What do the Students’ Union Officers do?

You might be familiar with the faces of the Students’ Union Officers because of changes they have made, campaigns they’ve ran or speeches they have delivered.

The Officers are often found where Nottingham’s diverse range of students are at – they are constantly listening to the issues that students feel strongly about. It is these relationships with students directly that help build the relationships and channels for communication that provide students with more and more ways to directly effect change.

This booklet and the Candidate Academy intend to help you decide if running for a Full-time or Part-time role is for you.
Responsibilities of officers include, but aren’t limited to, the following:

- Lead on and oversee the ways in which students are represented on the issues that matter to them
- Represent students to the University
- Represent students to external stakeholders such as Local Government, Councils, and other decision-makers

President

This year Alan Holey has worked on expanding the international student mentor programme called Global Buddies to up to 350 international students. Started SU Recognition to recognise students throughout the year. Currently working on a new page on the SU website to give students more understanding of the SU and University.
Community

- Engage and consult with the Union's network for Hall Committee representatives
- Work collaboratively with relevant Students' Union departments to represent the views of students to external bodies such as the Nottingham City Council, Nottinghamshire Police and community groups e.g. Nottingham Citizens
- Listen to and empower students in ways they can integrate and contribute to the local community
- Support students in creating positive change, campaigning on a wide range of issues affecting social justice, community relations, accommodation and transport

A taster of the Community Officer's (Ellie Mitchell) work this year includes successfully lobbying the University to pay the living wage to all its staff, organising a conference for student activists and helping to co-ordinate house hunting talks in halls.
Sports

- Support students in creating positive change, campaigning on issues affecting students involved in sport
- Represent students involved in Sport at the highest levels in the Students' Union and University
- Work alongside representatives in Nottingham Trent University to create and manage the Nottingham Varsity Series
- Sit on the Senior Management Team in UoN Sport with the Director and Assistant Directors of Sport to help shape the sports provision at the university

Sports Officer (Adam Pratchett) has been working with colleagues at Nottingham Trent University to secure the continuation of the Nottingham Varsity Series for 2018. Welfare has been high on Adam's agenda and he has taken a number of steps to raise awareness of mental health in sport, providing training to all UoN Sport Coaches and creating a new welfare training programme to be delivered to all Club Welfare Officers. He is currently reviewing the student governance structure of sport and is looking to redesign the Sports Executive to make sure all students involved in Sport are equally represented in the Students' Union.
Equal Opportunities and Welfare

- Consult and engage with the Student Welfare Representatives across the Union to represent the views of students to internal and external stakeholders.
- Campaign effectively to improve the experiences of students at University regarding welfare issues and matters of equal opportunities.

The Equal Opportunities and Welfare Officer (Laura Bealin-Kelly) has worked to establish a Welfare Network, organised Little Pick Me Ups and exam packs, and written and delivered welfare training to Welcome Mentors, Associations and Hall Committee Welfare Representatives. Laura is working with the University and the Disabled Students' Officers to improve physical accessibility across all campuses, and is planning a Mental Health Awareness Week with the Welfare Network Committee.
Activities

- Build relationships with and work collaboratively with the SU's network of 200+ societies and activity groups to campaign on issues affecting their members.
- Work with societies and groups to ensure that their events and activities are as inclusive and accessible as possible.

The Activities Officer (Martin Nguyen) has worked on supporting new and developing student groups and rewarding and recognising them for the hard work they have done. This includes reviewing the STARs system, creating a Gold societies reward card and reviewing the celebratory events that are held. Martin has also launched a ‘Society of the Month’ Initiative to reward the hard work and development societies have achieved. He has worked on the both refreshers, and welcoming students back to the union, as well developing the event calendar app.
Education

- Be the joint head of the Education Network Representative structure, with the Postgraduate Officer, and build relationships with the Faculty and Education Reps to escalate issues to University and consult on teaching & learning policy changes.

- Create positive change for students' academic experience on issues such as course cost, libraries, learning resources and access to Higher Education.

- Work collaboratively with relevant Students' Union departments to represent students' views to the University.

The Education Officer (Cassie O'Boyle) has been lobbying for a reduction in the cost of Graduation and working with the University toward the opt-out Lecture Capture policy. She has also been working on changes to the Education Network to ensure sufficient representation across all degree programmes.
Postgraduate

- Be joint head of the Education Network representative structure, with the Education Officer and escalate issues from postgraduate course reps to university committees when required.
- Be the point of contact for postgraduate students, campaigning or signposting relevant issues as necessary
- Support the Postgraduate Students' Network
- Foster postgraduate academic community across the University with the aim of postgraduates having an amazing time at the University of Nottingham.

