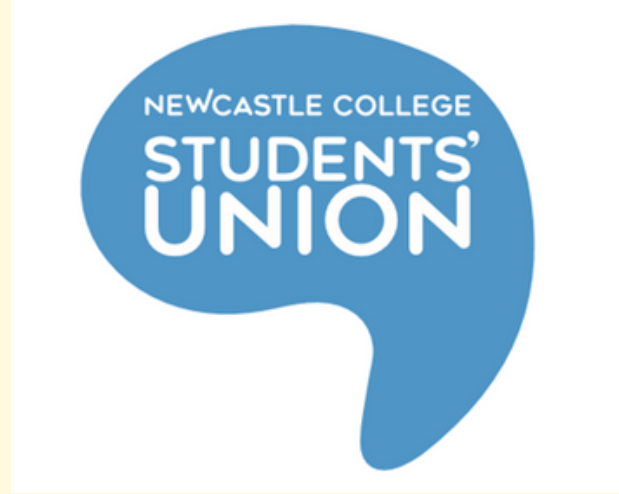


STUDENT
ELECTIONS
2024



@NewcastleCollegeSU



What are the elections?

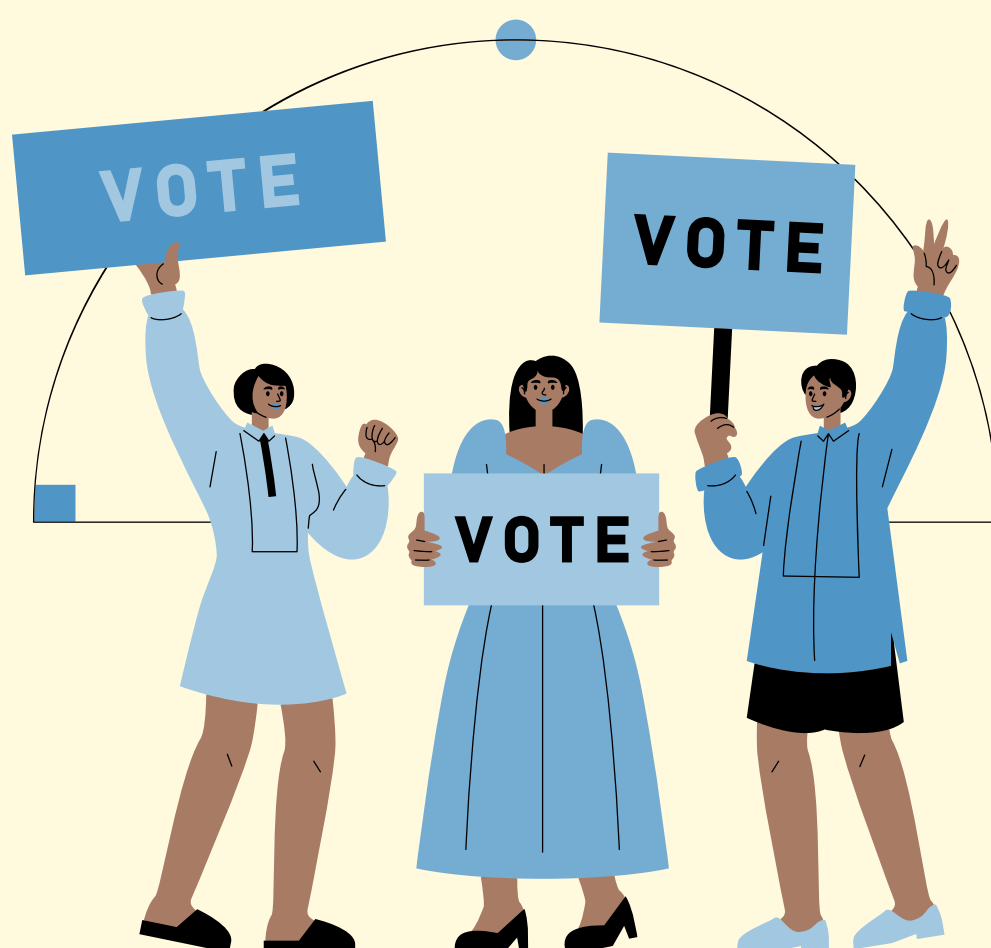
The student elections are your opportunity to push yourself in a new and exciting role that enables you to make important changes around the college, represent the student body and aid the running of the Students' Union. Anyone is allowed to run in the elections, and we welcome students from all courses, FE or HE.

