

**STAND
UP**

**FOR
RGU**

STUDENTS

rgu:union

**student
elections
2019**

**INFO PACK
& NOMINATION
FORM**

**Nominations Open: 14th Feb
Nominations Close: 28th Feb @ 2pm
Voting Opens: 4th March
Voting Closes: 8th March @ 2pm**

STAND UP AND BE THE VOICE FOR MORE THAN 13,000 STUDENTS AT RGU



Are you a student leader?

The Union's annual student elections give you the opportunity to really make a difference to how things are run at the Union and across the University - and to be a voice for every student at RGU!

We have a number of Full-Time and Part-Time voluntary roles available; all with a different focus, but all working towards the same aim - to represent the students of Robert Gordon University.

Read through this guide to find out more about each of the positions available, and if you have any further questions, come and talk to us! We'll be more than happy to help.

Inside this pack:

- **Ten reasons to stand in the election**
- **Facts, hints & tips**
- **Important dates to remember**
- **Commitments & duties**
- **Student President roles**
- **Student Vice President roles**
- **Student's Union Trustee roles**
- **University roles**
- **Writing your manifesto**
- **Running a successful campaign**

rgu:union

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RGUSA is a registered Scottish charity no SC0 16639

TOP TEN

rgu:union
student
elections
2019

REASONS TO STAND IN THE STUDENT ELECTIONS

1

Become the voice for over 13,000 students at Robert Gordon University.

2

Take a lead role in an exciting organisation. You'll be making decisions that shape the future of the Union.

3

Work closely with senior management at the University, and play a part in major decisions at RGU.

4

An elected role gives you opportunities to develop new skills and attend training sessions throughout the country.

5

Represent RGU at a national level, becoming involved with the students movement and campaigns that have a huge effect on society.

6

Anybody can win. Whether you are a 1st year, a mature student, international student or a PHD student, nominations are open to everybody.

7

An elected role at the Students' Union will become a unique addition to your CV and will help you stand out to future employers.

8

The election process gives invaluable experience of managing budgets, working to deadlines, organising campaign teams and more.

9

Elected voluntary roles receive recognition through the Saltire Award scheme and through the Union's internal volunteer recognition awards.

10

This is your opportunity to make a lasting difference to the student experience at RGU



STUDENT ELECTION FACTS, HINTS & TIPS

Who is eligible to stand for a role in the Election?

As long as you are a fully enrolled and registered student of Robert Gordon University and an Ordinary Member of the Union (you are automatically made an Ordinary Member when you matriculate, and remain so unless you opt out) then you are eligible to stand for election.

Who runs the elections?

RGU:Union elections are overseen by the Returning Officer who is responsible for ensuring that every election is free, fair and open. This year's Returning Officer is a representative from the National Union of Students. Day-to-day operational responsibility for the elections is delegated to the Deputy Returning Officer, Michele Collie (RGU:Union General Manager). Any election based question or concern should be sent to elections@rguunion.co.uk

How do I nominate myself?

All RGU:Union election nominations are done through the nomination forms included in this pack. The form requires you to submit your own personal information and the information of the thirty RGU students supporting your nomination. All candidates are encouraged to submit a campaign manifesto which will be printed, distributed around campus and also published on the Union website.

What should I include in my manifesto?

You should include your objectives for the role and explain to potential voters how you intend to carry out these objectives. Think about what you would like to achieve in the year ahead. We recommend that you pick around 4 SMART (Specific, Measured, Achievable, Realistic, Timed) aims/objectives. There are manifesto tips later in this booklet.

Do I have to take a year out from my studies?

Our President roles are full-time paid positions, and will involve taking a year's sabbatical from your current studies. Our voluntary Vice President and Trustee roles are part time (usually involving a commitment of approx 3 hours a week) and can be completed alongside your studies.

If you are graduating in December 2019, please note that you may run for a Union VP role, but the position will be reopened during our November By-election. The new elected VP will begin their tenure after these November elections take place and you will vacate the position

If I get elected, will I receive any training?

Of course! We want you to be as prepared for these roles as possible, and therefore we organise a comprehensive handover and training programme for newly elected Sabbatical Officers.

All elected student representatives will receive an **in-depth week of training starting 20th May 2019**. This will help them get acclimatised with their role and the responsibilities of office. It is important that you are available for this training.

All Elected officers are welcome to attend the Union and shadow current sabbatical officers to gain a greater understanding of their roles.

Throughout the year, there will be further opportunities for student representatives to meet relevant University staff, attend external (NUS) and in-house training programmes and ensure they develop the knowledge needed to perform the role to the best of their ability.

What is the Question Time event?

Question Time (sometimes also known as Hustings) is an event that takes place during the election process each year. All candidates are present, as well as an audience made up of students and your campaign supporters. Candidates are given the opportunity to outline campaign aims, manifesto pledges, and further explain their reasons and motivations behind running for election before the floor is then opened to questions from the audience. It is important that you know your manifesto inside out, as students will use Question Time to help them decide who gets their vote. Make sure that you encourage as many of your friends and campaign team to join in as audience members, and to show their support for you.

I don't have a campaign team so I don't think I'll win

Campaign teams are helpful, but they are not the be-all-and-end-all of a successful election. The most important (and most successful) campaigning method is to spread your message through word of mouth - speak to students! Make sure that as many people as possible know that you are running in the election, and why you think you are the best person for the job. There are many different ways to get your name known, take a look at some of our campaigning tips and tricks later in this booklet

I'm interested in running for a position, but I'm not involved with any societies or sports clubs, will this be a problem?