Some of the Postgraduate Officer's work (Yolanda) includes hosting a conference for 60 PG representatives from over 30 Unions; recruiting a committee for Link18 (a student-led, the reinstating of the Postgraduate Students Network and developing representation aimed at supporting PGs).
What to know more?

To find out more about the Full-Time Officer's work, you can read the Scrutiny Panel section on the Students' Union website:

su.nottingham.ac.uk/make-the-change/democracy
agendasminutesandreports

Part-time Officers

If you'd like to make change and have an impact on student life at the University, but want to carry on studying at the same time, you can run for a Part-time Officer role.

Each of the Part-time Officer roles represent a student network. A network is a group of students who self-define as sharing a common identity, identities, or sometimes, some common interests e.g. lesbian, gay, bisexual, trans (LGBT+), Black and Minority Ethnic (BME).

Each of these Officers represents their network and ensure that equality, diversity, accessibility and social justice is championed within the Union and beyond; that the rights of their network membership are defended and extended.

- LGBT+ Officer
- Women's Officer
- Mature Students' Officer
- International Students' Officer
- Black and Minority Ethnic (BME) Officer
- Environment and Social Justice Officer
- Disabled Students' Officer

Candidates for LGBT+ Officer, Women's Officer, BME Officer and Disabled Students' Officer must self-define as such e.g. the Black and Minority Ethnic Officer must self-define as a BME individual.
Not interested in any of the above positions?

We are also running elections for Education Reps and Faculty Reps. These positions represent the academic interests of students in their school or faculty, and work closely with the Education Officer to make positive change.

If you are interested in making a difference within your School or Faculty check out: su.nottingham.ac.uk/make-change/democracy-and-elections
Or email: suelections@nottingham.ac.uk

Frequently Asked Questions

Who is eligible to stand as a candidate in these elections?

To stand for a full-time Student Leader Officer position you must be a full-member of the Students' Union defined as 'a registered or thesis-pending, non-suspended student at the University of Nottingham.'

To stand for a part-time Student Leader Officer position you must be a full-member of the Students' Union defined as 'a registered or thesis-pending, non-suspended student at the University of Nottingham, for the period of office of the role for which they are nominating.'

Please note: You are only eligible to run for ONE Officer Position in this election period.

If I am elected how long will I be in office?

The term of office for Officers of the Union is from July 2018 until July 2019, with the exception of the Postgraduate Officer who usually hold office from the third week of September of the year they are elected to the third week of September of the following year.

What is the salary of Full-time Officers at the Union?

£18,417 per annum is the salary of all of the seven Full-time Officer positions.
What guidelines are there for these elections?

All candidates are expected to comply with the following guiding principles:

1. Candidates must treat other candidates, students and members of the public with respect.
2. Candidates must respect the campus environment and the community.
3. Candidates will not act in such a way to bring the election process, the Union or the University into disrepute.
4. Candidates' campaigns should be fully transparent and accountable to the Union.
5. Candidates must not do anything to gain unfair advantage.
6. Candidates must not undermine the fair and democratic running of elections.

The following guiding principles also apply to the Student Leader Elections 2018:

7. Candidates must not seek sponsorship for this election
8. Candidates must not use electronic devices when door knocking (both in Halls and the community) or in Hall dining areas.

Can I run for a Full-time Officer Position if I’m a non-EU International Student?

There are a number of things that would have to be looked into with you after you won your election but it is possible to make arrangements surrounding your visa. Please speak with us if you have any further concerns about this for the time being.

Are there any provisions for students that require reasonable adjustments to be made in order to stand in the Student Leader Elections?

Reasonable adjustments to the process may be made in consultation with the Representation Development Manager and Human Resources. Please contact us at suelections@nottingham.ac.uk should you wish to discuss this.
What is the University’s policy on claiming extenuating circumstances?

The University have made it clear with the Students' Union that extenuating circumstances are only for situations of 'unforeseen' circumstances. They do not consider running in an election 'unforeseen' and so have a policy of not allowing extenuating circumstances to be claimed on the basis of running in SU elections.

What’s the budget for this election?

There is a budget cap for this election. This means that you cannot spend more than the amount set out by Elections Committee. All of your spending must be recorded on the document provided to you by Representation Development, and this must be completely filled out by 9 March at 1pm. The following sanctions apply for incomplete forms or non – submission:

- Incomplete forms will incur a 'strike'. Depending on how many strikes you have incurred this could range from a written warning to disqualification from the election.
- Non-submission of forms will result in your disqualification from the election.

The budget is set as:

- Full Time Officers – £100 capped spend.
- Part Time Officers – £50 capped spend

Upon submission of the completed expenses form, Full Time Officer candidates can reclaim £30 from the Students' Union and Part Time Officers can reclaim £15.

When does campaigning start?

