



The work and life of a student officer!
Students' Union Elections 2010

Want to make a difference?

Dolly Parton sang a classic song about workin' 9 til 5; but being part of the Students' Union is much more than that.

There are a range of positions which you can apply for. Some are full time paid posts which you do as part of a year out, or following your final year. Other posts are part time voluntary posts, which you can take on alongside your studies. Some have a specific focus, such as Newspaper Editor, others have a more wide ranging portfolio of responsibilities, such as Union Councillor. There's also some positions just for students studying at the Barnsley and Oldham campus.

This pack will outline all the positions available; so if you want to make a difference or get some real experience of project managing and working in a fast changing and motivating environment then why not throw your name into the hat, and run as a candidate in the Students' Union Elections?!

Additional information packs:

There are more information packs available each covering a different part of the Election process . You can download them online or you can pick up a Elections USB pen (containing all the packs) from any Students' Union office.

INFO

This introductory guide to the Elections, will explain what it's all about - whether you are interested in standing as a candidate or just want to vote.

SELL YOURSELF

A candidates guide to self promotion. A sure fire way to get students voting for YOU!

APPLICATION PACK

Available online from Wednesday 10th February until Wednesday 24th February 2010. If you want to stand in the Elections you will need to download and print this pack, or you can collect one already printed from the Students' Union reception at Queensgate or from the Students' Union Offices at both the Barnsley and Oldham Campus.

CONSTITUTION

This additional document is quite long, but it's the basis of the rules by which the Students' Union (and therefore the Elections) exist. It's worth a quick read through if you are going to run in the elections!



Get on board and be heard!

All the elected officers have their own jobs to do but they must also work as a team to ensure that all Huddersfield students get a good deal.

The elected officers are the student voice within the University and nationally through the National Union of Students (NUS). It's much more than a 9 to 5 job, you are Students' Union ambassadors 24/7 and this is your time to put the SU on the student map!

It's a 'proper' job!

All the roles come with big responsibilities, and, like most jobs, there are certain boxes you need to tick. Dress appropriately for meetings and the day job, send apologies if you can't make it to anything, do your required weekly hours, don't gossip or write anything damning on Facebook or Twitter for the world to see. Remember, you are an ambassador for the SU so actively promoting and showing your face at the odd gig or event would receive a huge pat on the back. Most of what you discuss at work is confidential - its really good to be keen but knowing where work starts and ends is a plus.

Job Descriptions:

The main aims and objectives of all elected student officers is to promote the Students' Union and carry out their duties in accordance with the Constitution and Students' Union policies. You will have a budget to control and campaigns which you are responsible for. There are lots of meetings to attend and reports to write, but don't be put off as this is the formal route of getting your campaigns and ideas across (and there is usually a good buffet thrown in!!)

Full Time Positions (The Exec)

The President (aka El Presidente)

The Students' Union equivalent of Obama?? A more budget conscious Brown?? This is the figure head job, the upholder of all Union policies, your voice within the University and the national voice for University of Huddersfield students.

Confidence is essential as the President is also line manager for the other Executive officers, has an important role on all Union committees, speaks at Graduation ceremonies and may have to chew the fat over lunch with Patrick Stewart once in a while!!

The President is also responsible for making sure the Students' Union is developed at the University's Campuses in Barnsley and Oldham.

VP Communication and Democracy

If you are interested in media then this is the job for you – you will be responsible for making sure the Union is communicating effectively with its members, particularly through the media, such as the Huddersfield Student newspaper and RadioHudd. You will support the work of the newspaper editor and the radio station co-ordinator to ensure that the views of the students and the Students' Union are represented effectively.

You will also become the 'Defender of Democracy', meaning that it will be your responsibility to ensure that the democratic processes that the Union is built on are open and accessible to all students. These include the Union Council, AGM and elections. You will also need to work effectively with Union staff, particularly in developing training and support for elected Union representatives.



VP Welfare and Equalities

This is quite a varied role, working closely with the Student Advice and Information Centre staff to support and represent students in lots of areas including health, finance and accommodation. You will have responsibility for making sure that the Union has policy in place to cover all equality and diversity issues and you will lead campaigns on all welfare issues.

A major part of your role will also be to take the lead in setting up equality and diversity forums, such as LGBT, Disabilities and Black and Minority Ethnic.

VP Education

This very important role will give you responsibility for making sure any academic issues raised by students are addressed by the University. You will need to communicate effectively with the network of Course Reps to make sure you know what's happening on campus, as well as working closely with Union staff to develop training and support for student reps.

The ability to develop and maintain good relationships with key University staff is crucial for this role, as you will sit on a number of University committees that make important decisions affecting the education of our students.

VP Student Activities

You don't have to live in a pair of shorts for this role, even though past officers may have given that impression, however, an interest in extra curricular activities would be beneficial!