Not at all! For many of our election candidates their nomination is the first time they have become involved with RGU:Union. We work to ensure that all students of RGU have the opportunity to be involved, shape and decide on the future of their Union.

Our advice to any student who is interested in standing for a position is to come and talk to us and get a feel for the role and what support and guidance we offer to all students who are interested.

Am I eligible to vote?

As long as you are a fully enrolled and registered student of Robert Gordon University and an Ordinary Member of the Union then you are eligible to vote in the elections. Please note that ICRGU students are not eligible to vote.

Do I get a budget?

Candidates will each be allocated a budget, which can be used for materials to help promote your campaign. Each budget is dependant on whether you are running for a President or Vice President role, and will be assigned during the candidate's meeting. All expenses should be approved by the Returning Officer or a nominee of the Returning Officer before being spent.

PRESIDENT & VICE PRESIDENT COMMITMENTS & DUTIES

The Presidents are elected into a full-time paid role and work 39 hours a week. The Vice Presidents are part-time voluntary roles, though it is expected that they will attend the Union and carry out at least 3 hours of work a week.

Elected students are expected to attend every Executive Board meeting. If three meetings are missed without appropriate apologies, their position will be reconsidered by the rest of the Board and the Chair.

Elected students who have membership of University Committees are expected to attend these committees and report back to the Union on the work of the committee.

All elected students are expected to attend Union Forums and be active participants

Alongside the roles and remit of each specific position, all elected individuals will carry out the following duties also:

- uphold the aims and objects of the Union;
- be responsible for the implementation of the Union's strategy;
- represent students both collectively and individually to the university, wider community and national organisations;
- be responsible for upholding policy and for the development of new policy around relevant issues;
- act as the primary spokesperson on matters affecting their remits;
- facilitate student co-curricula activity and advising individuals or groups of students on such activity;
- seek student opinion recognising the different student groups within the university on relevant matters;
- be active participants in the partnership that exists between the Union and the university in enhancing the student experience;
- deliver, where appropriate, through the Union activities that will enhance the student experience;
- inform students of the Union's activities;
- effectively include different groups of students within the Union's activities and decision making processes; and
- behave in accordance with any Code of Conduct for Student Officers that the Board may from time to time approve and publish.

All Student Presidents and Vice Presidents must attend a mandatory week-long series of training and development sessions beginning on Monday 20th May 2019.





RGU:UNION POSITIONS AVAILABLE

FULL TIME PAID STUDENT PRESIDENT ROLES

**President (Communication & Democracy)
President (Education & Welfare)
President (Sport & Physical Activity)**

PART TIME VOLUNTARY STUDENT VICE PRESIDENT ROLES

**Vice President (International)
Vice President (Societies)
Vice President (Sport)
Vice President (Education)
Vice President (Welfare)
Vice President (Community)**

FULL TIME PAID STUDENTS' UNION TRUSTEE ROLES

Students' Union Trustee

PRESIDENT COMMUNICATION & DEMOCRACY



Be the voice of students at RGU

- Co-ordinate the work of the officers ensuring that they fulfil the duties expected of an elected representative.
- Ensure that the officers prepare team and individual objectives for approval and periodic review by the Executive Committee.
- Oversee the representation of student views and interests to the University on relevant University Committees.
- Oversee communications between the Union and its membership, taking editorial responsibility for publications under the Union title.
- Liaise with the Union senior management to ensure effective planning of Union services and activities.
- Oversee the Unions relations with the local community, attending appropriate meetings and reporting outcomes to the Executive Committee.
- Oversee the Union's relations with the media, locally and nationally.
- Promote the democratic structure of the union.
- Be the primary co-ordinator of campaigns which aim to make change for students at the university, both locally and nationally.
- Be responsible for overseeing the implementation of decisions of the Executive Committee and the Annual General Meeting.

All Executive members will be expected to work collaboratively to:

- *Work alongside the university to implement and promote the student partnership agreement.*
- *Encourage a culture of equality, diversity and inclusion across all union activities and campaigns.*
- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
- *Required to ensure that the Students' Union is at all times acting in an environmentally friendly and ethical manner.*
- *Be responsible for presenting the views of students with regards to environmental and ethical issues to the University, the Executive Committee and appropriate external bodies.*
- *Ensure that awareness of campaigns and relevant topics relating to Environmental and Ethical issues are of a high priority and promoted throughout the Students' Union.*
- *To liaise with Officers, Student Clubs and Societies as well as non-involved students to ensure there is a wide variety of appropriate entertainments and events for students.*
- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Full time paid position (39hrs per week)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student willing to take a year out of their studies, or a student graduating in July 2019**

Start Date

1 JULY 2019

End Date

12 JULY 2020

PRESIDENT

EDUCATION & WELFARE



Work with us to safeguard student welfare and academic interests

- Represent student views and interests on Education and Welfare matters in the University, locally and nationally.
- Be responsible for overseeing activities in relation to student funding, hardship and employment issues.
- Be responsible for overseeing activities and representation on matters in relation to student accommodation within the University and student housing within the community.
- Be responsible for leading and promoting student-run welfare support services.
- Organise awareness campaigns and activities including mental health, sexual health, and personal safety, whilst supporting relevant student-led campaigns and activities.
- Oversee the Union's welfare and advice services, reporting on these activities to the Executive Committee.
- Oversee the representation of student views and interests on Education and Welfare, including but not limited to, academic development and reform, student advice, personal finance matters, disability, sexuality and related matters, to the University on relevant University Committees.
- Liaise with Union senior management on the provision of advice and support services to students
- Be responsible for developing student support services in line with changing student needs.
- Be responsible for engaging with Student Representatives and School Officers and reporting matters of concern to the executive committee.