The Students' Union asks for around 3 hours of dedicated work per week, so you could easily fulfil the needs of your role in one afternoon! Officers each have their own responsibilities depending on their role, but each of the officers work together alongside the staff in the SU executive committee to represent the students' voice and make decisions on events, campaigns, clubs and societies.

Being an officer gives you vital experience that can be helpful when it comes to job hunting and it also helps you build a range of skills like confidence, networking, team building and organisation skills. Working alongside your Students' Union is very attractive to employers, as it helps you stand out against everyone else. As well as this, it's a great opportunity to meet people from other courses and make some new friends!

Your input is valuable and important, so even if you don't put yourself forward for a role, it's important to vote for the students you want to represent you!

This pack contains information about all of the different roles, important dates for your diary and everything you need to help you plan your campaign.



Student President (18+)

The role of President is the only paid position in the SU and the President is expected to commit to 7-8 hours of SU work per week as they oversee and support the rest of the student executives. They are the primary representative of the Students' Union and must always act in the best interests of the student body.

The President is expected to attend relevant College committees and report back to the Students' Union, alongside this they will act as the Student Governor of the college and adhere to the guidelines of the student governor, including representing the SU and the rest of the college at Governors meetings.

The President is expected to meet with the College management regularly and report back to the Students' Union. The President should actively and regularly present opportunities to encourage students to join and get involved in the Students' Union. The President will also act as the official spokesperson of the Students' Union to the media and other external bodies on Students' behalf.

They will work alongside the SU Coordinator and other staff to coordinate the Students' Union work in relation to the quality assurance process of the college, and will represent students in disciplinary or academic appeals cases. Most importantly the President will be expected to support the other executives with their projects and be responsible for any other duties as decided by the executive committee and the Union council.



Vice President

The Vice President is expected to work closely alongside the President and support them with any duties they may need. In addition to this the Vice President should act as a second point of contact for students and Students' Union executives and should seek to support them with any projects or campaigns they may have running throughout the year.

The Vice President should also have their own ideas for campaigns and should run these throughout the year liaising with the other executives, relevant college staff and organisations to run these.

They should offer support to students and refer them to Student Services, or other internal teams where necessary. They should also create opportunities to involve the student body in the Students' Union and should seek to accurately represent the views and opinions of the study body and organise spaces for their voices to be heard.



Welfare Officer (18+)

The Welfare Officer is responsible for gathering the thoughts and opinions of students on how well the college looks after students. They must establish and maintain contact, and provide information from groups and organisations which work on welfare issues. (Mental health, disability and sexual health organisations.) They will also need to establish and build an enquiry service for students and advertise its availability on each of the sites.

The Welfare Officer should also offer support to students on any issues regarding their welfare and refer students to internal college support services or other relevant organisations where needed. They will be offered and must attend any relevant training/briefing days for Students' Union Welfare Officers.

The main role of the Welfare Officer is to campaign on and raise awareness of welfare issues as agreed by the executive committee, e.g. debt, safer sex, drug/alcohol abuse, etc and use their research to distribute general welfare information that will be useful to the student body. They will be supported through the SU to do but, but they may also need to liaise with the College's internal support services.



Entertainment Officer

(18+)

The Entertainment Officer will be responsible for organising and promoting a variety of entertainment and other social activities to reflect the interests of all sections of the student body, they will be supported by the SU Coordinator to do so. In order to do this they will need to establish and maintain contact with relevant clubs, societies, companies and organisations which may be advantageous to students, as well as establishing and maintaining contact with relevant officers at other colleges in the area, and liaising with the Clubs and Societies Officer.

They will be responsible for the sale and distribution of tickets and the collection of monies for activities and events and must ensure that all money from ticket sales is passed to the College's Finance Manager for banking as soon as possible and at the latest by the next day.

They will liaise with the Executive Officers to ensure that all social activities are well publicised to ALL students including those at other sites and should carry out research with students at the beginning of the year to design an entertainments programme for the whole year on the basis of information received.



HE Officer (18+)

The role of the HE Officer is to represent the thoughts and views of all students and ensure that Higher Education students' views and opinions are reflected throughout the whole of the Students' Union's work .

They will work to provide a Higher Education student perspective on all matters concerning the Students' Union and College and set up a regular forum/group for HE students to meet.

They should liaise with the Welfare Officer to ensure that the specific needs of Higher Education students are catered for, e.g. information on organisations that can offer advice on moving away from home, etc.