Campaigning opens at 9am on Thursday 1 March. No campaigning is permitted before this point. This includes the use of any physical or digital campaigns material including branded or themed profile or cover pictures on social media. ‘Likes' pages are also not permitted before the start of campaigning.

Your campaigns team are an extension of you, so you must ensure that they do not start campaigning before Thursday 1 March at 9am.
Are there any restrictions on physical campaigning?

Elections are an exciting time, and you will see increased activity across all campuses. For the protection of the environment and to ensure campaigning does not distract road users, there are some restrictions on where physical campaigning materials can be used:

Stickers should not be stuck on anything other than people. Stickers are incredibly difficult and costly to remove – if stickers are found stuck around campuses this could be considered a breach of Guiding Principle 2.

Please take care if campaigning around any entrance to the campus. The roads are busy in the morning and your campaigning activity should not be distracting to drivers (e.g. large bunches of balloons close to the road).

Please don't attach campaigns materials to lampposts and buildings in the community. The Council are vigilant during the elections period and will require immediate removal.

Students' Union affiliated club nights have their own set of guidelines for campaigning. Please ensure you are familiar with these before campaigning at Crisis or Ocean.

Will there be a media day?

Yes! On the 24th February, you will be given the chance to meet with all of the media groups on one day. We will provide you with timings and more information nearer the time.

If I win, will there be any training?

Yes! Each Officer is given in depth training when they start their role, starting in Easter 2018. The first training will be on the 19th and 20th April, and full details will be confirmed closer to the time!
What should I do if I have a problem during the election?

There will be a staff member in the Elections Hub every weekday between 9 and 5pm during the voting period. They should be your first point of contact for any questions or issues.

Should a more formal complaint arise, you may want to submit a grievance. Information about submitting grievances can be found here: su.nottingham.ac.uk/make-change/democracy-and-elections/elections/grievances

Grievances must be based in fact and contain evidence. You must be able to demonstrate the personal effect the grievance has had on you for it to be upheld, and it must relate directly to one of the Guiding Principles. Elections Committee have set out the following sanctions for upheld grievances:

**Step 1:** A formal warning will be issued by the Returning Officer to the candidate.

**Step 2:** For grievances upheld before Thursday 8 March, candidates will be banned from campaigning for 1 day. This includes their campaigns team. For grievances received on Thursday 8 and Friday 9 March, candidates will have their guest list privileges for results night revoked. This means that candidates will not be able to bring any friends or members of their campaigns team to results night on Friday 9 March.

**Step 3:** Disqualification from the election.

Elections Committee reserve the right to levy sanctions at any of the 3 steps should the upheld grievance be severe. This means that breaches of the Guiding Principles could lead to immediate disqualification.
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Action</th>
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<tbody>
<tr>
<td>Monday 29 January 2018 • 9am</td>
<td><strong>Nomination Open</strong></td>
<td>Go to the following webpage to nominate yourself: studentleaderelections.co.uk/nomination-form</td>
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<tr>
<td>Monday 12 February 5pm</td>
<td><strong>Nominations Close</strong></td>
<td>This is the final date you can submit your nomination. Follow the link above to nominate yourself.</td>
</tr>
<tr>
<td>Monday 12 February 5pm</td>
<td><strong>Manifesto deadline</strong></td>
<td>Manifestos should be emailed to <a href="mailto:suelections@nottingham.ac.uk">suelections@nottingham.ac.uk</a> in a word document format – text only.</td>
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<td>Manifestos will not be accepted after this date.</td>
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<tr>
<td>Thursday 1 March 2018 • 9am</td>
<td><strong>Campaigning Opens</strong></td>
<td>This is the time that campaigning opens – candidates and campaign teams must <strong>not</strong> begin to campaign before this time.</td>
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<tr>
<td>Thursday 1 March 2018 • 9am</td>
<td><strong>Voting Opens</strong></td>
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<td>Monday 26 February 2018</td>
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<td>Candidate briefings all take place in The Studio Live.</td>
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<td>Friday 2 March 2018</td>
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<td>These meetings are compulsory for candidates (or member of campaigns teams) to attend.</td>
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<td>Tuesday 6 March 2018</td>
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<td>Candidate Briefings are an opportunity to:</td>
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<tr>
<td>Thursday 8 March 2018</td>
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<td>• Bring candidates together</td>
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<td>• Share voting stats</td>
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<td>• Let you know of any rulings made by elections committee</td>
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<td>• Time to ask questions</td>
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<td>• Talk about campaigning effectively</td>
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<td>Friday 9 March 2018 12pm</td>
<td><strong>Voting Closes</strong></td>
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<tr>
<td>Friday 9 March 2018</td>
<td><strong>Elections Results Night</strong></td>
<td>Celebrate the end of a wonderful election period with us at a special venue!</td>
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