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- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
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- *To liaise with Officers, Student Clubs and Societies as well as non-involved students to ensure there is a wide variety of appropriate entertainments and events for students.*
- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Full time paid position (39hrs per week)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student willing to take a year out of their studies, or a student graduating in July 2019**

Start Date

1 JULY 2019

End Date

12 JULY 2020

PRESIDENT

SPORT & PHYSICAL ACTIVITY



Work with our sports clubs and promote physical activity at uni

- Promote and encourage physical activity to the student body and develop policies accordingly.
- Act as a representative for students with any sport related concerns by liaising with appropriate University bodies.
- Chair the Sports Forum.
- Prepare and oversee the budgets for sports clubs in consultation with the Sports Forum and the Director of Sport
- Actively promote equal opportunities for participation in both competitive and non-competitive sports and sporting activities.
- Support and assist clubs with club development, fundraising and their competitive and training programme.
- Represent Robert Gordon University at a regional and national level including SSS and BUCS.
- Promote general physical activity in the University and report all student views to the Director and RGU SPORT.
- Liaise with the Director of Sport to discuss the strategic direction of the sports clubs and RGU SPORT.
- Work in partnership with RGU SPORT to select and support the Scholars athletes.
- Ensure that Sports Club Committees receive the correct support and training to run their club, including an annual induction programme.
- Co-ordinate the work of the Sport and Physical Activity Team, SPAT.
- Attend relevant committee meetings including Annual General Meeting.
- Input into Union and University work associated with Mental health and chair the Mental Health Committee.

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- *Required to ensure that the Students' Union is at all times acting in an environmentally friendly and ethical manner.*
- *Be responsible for presenting the views of students with regards to environmental and ethical issues to the University, the Executive Committee and appropriate external bodies.*
- *Ensure that awareness of campaigns and relevant topics relating to Environmental and Ethical issues are of a high priority and promoted throughout the Students' Union.*
- *To liaise with Officers, Student Clubs and Societies as well as non-involved students to ensure there is a wide variety of appropriate entertainments and events for students.*
- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Full time paid position (39hrs per week)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student willing to take a year out of their studies, or a student graduating in July 2019**

Start Date

1 JULY 2019

End Date

12 JULY 2020

VICE PRESIDENT INTERNATIONAL



Be the voice of international students at RGU

- Be responsible for presenting the views of international students to the Executive Committee, the University and appropriate external bodies.
- Liaise with the NUS International Students' officer with regards to updating and implementing the Robert Gordon University Students' Union policies.
- Liaise with the International Office and other appropriate members of University staff regarding issues affecting international students.
- Ensure that any campaigns or topics affecting international students at the University are well promoted and supported
- Liaise with the International Student Societies affiliated to the Union to help promote their events and activities.
- Encourage international students to participate in the Union and Union activities and help promote a positive image of the Union to international students
- Convene and chair the international student sub-committee

All Executive members will be expected to work collaboratively to:

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- *Encourage a culture of equality, diversity and inclusion across all union activities and campaigns.*
- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
- *Required to ensure that the Students' Union is at all times acting in an environmentally friendly and ethical manner.*
- *Be responsible for presenting the views of students with regards to environmental and ethical issues to the University, the Executive Committee and appropriate external bodies.*
- *Ensure that awareness of campaigns and relevant topics relating to Environmental and Ethical issues are of a high priority and promoted throughout the Students' Union.*
- *To liaise with Officers, Student Clubs and Societies as well as non-involved students to ensure there is a wide variety of appropriate entertainments and events for students.*
- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Part time voluntary position (3hrs per week commitment)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student between 1st August 2019 and 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR

VICE PRESIDENT SOCIETIES



Help us to develop exciting societies across the university!

- Work alongside the General Manager and the Students' Union administrative staff to ensure that the Societies are run in accordance with the Constitution and appropriate regulations.
- Help promote and develop societies, acting as the representative aiming to encourage a high level of quality participation.
- Act as a point of communication and information for Societies referring them to the appropriate member of staff.
- Report to the Executive Committee on Societies related matters.
- Be a member of the Student Achievement Awards Committee in accordance with the regulations.
- Participate in all relevant Union Forums.
- Undertake any other duties as mandated or required by the Executive.
- Encourage students interested in environmental and ethical issues to establish common interest societies to allow these students to engage with one another and build a community within RGU.

All Executive members will be expected to work collaboratively to:

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- *Encourage a culture of equality, diversity and inclusion across all union activities and campaigns.*
- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
- *Required to ensure that the Students' Union is at all times acting in an environmentally friendly and ethical manner.*
- *Be responsible for presenting the views of students with regards to environmental and ethical issues to the University, the Executive Committee and appropriate external bodies.*
- *Ensure that awareness of campaigns and relevant topics relating to Environmental and Ethical issues are of a high priority and promoted throughout the Students' Union.*
- *To liaise with Officers, Student Clubs and Societies as well as non-involved students to ensure there is a wide variety of appropriate entertainments and events for students.*
- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Part time voluntary position (3hrs per week commitment)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student between 1st August 2019 and 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR

VICE PRESIDENT SPORT



Work closely with our 30+ sports clubs

- Work alongside the President (Sport and Physical Activity) and the Direct of Sport to assist the management of clubs and their development.
- Assist the President (Sport and Physical Activity) to appoint the Sport and Physical Activity Team, SPAT.
- Coordinate the work of SPAT to support them in fulfilling their roles.
- Appoint the Sports Awards Ball Committee.
- Work with the President (Sport and Physical Activity) and SPAT to organise events including competitive, physical activity and fundraising.
- Vice Chair of the Sports Forum.
- Undertake any other duties as mandated or required by the Executive Board.

