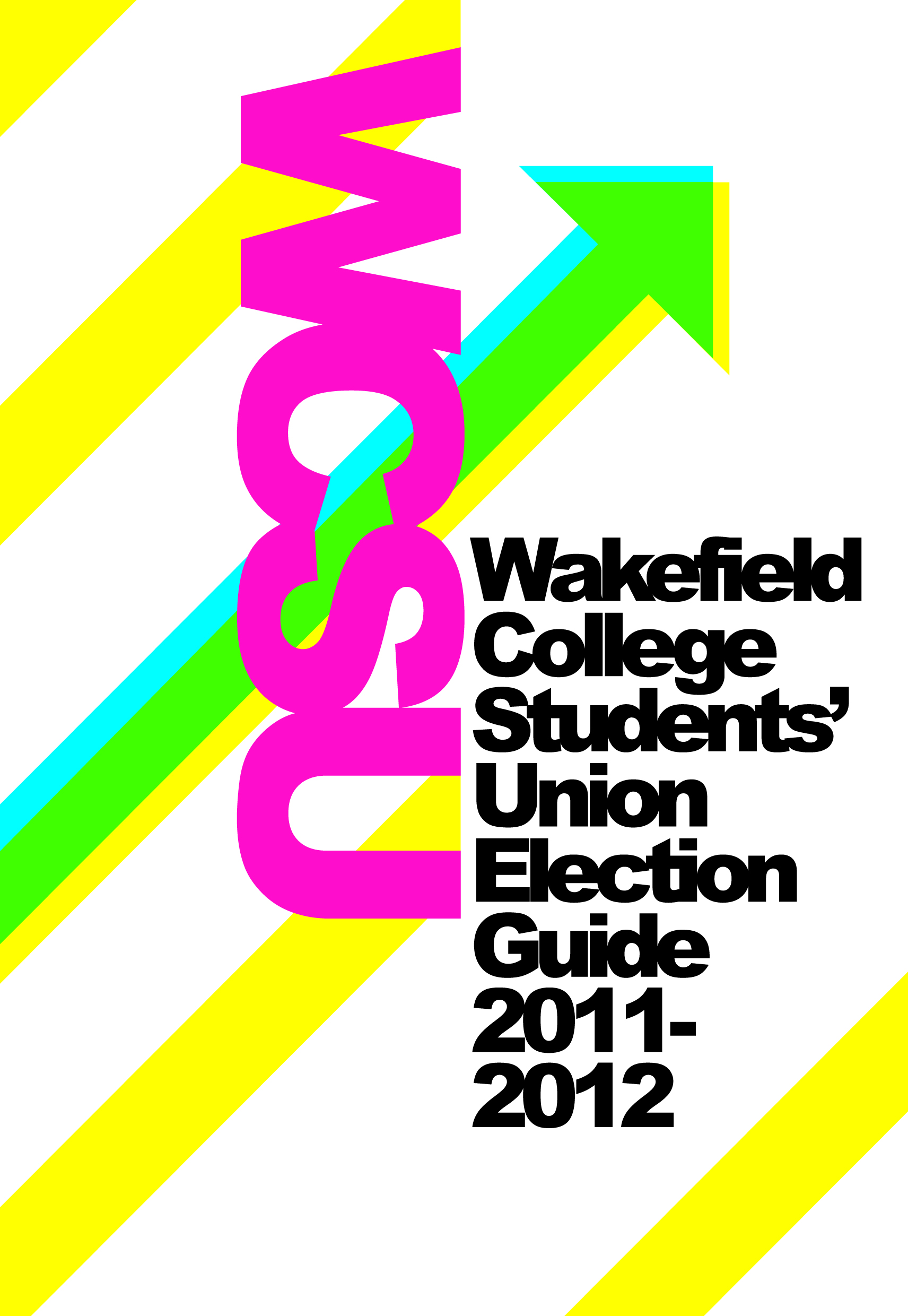
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2017

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

Thank you for your interest in standing in the 2017 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: 2017-2018.

To stand for election you must:

* Provide your nomination form, which is included at the back of this guide to Activity Leaders Office, back of Refectory, City Campus by Friday 5th 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 h.shillito@wakefield.ac.uk by Friday 5th May for review.

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

**Election Schedule**

**Nominations open: Monday 24th April**

**Nominations close: Friday 5th May**

**Manifesto’s displayed: Monday 8th May**

**Voting opens: Monday 15th May 9am**

**Voting closes: Friday 19th May 4pm**

**Results announced: Friday 26th May**

**The Elections**

* You must not make discriminatory remarks about other candidates either verbally or in writing.
* You must not canvas within the same room as any students using computers during the voting period.

**Executive Committee**

There are 12 posts in this by-election, plus a position as student governor (which must be independent of the Students’ Union Executive Committee), they are:

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

These 12 posts make up the Executive Committee 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?**

**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. The President is also responsible for ensuring the secretarial and financial duties for the Students’ Union are done or covered by another member of the Students’ Union Executive Committee. This includes publicising meetings, writing all necessary discussion papers, such as agendas and minutes and making these public for all students and managing the annual budget, keeping all paperwork and receipts for any expenses. They are also responsible for ensuring the Executive Committee and Returning Officer approve any expenditure.

**Vice-President (VP);**

The Vice President 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.

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

The Vice President - Castleford 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, especially with regards to ensuring the work of the Students’ Union reaches the Castleford Campus.

**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.

**Lesbian, Gay, Bisexual, Trans and Questioning (LGBTQ) and Gender Officer;**

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

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

**Ethnic and Religious Minorities 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.

**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.

**Student Governor;**

The student governor is complimentary, but independent, to the students’ union executive committee, but must be voted in via election on an annual basis. The role of the Student Governor is to represent student views at Wakefield College Governor Meetings.

**For full job descriptions please contact Hayley Shillito.**

**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: …………………………………………...