****

**Executive Committee Election 2016/2017**

**ATTENTION ALL STUDENTS!**

**Be part of something BIG this year – why not join the Student Union and get involved in the student experience at South Essex College?**

**WHY SHOULD I RUN?**

Improve the lives of students

Working together with the Course Reps and the students, you could make real positive changes to the lives of others.

It looks fantastic on your CV

Dedicating yourself to helping others looks great on CV’s and applications. You will learn loads of new skills that are attractive to employers and universities.

Work with a team of over inspirational and experienced staff

You are supported, trained and guided to ensure that your visions, aspirations and goals can be achieved and are give opportunity to learn from the staff working alongside you.

Amazing career development

Seize opportunities that make you stand out from the crowd. Employers tell us that they love student who’ve had experience of working or volunteering in a Student Unions.

Represent the views of others and make real, positive change

Supporting your fellow students is immensely satisfying. You will also have the opportunity to travel, attend conferences and make loads of new connections.

Its amazing fun

Being part of the Student Union can be one of the most rewarding experiences you can take part in. Meet hundreds of new people and have a good time whilst you’re doing it!

**HOW DO I BECOME AN OFFICER?**

**It’s simple! ………….**

* Just fill in the attached nomination form and get two other students to sign it to support your nomination. Don’t forget to attach your manifesto and a photo. This will let other students know who you are and what you will do for them if elected.
* Return this form to Stuart Gibbs, Student Services Team Leader (Learner Voice & Enrichment) – [stuart.gibbs@southessex.ac.uk](mailto:stuart.gibbs@southessex.ac.uk) or at any Campus Student Services office by **Friday 29th April 2016**
* Start campaigning between **Tuesday 3rd May till Friday 13th May 2016.**
* The election will be held and students at the college will vote between **Monday 16th May till Friday 29th May 2016.**
* Results will be published by end of May and if successful you will be elected ready to start straight away!
* Then the fun begins, organising events, campaigning on student issues, learning new skills and building your CV.

**Student Officer Positions 2016/2017**

|  |  |
| --- | --- |
| **Roles** | **Role Specification** |
| **President**  Open to FE and HE students  1x All Campus | As President you will be the prime representative of the Union and seek to involve as many students in the union as possible. You will represent Student views at Corporation Board meetings (if appointed as Governor) and other committees. You will develop opportunities for students to take part in clubs, societies, activities and events and will work with class reps to improve the student learning experience. |
| **Vice President – Paid Role (up to 9 hours per week)**  1 x HE – All Campuses  1x FE – Basildon & Thurrock | As Vice President you will be a representative of the FE/HE student body and FE/HE section of Student Union. You will work with the Student Services Team Leader and the President to agree targets to develop and improve the Student Union. You will take minutes at the Executive and Council meetings, type them and send them to the President for approval. As VP you will seek to involve/inform as many students in/about the activities of the Student Union as possible, as well as helping to organise events and activities for students. |
| **Finance Officer**  Open to FE and HE students who are aged over 18 and Have experience of book keeping / budget management or be on an a Accountancy related course | As finance officer you will regulate expenditure of the Union. You will be responsible for the Union’s Petty Cash. You will be responsible for Presenting an update of Income and Expenditure to the Executive Committee each month. In conjunction with the President you will ensure that all financial transactions are legitimate, and the necessary paperwork and receipts are kept for all transactions. As finance officer you will be responsible for the banking of any money received into the Unions’ budget code. |
| **Equality and Diversity Officer x 6**  1 x Male HE – All Campuses  1 x Female HE – All Campuses  1 x Male FE – Southend  1 x Female FE – Southend  1 x Male FE – Basildon & Thurrock  1 x Female FE – Basildon & Thurrock | The Equality and Diversity Officer is responsible for encouraging the sharing of best practice in addressing issues of equality and diversity. You will be responsible for campaigning for social change, and implementing Union policy regarding equal opportunities. The Equality and Diversity Officer will work to ensure individuals from under-represented groups are able to access all SU services, activities, and opportunities, to ensure we are as inclusive as possible. |
| **LGBT+ Officer x 2**  1 x FE – Basildon & Thurrock  1 x FE - Southend | The LGBT+ Officer works to represent lesbian, gay, bisexual, transgender and other students' interests, as well as campaigning on any relevant issues. You will that LGBT students’ views and opinions are reflected throughout the whole of the Union’s work and activities. You will attend Students LGBT+ Group meetings and take action, note and deal with students enquiries. |
| **Events Officer x 3**  1 x HE – All Campuses  1 x FE – Basildon & Thurrock  1 x FE - Southend | As the Events Officer, you will organise and publicise a variety of entertainment and social activities to reflect the interests of all sections of the student body. You will establish and maintain contact with relevant clubs, societies, companies and organisations to the advantage of students. You will establish and maintain contact with NUS. As Events Officer you will consult with students and the President to design an Events Calendar for the upcoming year. |
| **Marketing Officer**  1 x HE – All Campuses  1 x FE – Basildon & Thurrock | As Marketing Officer you will assist in the design and communication of Student Union marketing materials, ensuring materials promote equality and diversity. You will be responsible for ensuring there is regular communication of Student Union activity to the student body via social media channels and the SU’s website. You will meet regularly with the marketing team and feedback students’ views and sought solutions. |
| **Sports and Societies Officer**  1 x FE – Basildon & Thurrock | As Sports and Societies Officer you will develop new enrichment sports teams, clubs and societies. You will liaise with appropriate bodies outside College for promotion and sponsorship of clubs and societies. Working with the College Sport Maker and Enrichment Associate you will help to promote College events and activities. You will need to meet regularly with the College Sport Maker and Enrichment Associate to feedback on students views |

**NOMINATION FORM 2016 – 2017**

|  |  |
| --- | --- |
| **NAME** |  |
| **MOBILE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **STUDENT NUMBER** |  |
| **POSITION APPLIED FOR** |  |
| **COURSE** |  |
| **SIGNATURE** |  |
| Get 2 other students to fill this bit in… | |
| **NAME OF FIRST PROPOSER (Any Student)** |  |
| **STUDENT NUMBER** |  |
| **SIGNITURE** |  |
| **NAME OF SECOND PROPOSER (Any Student)** |  |
| **STUDENT NUMBER** |  |
| **SIGNATURE** |  |
| Get Course / Personal tutor to fill this bit in | |
| **TUTOR NAME**  *Please be aware that Student Union Officers should be allowed reasonable time to be excused out of lectures on necessary occasions* |  |
| **SIGNATURE** |  |

**FORMS MUST BE HANDED IN BY 5pm ON FRIDAY 22nd April 2016.**

**WHAT IS A MANIFESTO?**

A Manifesto is a statement of what you would do if you were to be elected. You might want to focus on a few key pledges that are easy for students to understand. The best manifestos are simple and eye catching.

**HOW DO I WRITE A MANIFESTO?**

1. Put a picture of yourself at the top of the page.
2. State the position you are running for and what your aims are for the year.
3. State what you hope to do, achieve or change etc.
4. State why you are running for the post.
5. State why you are the best person for the post, personal qualities e.g. confident, understanding etc.

**Example of a Manifesto**

Below is an example of a manifesto layout but feel free to get creative.



Hi my name is …………..and I am studying ………….. at South Essex College

Vote for

**Your Name**

Position standing for

What I would do…

Fill in this section on what you would do if elected.

This section is for talking about yourself, what you like about the college and why you want the position.