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- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
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- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Part time voluntary position (3hrs per week commitment)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student between 1st August 2019 and 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR

VICE PRESIDENT EDUCATION



Represent student educational issues at university level

- Represent the views of students at appropriate university committees;
- Participate in the activities of the Your University/Student Voice Standing Forum and to act as its Deputy Chair; and
- ensure that appropriate awareness campaigns relating to Education are run on campus.

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- **Part time voluntary position (3hrs per week commitment)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student between 1st August 2019 and 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR

NOMINATION FORM UNION ROLES

Before submitting your completed nomination form, please complete this checklist

- You have **30** nominations from current **RGU** students
- If running for a **President** role, you will either be graduating in **July 2019**, or are willing to take a sabbatical from your studies in order to work full time at the Union.
- If running for a **Vice President** role, you will be a fully matriculated student between **1st Aug 2019** and **31st July 2020**
- You have submitted a **paper** copy of your manifesto
- You have **emailed** a copy of your manifesto to elections@rguunion.co.uk
- You will be available to attend the **candidate meeting** on **Thurs 28th Feb @ 3pm**
- If elected you will be available to attend the **compulsory training week** starting **20st May 2019**
- You will be available to attend **question time** on **4th March @ 12pm** in the **Sir Ian Wood Building Amphitheatre**

You've handed in your form, now what?

Think about your campaign! You will have access to the union's printing facilities from 10am on Friday 1st March, so start designing your posters, flyers, plasma screen adverts & Facebook/Twitter/Instagram graphics now!

Don't leave these things until the last minute. be organised and prepare your designs. For help & tips, turn to the back of this pack.

NEXT STEPS

- ASK SOME FRIENDS TO BE ON YOUR CAMPAIGN TEAM
- START PUTTING TOGETHER YOUR POSTER DESIGN
- PRACTICE YOUR MANIFESTO SPEECH (YOU'LL NEED THIS WHEN WE FILM YOUR CANDIDATE VIDEO)
- DECIDE IF YOU ARE GOING TO FILM A CAMPAIGN VIDEO

FIRST NAME

SURNAME

HOW DO YOU WISH YOUR NAME TO APPEAR ON ELECTION ADVERTISING & THE BALLOT PAPER

TELEPHONE NUMBER

MATRICULATION NUMBER

COURSE

SIGNATURE

WE, THE UNDERSIGNED, NOMINATE THE PERSON NAMED ABOVE TO THE POSITION OF

PLEASE NOTE

- 30 SIGNATURES ARE REQUIRED FOR ALL UNION POSTS
- NO MEMBER MAY SIGN THE NOMINATION FORM OF MORE THAN ONE CANDIDATE FOR THE SAME POSITION

THIS FULLY COMPLETED NOMINATION FORM SHOULD BE RETURNED TO THE RGU:UNION OFFICE ALONG WITH YOUR CAMPAIGN MANIFESTO BEFORE THE NOMINATION DEADLINE.

ARE YOU ON A PLACEMENT AT ANY POINT DURING THE 2019/20 SESSION? YES NO

IF 'YES', WHEN?

WHERE?

WHEN DO YOU GRADUATE?

WHEN DOES YOUR COURSE END?

WHAT IS YOUR TSHIRT SIZE

XS

S

M

L

XL

	NAME (Please print clearly)	COURSE	MATRIC NO.	SIGNATURE
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	NAME	COURSE	MATRIC NO.	SIGNATURE
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5 extra spaces just in case!

Office Use Only

Nomination received: Date: ____ / ____ / ____ Time: _____

Names checked Manifesto

Course end date Graduation date

Signature: _____ Date: ____ / ____ / ____

Before submitting this form, ensure that you have read and understand the role descriptor for your desired position, and that you **fully understand the duties and expectations** should you be elected. If you are unsure of anything, please contact us before submitting your nomination.



OFFICER DECLARATION

Robert Gordon University Students' Association is a Charity (SCO 16639) with exempt status.

There is a substantial body of government legislation and case law concerned with our activities and with the conduct of the Executive Board, who are our trustees. It is a criminal offence for anyone to be involved in the management or control of a Scottish charity who:

1. has been convicted of an offence including dishonesty;
2. is an undischarged bankrupt;
3. has been removed by a court under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body; or
4. is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986. A conviction for dishonesty may be spent in terms of the Rehabilitation of Offenders Act.

Any such person acting in contravention of the law is liable to prosecution and upon conviction to a maximum of imprisonment for two years. Scottish Ministers may grant a waiver of disqualification, but waivers will only be granted in exceptional circumstances.

If you are in doubt about your eligibility to act as an officer you should seek your own legal advice or contact the Office of the Scottish Charity Regulator. By signing this form, you not only accept that you are eligible to become an officer in the event of being elected, but you also confirm that as an officer you will always act in the best interests of the Robert Gordon University Students' Association while acting in accordance with the Constitution and Regulations (these can be found at www.rguunion.co.uk/constitution). All assets of the Association must also be used in accordance with the above stipulations.