Outreach Officer

The main responsibility of the Outreach Officer is to work across the sites to inform them about events, activities and general information about what's going on in the Students Union. In order to do this they must liaise with other officers, students and staff regarding issues affecting sites other than the main campus. They should also liaise between the Students' Union, students and the relevant Newcastle College management teams with any student issues that arise.

The Outreach Officer will develop activities and events specific to the needs of the students within the specified building or courses, and will be required to publicise information about these events, as well as other Students' Union events and activities, on sites other than the main campus.

They should work alongside the students across the sites to encourage students not at the main campus to be more involved within the Students' Union.

They will also have the responsibility of monitoring and maintain the tidiness of the Students' Union notice boards on sites other than the main campus.



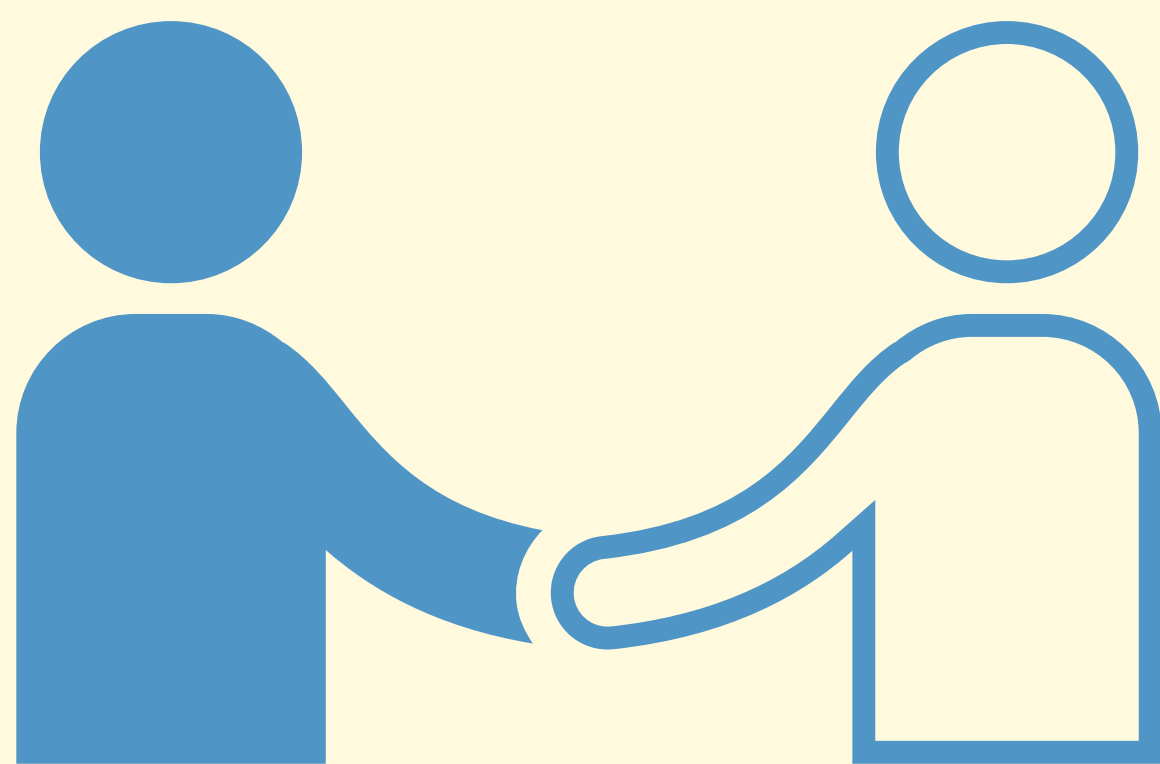
Equal Opportunities Officer

The Equal Opportunities Officer must ensure all students are treated equally, regardless of their race, gender, sexuality, disability, age, ethnic origin, or religion and should represent the views and opinions of students who suffer discrimination throughout the Students' Union work.

They must campaign on issues to ensure that every student is treated equally by the College, students and Students' Union and liaise with other officers and support them with groups and events.

In order to represent the views of the student body they must organise regular forums/groups for students to meet to discuss various equal opportunities issues and should use this as an opportunity to promote the positive involvement of all students who face discrimination in all areas of the Students' Union activities, including the setting up of societies (LGBTQ+, Women's groups, disabilities etc).

