activities Officer;**

The Student Activities Officer is responsible for developing new clubs, societies and sport teams. They are also responsible for organising and publicising a variety of entertainment and other social events for the student body as well as working with the Finance Officer in being responsible for the sale and distribution of tickets for these events.

**Equality and Diversity (E&D) Officer;**

The Equality and Diversity Officer will ensure that both gender’s views and opinions are reflected through all the union’s work and will also work with the President on the development of equal opportunities within the college and when necessary, organise training events around Equality and Diversity.

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

The Lesbian, Gay, Bisexual and Trans (LGBT) Officer is responsible for ensuring the views of college’s LGBT students are properly represented on the Executive Committee.

They will also promote the positive involvement of LGBT students in all areas of the Union’s activities. They will attend college’s LGBT Committee Meetings.

**Ethnic Minority Officer;**

The Ethnic Minority Officer is responsible for making sure the views of students of Ethnic Minority within the college are properly represented on the Executive Committee. They will also promote the positive involvement of these students in all areas of the Union’s activities. For example, Black History month

**Disabilities Officer;**

The Disabilities Officer is responsible for making sure the views of college’s disabled students are properly represented on the Executive Committee. They will also promote the positive involvement of disabled students within college. They are also required to attend college’s disabilities 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.

**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.

For full job descriptions please contact Jo Talbot-Paterson

**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: ………………………………………..

**Seconder’s Details:**

Name:………………………………………………………..Address:……………………………………………………..……………………………………………………….............

Course(s): …………………………………………………...

Contact Number: ……………………………………………

Student ID Number: ………………………………………..

**College ID Card Seen**

Date: …………………….. Time: …………………….

Received by: …………………………………………...