I have read and understood the criteria (above) for being an officer and confirm that I am eligible to become an officer in the event that I am elected. If in any event I become ineligible during my term in office, I will inform the Executive Board and vacate my post

I AGREE TO ATTEND THE WEEK-LONG EXEC TRAINING STARTING 20TH MAY

NAME:

DATE OF BIRTH:

ADDRESS:

POSITION STANDING FOR:

RGU:Union is committed to processing personal data in accordance with its responsibilities under the General Data Protection Regulation. The information you have supplied via this form will be processed for the purposes of Election Nomination and retained by RGU:Union for 6 years. For more information on the lawful bases on which we process data in particular instances, please visit www.rguunion.co.uk/gdpr

I CONSENT

SIGNED _____

DATE _____

VICE PRESIDENT WELFARE



Promote equality and student wellbeing across the campus

- Responsible for presenting the views of minority student groups to the University, the Executive Committee and appropriate external bodies.
- To be a visible representative of the RGU Students' Union and to always act in accordance with the organisation's constitution and regulations as well as the best interests of the organisation.
- Ensure that awareness of campaigns and relevant topics affecting minority student groups is of high priority and promoted throughout the Students Union.
- Organise and support minority group students to discuss issues affecting these student groups and feeds back discussions to the Executive Committee.
- Encourage minority group students to establish common interest societies to allow minority group students to engage with one another and build a community within RGU.
- Encourages participation in the Students' Union by minority group students and promotes a positive image of the Students' Union to minority group students.
- Undertake any other duties as mandated or required by the Executive Committee.

All Executive members will be expected to work collaboratively to:

- *Work alongside the university to implement and promote the student partnership agreement.*
- *Encourage a culture of equality, diversity and inclusion across all union activities and campaigns.*
- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
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- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Part time voluntary position (3hrs per week commitment)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student between 1st August 2019 and 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR

VICE PRESIDENT COMMUNITY



Help build a strong student community on campus and city-wide

- Implement the community element of the Union's strategy;
- Co-ordinate the Union's relationship with the Inter-institutional student bodies in Aberdeen (e.g. The Aberdeen Students' Forum);
- Address matters relating to students living in the community; and;
- Encourage student participation in local community activities.
- To take the lead on campaigns which effect the local community and the student body.
- Organise and support students with an interest in Environmental and Ethical issues to discuss Environmental and Ethical issues and feeds back discussions to the Executive Board.

All Executive members will be expected to work collaboratively to:

- *Work alongside the university to implement and promote the student partnership agreement.*
- *Encourage a culture of equality, diversity and inclusion across all union activities and campaigns.*
- *Establish at least one environmental/sustainability project, campaign or initiative during the committee's term in office.*
- *Required to ensure that the Students' Union is at all times acting in an environmentally friendly and ethical manner.*
- *Be responsible for presenting the views of students with regards to environmental and ethical issues to the University, the Executive Committee and appropriate external bodies.*
- *Ensure that awareness of campaigns and relevant topics relating to Environmental and Ethical issues are of a high priority and promoted throughout the Students' Union.*
- *To liaise with Officers, Student Clubs and Societies as well as non-involved students to ensure there is a wide variety of appropriate entertainments and events for students.*
- *Liaise with the NUS Scotland and NUS UK with regards to updating and implementation of Union Policy.*

- **Part time voluntary position (3hrs per week commitment)**
- **Attends all Union Executive Committee meetings**
- **Must be a fully matriculated student between 1st August 2019 and 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR

STUDENT TRUSTEE



An elected Student Trustee will be responsible, with the rest of the Trustee Board, for the strategic direction of the Union and its legal and financial security and stability. This ensures the Union continues in its core aims of campaigning and representing the student body, and will continue to do so for in the future.

Elected Student Trustees shall:

- Ensure that the Union operates in accordance with its charitable purposes and activities.
- Ensure that the views and policies of the Union's democratic bodies and processes are enacted to their fullest
- Determine and ensure strategic plans are in place, including developing measurable targets to assist the Union in achieving its mission and values
- Where appropriate, look to delegate powers and authority to appropriate Union committees and forums, including the Sabbatical Executive Committee, Standing Forums, and others
- Aid the Union in maintaining a relevant and appropriate Constitution and associated Regulations
- Ensure that the Union operates in accordance with all applicable charity legislations, and statutory and regulatory regulations, in particular the Education Act 1994 and the RGU Code of Practice
- Oversee and approve the finances of the Union, including annual budgets and plans of both the Union as a whole and individual departments, ensuring the Union remains sustainable and relevant
- Monitor the achievement of targets to ensure the Union is satisfactorily performing to its own goals and to the expectations of key stakeholders
- Provide expertise in an appropriate area of financial, industrial, commercial, education, student experience, sports, or other
- Promote the interests of the Union, including student body and staff, both internally to the Union/University and externally to the local community
- Prepare fully for and attend all scheduled meetings, being thoroughly aware of all issues and situations prior to the meeting, as well as any other scheduled events (such as strategy planning days, student award ceremonies, etc.)
- Undertake in full all duties and responsibilities expected of a Trustee member, including those defined within the Union's Constitution and associated Regulations
- Recognise that, as a Trustee of a Scottish charity, you should act (both personally and professionally) in ways that do not bring disrepute to the Union or University, and that remain within legal guidelines
- Declare any conflicts of interest as they arise in a transparent and open manner
- Work together with other Trustees in a supportive and helpful manner, ensuring the Board's effectiveness
- Represent your personal thoughts and opinions to the Board and not those of other organisations (either internal or external), based on your own conclusion of the information provided
- Oversee and abide by the Union's policies and regulations relating to Equalities, Community, Health & Safety, Corporate Social Responsibility

- **Part time voluntary position**
- **Attends all Union Trustee Board meetings**
- **If you leave university during your term in office, you will be required to vacate the role and a replacement will be recruited**

Start Date

1 AUG 2019

Term in Office

TWO YEARS



IMPORTANT DATES TO REMEMBER

Nominations Open 14th February

Nominations Close 28th February @ 2pm

**Candidate Meeting 28th February @ 3pm
Union Boardroom**

**Question Time 4th March @ 12pm
Amphitheatre, SIWB**

Voting Opens 4th March

Voting Closes 8th March @ 2pm

**Results Announcement 8th March @ 3pm
Union Way**

WHAT IS THE CANDIDATE MEETING?

