



2012 Students' Union Officer
Elections
Candidate Info Pack

(All this information is available at www.sheffieldsu.com/elections - please keep checking for the most up-to-date info)

January 2012

Introduction

Interested in spending a year representing and standing up for students at Sheffield?

The student officers are eight students, elected by the whole student population, who work full time at the Students' Union for a year.

They work for you on all issues to do with student life. They listen to how you want things to be done and work with the relevant people to make it happen.

They represent your views to the University and local and national decision makers to ensure your voices are heard.

Any student at Sheffield can become a Students' Union Officer. Elections take place in semester 2.

Read on to find out more about how you can become a Students' Union Officer and make a difference to the lives of Sheffield students.

For more information, email elections@shef.ac.uk or call 0114 222 8589

Already decided you want to run? Fill in the nomination form at www.sheffieldsu.com/elections

(nominations close Friday 10th February 12 noon)

Election Timeline

NOMINATIONS OPEN Monday 12th December 2011 9am (week 12)
NOMINATIONS CLOSE Friday 10th February 2012 12 noon (week 1)
PUBLICATION OF NOMINATIONS by Friday 17th February 2012 (week 2)

PUBLICATION OF STATEMENTS by Friday 17th February 2012 (week 2)
Week 3

CANDIDATE BRIEFINGS & TRAINING SESSIONS Monday – Friday week 2

CAMPAIGNING STARTS Monday 20th February 2012 9am (week 3)

CAMPAIGN EVENTS (Hustings, Question Time, etc) Details TBC (week 3)

VOTING OPENS Monday 27th February 2012 10am (week 4)
VOTING CLOSES Thursday 1st March 2012 5pm (week 4)

RESULTS ANNOUNCED Thursday 1st March 2012 time TBC (week 4)

Should you be elected, you need to note the following dates:

Induction Training – Saturday 10th March 1000-1500

Handover Training 11th June – 13th July

Official start of your term of office 1st July

Please ensure you will be in Sheffield during the handover period.

What is a Students' Union Officer

The Students' Union Officers are the elected leaders of the Students' Union.

They are elected by the students of Sheffield to work full-time (c.£17.6k pa) to defend and extend the rights of students at the University.

They are the voice and the face of the organisation when we're in the media or campaigning. They're the people making big decisions about the Students' Union and how it's run. They're working with and lobbying the University to ensure that every student at Sheffield loves their student experience. They're in the Students' Union every day making things happen and making a difference.

The Students' Union Officers work as a team to:

- Lead the organisation
- Make decisions about the future strategy and direction of the Students' Union
- Represent students to the University and wider society
- Communicate with students
- Lead campaigns on behalf of students.

For example, over the last term the Students' Union Officer team has:

- Successfully lobbied the University to remove its injunction against campaigning and protesting on campus
- Represented Sheffield students at hundreds of committee meetings and events on campus and across the country
- Had a key role in shaping the plans for the University House re-development
- Met with the Deputy Prime Minister and agreed a timetable for regular meetings, ensuring your voice is heard at the top of the UK Government.

As well as working together as a team, each of the 8 officers also has individual responsibilities.

Available Positions

The best people to speak to about being a Students' Union Officer are the current officers themselves. They will all be available to talk to potential candidates in the run up to the elections, either come to their office (4th floor of the Students' Union Building), send them an email or arrange a time to meet them by contacting Julie Peach at j.peach@shef.ac.uk.

President (2010/11 Thom Arnold- thom.arnold@shef.ac.uk)

The figurehead of your Students' Union. Leads and oversees the work of your Student Officer Team. Ensures the Students' Union is valued by its members as an effective, responsive and accountable organisation. Chairs the Trustee Board, Student Executive Committee and Staffing Committee. Also sits on University Council and Senate as well as a number of other University committees.

Students' Union Development Officer (2010/11 Finance Officer Harry Horton – harry.horton@shef.ac.uk)

Represents students' view on the internal development of the union and the services it offers. Ensures Students' Union services are relevant and responsive to Student needs.

Has key oversight over the Students' Union's commercial activity and communications. Chairs the Students' Union's Finance Committee. Sits on University Finance Committee, Senate Budget Committee and University Council.