The Equal Opportunities Officer is also required to liaise with the College and ensure an input into the development, monitoring and review of the College equal opportunity procedures. They will represent the Students' Union and the students at Newcastle College Equal Opportunities Management Group as well as representing the Students' Union at the college Diversity Equality Group.



The International Officer

The International Officer must engage regularly with the international students to ensure that international students' views and opinions are reflected throughout the whole of the Students' Union's work.

Based on these views the International Officer will then develop activities and events specific to the needs of international students, and can generate ideas for this by liaising with the College's International Office.

They will also need to work with the Clubs and Societies and Entertainments Officers to develop group and social activities which would involve international students, and go onto establish, maintain contact with and provide information from groups and organisations which work on issues affecting international students.



The LGBTQ+ Officer

The LGBTQ+ Officer must work with the student body to ensure that the views and opinions of all LGBTQ+ students are reflected throughout the whole of the Student Union's work and must provide a perspective for whole community on all matters concerning the Student Union and the college, plus a regular forum for LGBTQ+ group to meet.

They must liaise with the Trans Officer on a regular basis and support the running and organisation of the LGBTQ+ group and should work alongside them to establish, maintain contact with and provide information from groups and organisations which work on LGBTQ+ issues.

The LGBTQ+ Officer should offer support to LGBTQ+ students and refer to student support where needed, They must also promote the positive involvement of lesbian, gay, bisexual and transgender people in all areas of Student Union activity.

The LGBTQ+ Officer is expected to promote and support LGBTQ+ campaigns and raise awareness of LGBTQ+ issues by organising activities and events around key points in the year for the LGBTQ group (e.g. LGBTQ+ History Month, Pride Month, Trans Visibility Day).



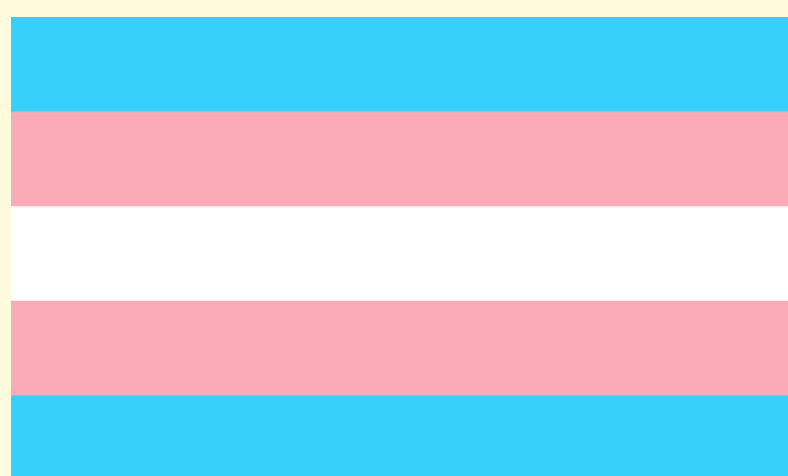
Transgender Officer

Much like the LGBTQ+ Officer, the Transgender Officer must ensure that the views and opinions of transgender students are reflected throughout the whole of the Union's work and must liaise with the LGBTQ+ officer and support the running and organisation of the LGBTQ+ group.

Both Officers should work together to establish, maintain contact with and provide information from groups and organisations which work on trans and LGBTQ+ issues.

They must work together to promote and support LGBTQ+ campaigns and raise awareness of LGBTQ+ issues, organise activities and events around key points in the year for the LGBTQ group (e.g. LGBTQ+ History Month, Pride Month, Trans Visibility day).

The Transgender Officer must also offer support to transgender students, referring to student support where needed, and should promote the positive involvement of trans and other LGBTQ+ people in all areas of Student Union activity.



Disabilities Officer

The Disabilities Officer must provide ensure that the perspective of our disabled learners is provided on all matters concerning the Union and the College, and ensure there is a regular forum/group where students with disabilities can meet. They should use the feedback from this forum to ensure that the views and opinions of students with disabilities are reflected throughout the whole of the Union's work.

They must also establish and maintain contact with, and provide information from, groups and organisations which work on disability issues, as well as monitoring the College's provision for students with disabilities, and bring failings in this provision to the attention of the Union and the College.

The Disabilities Officer must also create opportunities to promote the positive involvement of students with disabilities in all areas of the Union's activities, and must represent the views of students with disabilities to the Union and the College, and present relevant reports from forums or groups to the executive committee.