All candidates are expected to attend our Candidate Info Meeting, where we will talk you through the election process, discuss campaigning, and answer any questions that you may have about the elections in general.

We will also take promotional photos and film a short manifesto video with each candidate during this meeting. The video will last a maximum of 3 minutes, and will be posted on your candidate profile page on the RGU:Union website and across our social media channels. Please come prepared.

28th February at 3pm in the Union Boardroom on Union Way

RGU ACADEMIC COUNCIL POSTGRADUATE STUDENT REPRESENTATIVE

The Postgraduate Student Representative attends all RGU Academic Council meetings and is responsible for representing the interests of postgraduate students.

The regulations of Academic Council state that:

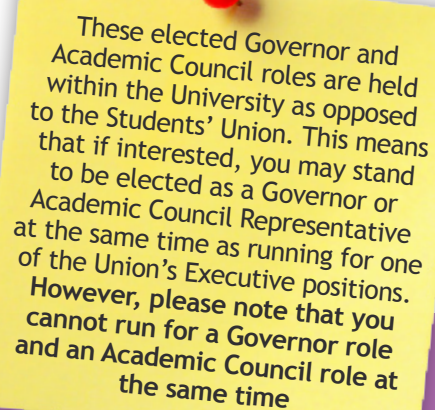
(i) Academic Council shall be responsible to the Board of Governors for the overall planning, co-ordination, development and supervision of the academic work of the University.

(ii) Academic Council shall be responsible to the Board of Governors for the planning, co-ordination, development and supervision of the research work of the University.

(iii) Academic Council shall be responsible for maintaining the academic standards of the University.

(iv) Academic Council may establish such Standing Committees, Boards and working groups as it considers necessary for the purposes of enabling it to carry out its responsibilities and shall determine their membership and functions. Such Standing Committees, Boards and working groups may appoint Sub-Committees and determine their membership and functions.

Academic Council shall normally hold a minimum of three ordinary meetings per annum. The dates of ordinary meetings in any academic year shall be determined not later than the end of the preceding academic year.



These elected Governor and Academic Council roles are held within the University as opposed to the Students' Union. This means that if interested, you may stand to be elected as a Governor or Academic Council Representative at the same time as running for one of the Union's Executive positions. However, please note that you cannot run for a Governor role and an Academic Council role at the same time

- **University position**
- **Part time voluntary role**
- **Attends all University Academic Council meetings**
- **Must be a fully matriculated student until 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR



RGU ACADEMIC COUNCIL UNDERGRADUATE STUDENT REPRESENTATIVE

The Undergraduate Student Representative attends all RGU Academic Council meetings and is responsible for representing the interests of postgraduate students.

The regulations of Academic Council state that:

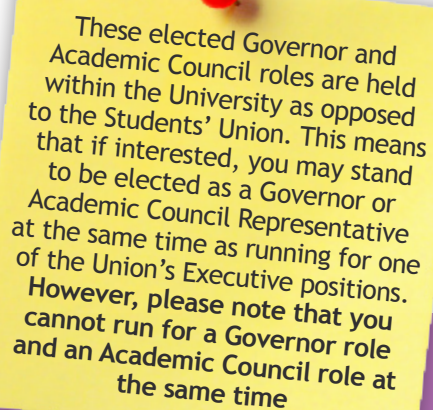
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- **University position**
- **Part time voluntary role**
- **Attends all University Academic Council meetings**
- **Must be a fully matriculated student until 31st July 2020**

Start Date

1 AUG 2019

Term in Office

ONE YEAR

RGU BOARD OF GOVERNORS POSTGRADUATE STUDENT GOVERNOR

Become a member of the University Board of Governors - this is an exceptional opportunity which is not available in the majority of Universities throughout the UK!

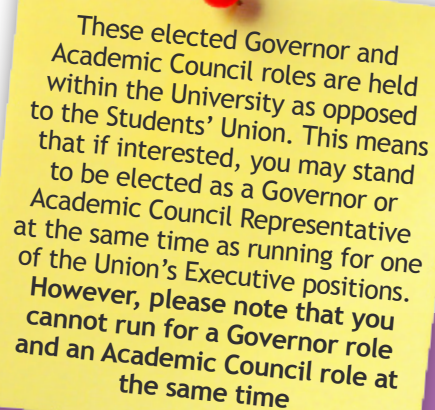
The Board of Governors is the governing body of the University and is comprised of a maximum of 18 Governors, which includes the Principal, members of staff and 2 student members. It is in overall control of both the strategic direction and management of the University and is supported in this role by a number of committees.

The role of Student Governor is to bring the full range of their knowledge and expertise. However, it is important to note that Student Governors are not in any formal sense student representatives.

The qualities required by Student Governors are those which are required of any Governor, namely:

- commitment to the University and to its objectives
- a general understanding of universities and an appreciation of broad social and economic trends as they affect universities
- the ability to discuss without being adversarial or losing respect and goodwill
- acceptance of collective responsibility for Board decisions
- common sense and an acknowledgement of the art of the possible
- the capacity to question information and explanations supplied by officers of the University
- honesty and integrity
- respect for confidentiality.

These positions provide a great opportunity to enhance and promote your employability, and will stand out to employers when added to your CV. The Board meets at least 4 times per year and Student Governors will be expected to attend these meetings. There may also be occasional other meetings which you may be invited to attend.