Please Note – this position was previously Finance Officer. The change of position is designed to reflect how the role has evolved away from addressing primarily internal financial matters towards looking at the internal development of the Students' Union as a whole. Please contact Harry for more information.

Education Officer (2010/11 Jon Narcross – jon.narcross@shef.ac.uk)

Responsible for all educational matters affecting students, both undergraduate and postgraduate. Coordinates and supports student representation within the University, and works with the Education Committee to keep students informed of, and campaign on, academic issues.

Sits on many University committees including University Senate and Learning & Teaching Committee.

Welfare Officer (2010/11 Mat Denton – mat.denton@shef.ac.uk)

Provides support, representation and raises awareness of student health, finance, housing & safety issues. Works closely with the Student Advice Centre to ensure relevant and effective advice is available to students. Works with the University to ensure adequate welfare provision and support for students.

Women's Officer (2010/11 Sarah Charlesworth – sarah.charlesworth@shef.ac.uk)

Represents the views and interests of all women students within the Students' Union and University as well as at a national level and creates a student environment free from sexism and discrimination.

Works with the Women's Committee to lead campaigns on the issues of women's rights and equality.

N.B. Only students who self define as being a woman can stand to be the Women's Officer, but all students can vote in the election.

International Students' Officer (2010/11 Krissy Meyer – krissy.meyer@shef.ac.uk)

Supports and represents the University's international student population. Works to support and facilitate integration of home and international students at Sheffield.

Sits on key University committees relating to international students and internationalisation.

N.B. Only international students can stand to be the International Students' Officer, but all students can vote in the election.

Sports Officer (2010/11 Ben Baldwin – ben.baldwin@shef.ac.uk)

Ensures the provision of sports opportunities and clubs for students. Acts as the advocate of students engaged in sport at all levels. Works to increase the number of students taking part in sport.

Sits on the Sport Sheffield Board and has key relationships with University staff responsible for the provision of sports facilities and opportunities.

Activities Officer (2010/11 Nabil Alizai – nabil.alizai@shef.ac.uk)

Oversees the provision of student activities and the Students' Union's societies. Works to increase the number of students engaged in societies, activities and volunteering projects.

Works with the University to ensure recognition of the contribution students make through activities and the importance of societies and volunteering as part of the student experience at Sheffield.

Additional responsibilities for all positions:

A key part of the Students' Union Officers' job as part of the team is to be **trustees** of the Students' Union. This means that the Officers are ultimately financially and legally liable for the organisation.

In order to become a trustee, individuals must meet some basic criteria, basically to ensure you are trustworthy and suitable to be at the head of a large organisation. While you can be elected to become a Students' Union Officer without meeting these criteria it may affect your ability to do your job fully. We therefore ask you to consider this before entering your nomination.

Examples of the criteria include being at least 18 years old, not being an undischarged bankrupt and not having an unspent conviction relating to an offence involving deception or dishonesty.

For more information about the basic requirements, contact elections@shef.ac.uk

Why you should run

There are so many reasons why you should run to be a Students' Union Officer, but here are five of the best:

1) You will directly impact on the student experience at the University of Sheffield

The Students' Union has a huge impact on the lives of students here in Sheffield. For example, 75% of students are in a Students' Union club or society; Students' Union Officers are currently helping lead the re-development of University House as well as supporting over 700 course representatives.

2) You will help fight for thousands of students at the University of Sheffield

One of your most important roles will be to represent students. From diverse issues such as learning & teaching to standards in University accommodation, you will ensure that the student voice is heard loud and clear.

3) You will be a leader of a unique organisation

As an Officer you will be one of the 8 people responsible for leading the Students' Union. You will have the opportunity to shape the direction and work of an organisation (with an annual turnover of £11million) in a way you may never have again. Complete with your own office and an army of staff to support you, you have a great opportunity to make some big changes.

4) You will have experiences that will shape your life

The experiences you have as an officer will stay with you for the rest of your life. One day you could be meeting the Deputy Prime Minister and the next, you could be filming a promotional video along side 400 other students (http://www.youtube.com/watch?v=ZL_yc_NKN5A) or accepting the University of the Year Award at a glitzy dinner in London.