Clubs and Societies Officer

At the beginning of the year the Clubs and Societies Officer must organise a clubs and societies forum to discuss new ideas on the development of clubs and societies, and be responsible for any clubs and societies that are formed in accordance with the relevant schedule of the Constitution.

They must publicise the clubs and societies in the Union and encourage students to participate and liaise with the Students' Union executives to promote new clubs and societies, as well as liaising with other students in order to facilitate students and other officers in setting up new clubs and societies.

They will also be expected to monitor club and society expenditure of and report to finance manager, issuing guidance and advice to clubs and society officers on organisational, promotion and financial matters.

They must also ensure clubs and societies have a profile at all student induction events, and open evenings to help promote the Students' Union.



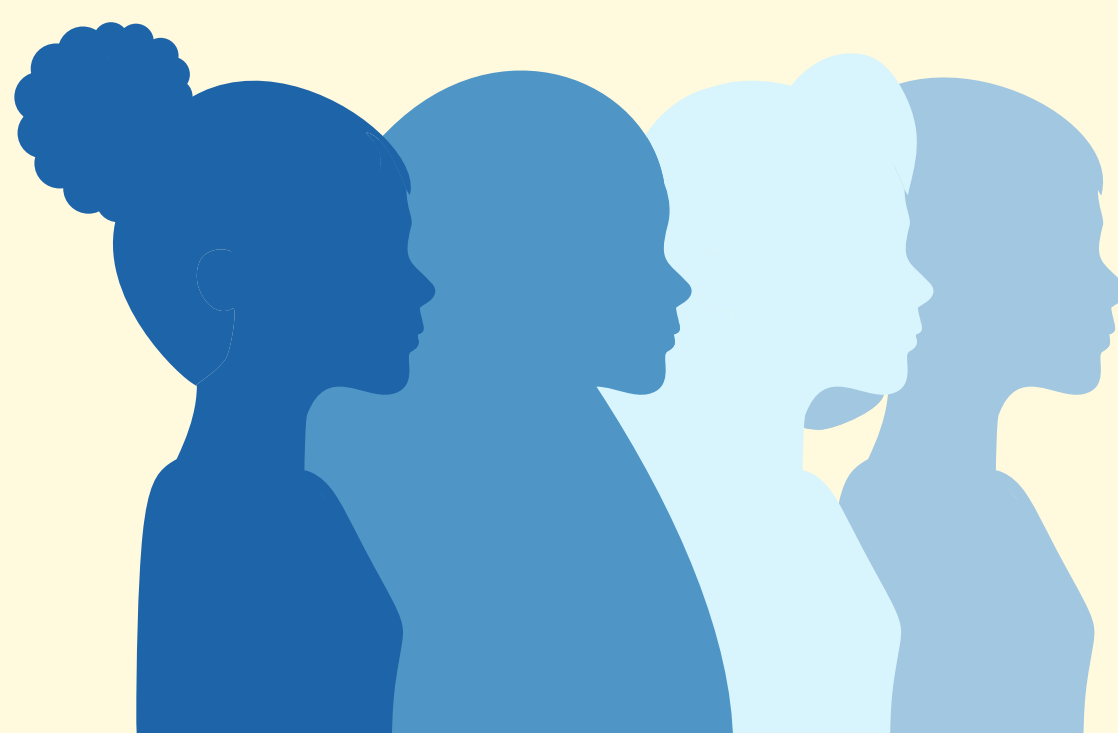
Women's Officer

The Women's Officer must organise regular groups or forums for women to share their views on the college, and must ensure that the views and opinions of all students who identify as female are reflected throughout the whole of the Union's work.

In these groups they must promote the positive involvement of women in all areas of Student Union activity, offer support to female students and refer to student support or other organisations where needed.

The Women's Officer must also establish, maintain contact with and provide information from groups and organisations which work on women's issues and use the knowledge gained from this to promote and support women's campaigns and raise awareness of women's issues.

They will also be expected to organise activities and events around key points in the year for the women in the college (International Women's Day).



Campaigns Officer

The Campaigns Officer will be expected to lead on any campaigns or projects that come in through NUS, as well as actively supporting the other officers with their own campaigns and projects throughout the year.

The Campaigns Officer should also lead on their own campaigns throughout the year, and actively tackle the issues important to student body.