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- **University position**
- **Part time voluntary role**
- **Attends all University Board of Governor meetings**
- **Must be a fully matriculated student until 31st July 2020**

Start Date

1 AUG 2019

Term in Office

ONE YEAR

RGU BOARD OF GOVERNORS UNDERGRADUATE STUDENT GOVERNOR

Become a member of the University Board of Governors - this is an exceptional opportunity which is not available in the majority of Universities throughout the UK!

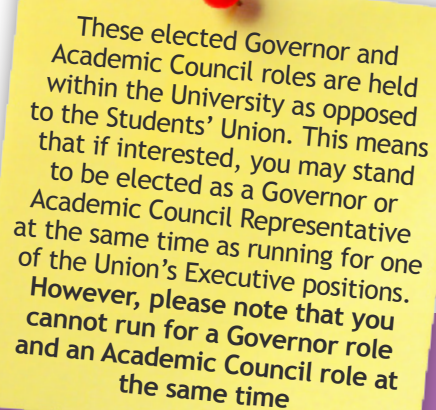
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- **Must be a fully matriculated student until 31st July 2020**

Start Date
1 AUG 2019

Term in Office
ONE YEAR



NOMINATION FORM UNIVERSITY ROLES

BEFORE SUBMITTING YOUR COMPLETED NOMINATION FORM, PLEASE COMPLETE THIS CHECKLIST

- YOU WILL BE A FULLY MATRICULATED STUDENT UNTIL 31ST JULY 2020
- YOU HAVE SUBMITTED A **PAPER** COPY OF YOUR MANIFESTO
- YOU HAVE **EMAILED** A COPY OF YOUR MANIFESTO TO ELECTIONS@RGUUNION.CO.UK
- YOU WILL BE AVAILABLE TO ATTEND THE **CANDIDATE MEETING** ON 28TH FEB @ 3PM
- YOU WILL BE AVAILABLE TO ATTEND **QUESTION TIME** ON 4TH MARCH @ 12PM

ONCE YOU HAVE HANDED IN YOUR FORM, THEN WHAT?

THINK ABOUT YOUR CAMPAIGN! YOU WILL HAVE ACCESS TO THE UNION'S PRINTING FACILITIES FROM **10AM ON FRIDAY 1ST MARCH**, SO START DESIGNING YOUR POSTERS, FLYERS, PLASMA SCREEN ADVERTS & FACEBOOK/TWITTER/INSTAGRAM GRAPHICS **NOW!**

DON'T LEAVE THESE THINGS UNTIL THE LAST MINUTE. **BE ORGANISED** AND PREPARE YOUR DESIGNS. FOR HELP & TIPS, TURN TO BACK PAGES OF THIS PACK.

FIRST NAME

SURNAME

HOW DO YOU WISH YOUR NAME TO APPEAR ON ELECTION ADVERTISING & THE BALLOT PAPER

TELEPHONE NUMBER

MATRICULATION NUMBER

COURSE

SIGNATURE

I WISH TO NOMINATE MYSELF FOR THE POSITION OF

THIS FULLY COMPLETED NOMINATION FORM SHOULD BE RETURNED TO THE RGU:UNION OFFICE ALONG WITH YOUR CAMPAIGN MANIFESTO BEFORE THE NOMINATION DEADLINE.

ARE YOU ON A PLACEMENT AT ANY POINT DURING THE 2019/20 SESSION? YES NO

IF 'YES', WHEN?

WHERE?

WHEN DO YOU GRADUATE?

WHEN DOES YOUR COURSE END?

WHAT IS YOUR TSHIRT SIZE

XS

S

M

L

XL

RGU:Union is committed to processing personal data in accordance with its responsibilities under the General Data Protection Regulation. The information you have supplied via this form will be processed for the purposes of Election Nomination and retained by RGU:Union for 6 years. For mor information on the lawful bases on which we process data in particular instances, please visit www.rguunion.co.uk/gdpr

I CONSENT

SIGNED _____

DATE _____

Nomination received: Date: ____/____/____ Time: _____

Names checked Manifesto

Course end date Graduation date

Signature: _____ Date: ____/____/____

Before submitting this form, ensure that you have read and understand the role descriptor for your desired position, and that you fully understand the duties and expectations should you be elected. If you are unsure of anything, please contact us before submitting your nomination.

Office Use Only

CUT OUT



HOW TO WRITE YOUR MANIFESTO

Your manifesto is an introduction to you, your policies, and your election aims. It outlines what you stand for, and why you feel that you are the best person for the job. All election manifestos will be publicised through the Students' Union website, and will be included in our Student Elections 2016 Manifesto Booklet, which will be handed out to students all across the University campus.

Be creative and inspiring. Let your personality show through so that students know who they are voting for.

Don't make promises that you can't deliver. Do your research, and speak to the Union to work out if what you are planning is achievable during a year in office.

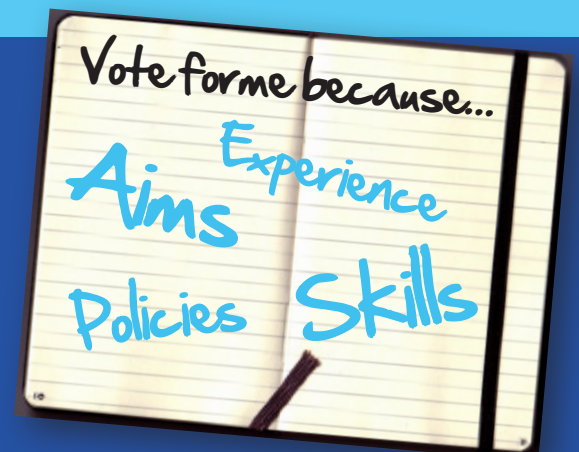
Ask your friends or some other students to read your manifesto through to gather opinions. If they weren't your friends, would your manifesto convince them to vote for you?