The Student Activities officer starts the year by working closely with the Marketing Department to organise Freshers Fayre,

encouraging participation from all the Union's clubs and societies.

Over the year you will support the clubs and societies, including the provision of training, ensuring they are properly run and that their financial affairs are in order. You will also work with BUCS (British Universities College Sports) to encourage participation in competitive sport and co-produce the annual Varsity with Bradford University.

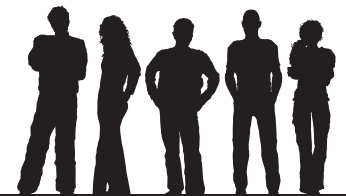
You will also need to take the lead in ensuring that the Student Activities Forum exists, and you will have responsibility for organising the Union's Annual Awards Ceremony.

Part Time Roles:

Part time officer roles are voluntary, although you will receive an attendance allowance for official meetings. The experience looks great on a CV and is a good way of getting stuck into something you are passionate about.

Newspaper Editor

An exciting role but one that requires going the extra mile to meet deadlines and chase others. You will work closely with the Communication and Democracy Officer to ensure the student newspaper gets out on time. You are editorially independent of the SU and must have impartial views and be fair in reporting. Also you are the newspaper representative and will have the chance to report at local and national events and ceremonies as well as develop the interest and involvement of the other editors writing for the paper. You will also have a seat on the Union Council.



The Union Chair

Another important role that does what it says on the tin – you are the Chair of the Union Council, which is the most important committee within the Students' Union! The Council meets for a couple of hours each month and your role is to ensure that the Council runs smoothly and correctly.

Union Councillor (5 positions)

You have that all important vote at the monthly Union Council meetings and have a great insight into how the Students' Union is run. Voice your opinions and have a say in how things are run.

NUS Conference Delegate (4 positions)

The National Union of Students annual conference takes place in Gateshead from 13th to 15th April 2010. The conference determines the policy of the National Union by debating motions, ratifying decisions taken at campaign conferences, setting the campaigning agenda for the following year and electing the National Executive Committee. As a delegate you will be expected to attend the conference and represent UHSU, your conference fees and related expenses will be paid for. Beer? You pay for it yourself!

For Students studying at the University Campus' only

Students studying at both Barnsley and Oldham campus can apply for any of the positions advertised plus there are also a number of campus specific positions available. Only students studying at that campus can apply and vote for these positions.

Chair (1 for each Barnsley & Oldham campus)

The Campus Committee plays an active role in student life at both University Campus'. The Chair has the responsibility of heading the Campus Committee and providing Campus representation at the monthly Union Council meetings at UHSU (travel expenses are covered). The Chair will look to work with Students' Union staff to develop the Students' Unions provision at your campus.

Committee Member (3 for each Barnsley & Oldham campus)

As a committee member you play an integral role in the decision making process of the campus and actively identify and represent the needs and wants of student members.



Are you eligible to stand?

The five full time Executive officers form part of the Student Unions' Board of Trustees which means there's a certain amount of red tape. You are not allowed to be a trustee if you:

- Are under 18 years of age.
- Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent .
- Are an un-discharged bankrupt.
- Have made compositions with your creditors and have not been discharged.
- Have at any time been removed by the Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct.
- Are disqualified from being a company director.
- Have failed to make payments under the county court administrator's orders.

! If you are in any doubt about your eligibility to act as a trustee you should either seek your own legal advice or contact the Charity Commissioners.

There will be a **Trustee Declaration Form** to complete as part of the Application pack. If you are standing as a full time Executive officer this form must be completed and handed in by 12noon on Wednesday 24th February. Failure to do so may mean your nomination isn't accepted.



Jargon

In addition to some of the weird and wonderful words explained in the INFO PACK, here's some more unusual words and acronyms used during the elections, and during your time in office if you get elected...

Exec Short for the Unions' Executive Committee, the team of 5 full time (and paid) student officers. Students can take a year out of studies (sabbatical leave), or apply at the end of their final year.

NUS Conference A get-together of the National Union of Students who want to make a difference both locally and nationally.

Part time Officer A unpaid position within the Students' Union, which you do alongside your studies.

Remuneration The full time executive officers don't get paid a salary like members of staff; but they do get paid in return for their service to the Students' Union. So if you are a successful candidate you can expect a little brown envelope every month (approx £16000/year, but the tax man will take a cut)

Sabb (AKA Exec Officer) Short for sabbatical - ie when you take a year out of students to stand in the elections. You might also hear the part time positions being referred to as non-sabbs. This is because the role is done alongside studies.

VP Short for Vice President. There's the President, with the other four Exec officers being vice presidents.

Union Council Union Council - they have the power! Union Council holds regular meetings and can question & overrule decisions made by Exec.