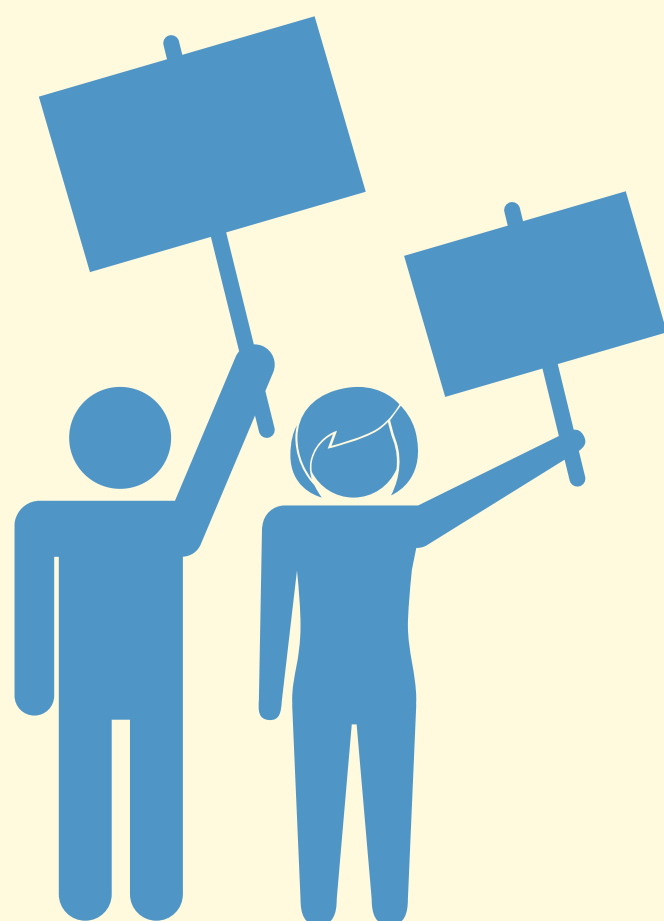
They will be required to promote the SU and encourage other students to join, and be responsible for any other duties as decided by the executive committee and the Union Council.



Officer without portfolio (x3)

There are 3 roles available for an Officer Without Portfolio, one for a student who is 18+, and 2 for students who are 16+. The role of an officer without portfolio is to support the other execs with their projects, to help out with SU events and to generally support the promotion of the Students Union.

Officers Without Portfolio are expected to work on their own projects, but this can be on any issues that they deem important to the student body.



Important Dates

These dates mark important points of the election process, so you may want to save them in your diary to remind you of them.

3rd May - 17th May: Nomination Period

This is the time you will use to prepare your campaign, write your manifesto and speech, make posters and ultimately build everything you will need to convince the student body to vote for you. During this time the SU Office will be open 11am - 1pm on Monday, Tuesday and Friday to support you with your campaign. All Nominations must be sent to the SU Coordinator (Megan Dobson-Armstrong) or brought to the SU Office by 12pm on May 18th.

17th May: Assess Nominations

Nominations will be assessed by SU staff and voting forms will be created ready for the following week.

20th - 23rd May: Voting Period

Throughout this week students will vote, both online and in person, for who they want to fill each of the roles. This will be your time to go out campaigning and persuading the student body why you're the best person for the job!



Nomination Form

Your Name	
Student ID Number	
Address	
Mobile Number	
Current Course	
Position(s) applied for	

Tutor's Name

Your signature

.....

Tutor's Signature

.....

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Manifestos, Speeches and Posters

Manifestos

Think of the manifesto like a statement of intent, here you will outline what you plan to do if you get the role. Your manifesto should include at least 3 things you wish to achieve during your time in your role. Be sure to make these realistic and try to set out how you plan to achieve them, as students will want to know that you're not making them any false promises. See the example below;

If elected as Women's Officer I will aim to build safer spaces for women around the college by working with student study groups to see what would make them feel safer on campus, then working with staff to find spaces and implement changes.

Speech

Your speech is an opportunity for you to really sell yourself to the study body. This should express who you are, what your strengths are and why you're the best person for the role. Express what makes you so passionate about filling the role, this will appeal to voters. These can be written speeches, or video speeches, if possible, try to provide both.

Poster

Your poster is a combination of your manifesto and your speech. In brief, it should detail what you're hoping to achieve, why you would be perfect for the role, and trying to convince the student body to vote for you. This will be your responsibility to distribute amongst the different college buildings. Ideally, you should be out chatting to as many voters as possible and asking if you can count on their vote.

All of the above must be submitted to Megan Dobson-Armstrong via teams or delivered to the Student Union Office by Thursday 16th May at 12pm.