There is no word limit for your manifesto, however you're not writing a novel! Make some headline points and expand on them briefly. Be concise and clear. Some voters may not read your manifesto in depth and will only scan through it, so make sure that your main points don't get lost.

Be respectful to other candidates. Focus on your positives, not on the negatives of others. Avoid abusive language and jargon, or derogatory remarks.

BE SURE TO INCLUDE THESE ESSENTIAL PIECES OF INFORMATION IN YOUR MANIFESTO

- Your name
- The position that you are running for
 - Who are you? (Course, year etc)
- Your skills and any relevant experience
 - Why you feel that you are the best candidate
- Your aims and objectives (What do you want to change?
What will you aim to achieve if elected?)



RUNNING A SUCCESSFUL CAMPAIGN

Use your friends - create a campaign team

Campaign teams can be extremely effective, and will help to spread your name across campus far quicker than if you were to try by yourself.

Pick a friend to help you co-ordinate your campaign and organise your campaign team. The election process can be quite demanding for candidates and you don't want to burn out.

Make sure that your team understand your campaign aims and policies. Students will ask them why they should vote for you, and they need to be able to sell you as the best candidate.

Split your team up and have them each target different as many different areas as possible.

It is important that your campaign team understand the various election rules and regulations. As members of your team they are representing you, and you are ultimately responsible for their campaigning methods. Speak to the Union staff if you need extra copies of the Election Regulations. They can also be found on the elections section of the Union website at www.rguunion.co.uk/elections

Reach all demographics

Your friends and coursemates will vote for you, but the University has an incredibly diverse student body. If you are a domestic student, what will you do to get international student vote? If you are an undergraduate, how will your campaign appeal to postgraduate voters? If you are a mature students, how will you convince first years to vote for you? Your campaign should target as many different student groups as possible.

Use your budget wisely

It might be tempting to use your entire budget on huge tubs of Haribo, or a 100ft banner of your face, but it's important that you think about your campaign costs carefully beforehand. Plan out your spending and make sure that it helps you to get your message across to as many students as possible.

Speak to people!

Posters & flyers are helpful, but are not the be-all-and-end-all of your campaign. Do not simply rely on them to get you elected, get out there and speak to students to convince them to vote for you! - Gaining the backing of large student groups will help your campaign to gather momentum.

It's important to **use your time effectively** during the campaigning period, so make sure you have planned ahead.

**When are you campaigning?
Which buildings are you campaigning in?
Will there be lots of students to talk to?
Who is helping you?**

DESIGNING YOUR ARTWORK

Be creative with your materials, everybody will be making posters and flyers so think about what will set you apart from the other candidates? Think about t-shirts, create banners out of bed sheets, buy or make stickers, be creative and eye-catching!

Don't use too many different designs. Stick to one idea or colour scheme and adapt this to fit your different materials so that people associate it with you and your campaign.

Be sure to include these vital details on all your campaign materials:

- Vote at www.rguunion.co.uk
- Voting Opens: 4th March
- Question Time: 4th March @ 12pm (SIWB)
- Voting Closes: 8th March @ 2pm

RGU: UNION PLASMA SCREEN ADVERT

1280 x 720 px
JPEG format

All candidates may submit one design to be displayed on rotation on the Union plasma screens

POSTERS, FLYERS & HANDOUTS

A3: 297 x 420mm
A4: 210 x 297mm
A5: 148 x 210mm
JPEG format

Save money on printing by fitting 4 x A5 flyers on a single A3 sheet!

When printing at the Union, your artwork must be print ready. We can not lay your pages out for you.

The Union office will be open for printing Mon-Fri between 10am and 5pm. Plan ahead.

START DESIGNING YOUR POSTERS NOW!

Be prepared, don't leave it too late.

If you need help with your designs, find a friend who can help you or use a poster template website such as canva.com or postermywall.com

Mon 25 Feb	Tue 26	Wed 27	Thu 28 Nominations Close Candidate Meeting	Fri 1 Mar	Sat 2	Sun 3
Mon 4	Tue 5	Wed 6	Thu 7	Fri 8		
Voting Period						
Question Time				Results		

STAND UP FOR RGU STUDENTS

FULL TIME PAID STUDENTS' UNION PRESIDENT ROLES

President (Communication & Democracy)
President (Education & Welfare)
President (Sport & Physical Activity)

PART TIME VOLUNTARY STUDENTS' UNION VICE PRESIDENT ROLES

Vice President (Societies)
Vice President (International)
Vice President (Education)
Vice President (Welfare)
Vice President (Community)
Vice President (Sport)

PART TIME VOLUNTARY STUDENTS' UNION TRUSTEE ROLES

Students' Union Trustee

PART TIME VOLUNTARY UNIVERSITY GOVERNOR ROLES

Postgraduate Student Governor
Undergraduate Student Governor

PART TIME VOLUNTARY UNIVERSITY ACADEMIC COUNCIL ROLES

Postgraduate Student Representative
Undergraduate Student Representative

GET INVOLVED!

1. Decide which role suits you best
2. Collect your nomination form from the Union office or at www.rguunion.co.uk
3. Submit the completed forms to the Union office
4. Convince students to vote for you!

Nominations Open: 14th Feb
Nominations Close: 28th Feb @ 2pm
Voting Opens: 4th March
Voting Closes: 8th March @ 2pm