5) The skills you gain will help you out for years to come

Being a Students' Union Officer is an incredibly diverse job. Whichever position you run for, the skills you gain will make you stand out from the crowd. As an Officer, you will have to organise large events like the Activities Fair, negotiate agreements with the University, give presentations to thousands of students and work as part of a team of 7 other officers.

Running Your Campaign

There is no golden rule for how to run an election campaign but here are some tips for you to think about:

1) Read the available positions ([click here](#)) and arrange an informal chat with the current office holder. This will help you come up with some policies.

2) Once you have chose which position you want to run for, fill in the electronic nomination form ([available here](#)) by Friday 10th February 12pm.

3) Make sure you have designed your piece for the 'Official Guide To Candidates' before you submit your nomination form:

- Each candidate is allotted a space in the guide 87mm wide and 120mm long which can contain text and images. The booklet will be printed in full colour.
- **Maximum file size 10MB.**
- PDF or JPG at a resolution of at least 300dpi.
- [Click here for examples of previous submissions](#)

4) Re-read the election rules ([found here](#) – link to doc)

- Make sure you attend the compulsory briefing during week 2 that you signed up to on your nomination form.

5) Think about your campaign message:

- People need to know who you are, what you are standing for and how people can vote for you
- Think about how can you make your campaign memorable and stand out from other candidates.
- Come along to a campaign workshop during week 2 for more ideas.

6) Order, if you want to, some printed publicity from the Copy Shop:

- All printed publicity must be ordered through the Students' Union Copy Shop
- The order form is available [here](#)
- Remember, you can only spend a maximum of £40 on your entire election campaign

7) Produce, if you want to, a candidate video:

- You can film/edit your own video and up-load it to youtube.
- Email elections@shef.ac.uk the link to your video. These will be displayed when the nominations are published.
- Make sure you list the video as 'unlisted' and don't distribute it until campaigning starts (Monday 20th February 0900).
- You can borrow a camera from the Activities' Zone Information Desk, if you don't have one.
- The Students' Union will provide a time for candidates who can not make their own video, to film their own basic video clip. Time TBC.

8) Build a campaign team

- Find some friends and supporters who are willing to help you get elected

- Think about how best to use these people e.g. don't have them all doing the same thing, at the same place, at the same time.
- Make sure they know the election rules just as well as you do.

9) Go out and campaign

- There are loads of ways you can campaign, including:
 - Making use of social media and the internet (check the relevant rules)
 - Displaying publicity around the campus
 - Attending meetings of student groups
- However, non are as good as actually talking to students
- Remember to come along to a campaign workshop during week 2 for more ideas.

10) Enjoy the experience

- Running for election is one of the most unique and rewarding experiences you can have whilst at University
- Make sure you look after yourself during the election and come to the morning briefings during week 3 & 4 to relax with some coffee and pastries before the day ahead!
- Drink lots of water (not energy drinks – they keep your brain from working at its best) and eat proper meals as you need to keep your energy levels up.
- Get some sleep. Seriously.

Rules & Regulations

It is important to think about the rules when you are campaigning. We want to encourage and support active and innovative campaigning for our elections. However, we need to have rules to ensure a fair election for all candidates.

A key part of this fair play is a spending limit. Each candidate has a spending limit of **£40**. This money will be reimbursed by the Students' Union on receiving receipts for the expenditure. Candidates must not spend more than this limit.

You should have all read the rules before submitting your nomination form. In addition, all candidates are expected to sign a copy of the rules at one of the Candidates' Rules Briefings.

There will be a full briefing on the rules prior to the opening of voting.

THIS IS A COMPULSORY MEETING FOR ALL CANDIDATES, YOU MUST ATTEND OR SEND A REPRESENTATIVE TO ONE OF THESE MEETINGS.

You will have signed up to a briefing on your nomination form, but here is a reminder of the dates:

Monday 13th February 1600 Octagon Council Chamber
Tuesday 14th February 1200 GR4
Wednesday 15th February 1400 Octagon Council Chamber
Thursday 16th February 1600 GR3
Friday 17th February 1300 GR4

A full copy of the rules can be found at www.sheffieldsu.com/elections.

For up-to-date information, please go to www.sheffieldsu.com/elections

If you have any questions, please email elections@sheffield.ac.uk or come to the Representation & Democracy Department on the 4th floor of the SU building (tel 0114 222 8589).