



Stand. Vote. Lead.

SU Elections.

Guide to Standing

Welcome.

Deciding on standing in the elections can be a difficult decision: Which role suits you best? What's involved in running? How do you write a manifesto? But you can rest assured that taking the plunge and putting your name forward for a role will be both a rewarding and exciting experience.

And this short guide covers everything you need to know about the elections. From the roles available through to the key dates for your diary, you'll come out at the end fully prepared to launch your campaign for elected office.

What to expect

3 - Who can stand?

4 - The roles

5 - Nominations

6 - Manifestos explained

7 - Budgets

8 - Workshops

9 - Jargon Buster

10 - Key dates

If something isn't covered in this guide you can either pop up to the Union Helpdesk and ask to see our Student Voice Manager, Dan Curran, or drop the team an email at voice@su.rhul.ac.uk and they'll endeavour to answer any questions you have.

Who can stand?

All current Royal Holloway students can stand in the Students' Union Elections. It doesn't matter if you're part-way through your studies (you can take a year out) or graduating this year, nor does it matter what course you're studying.

This opportunity is **open to all international students** as well, an extension to a visa can be obtained, and we will help you do this.

The Students' Union is here to represent all students at Royal Holloway so we're searching for students from all walks of life and all areas of study.

There's a range of both full-time paid and part-time voluntary positions available, all of which will enable you to learn a whole host of new skills while developing your leadership abilities.

Is there anyone who can't stand?

Most of the positions available in the SU Elections are open to all Royal Holloway students. However, the full-time positions and trustees have additional criteria which is stipulated in charity law due to the trustee aspect of the roles. You can't stand for these roles if:

- You have an unspent conviction for an offence involving dishonesty or deception
- You are currently declared bankrupt, subject to bankrupt restrictions or are subject to an interim order
- You have an individual voluntary arrangement to pay off debts with creditors
- You are disqualified from being a company director
- You have previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement.
- If you have already been a full-time President or Vice President of Royal Holloway Students' Union for two years.

The roles.

The elections have a mix of both full and part-time positions and you may feel particularly suited to a specific position based on your past experience but don't let this limit what to go for. As long as you're willing to fight for change, determined to fairly represent students on campus and looking to develop your skills you can stand for any role.

Full-time positions.

Salary: £23,612

*per annum (inclusive of London Allowance)

There are five full-time positions available as part of the Sabbatical Officer team. These roles sit on the highest decision making bodies in both the Students' Union and University, giving you the chance to make an instant impact on the lives of students.

All of these roles will require you to take a year out from your studies unless you're graduating. You will receive a salary of £23,612 per annum (inclusive of London Allowance) and have 22 days holiday, plus bank holidays and an extra seven days off during the Christmas period.

President.

The Students' Union's President is the Chair of the Board of Trustees, sits on the highest decision making committee at Royal Holloway, College Council, and is the figurehead of the Students' Union.

They lead on key campaigns and are heavily involved in all major strategic projects that will directly impact the lives of students on campus.

Vice President Education.

Not only is the Vice President Education the Deputy President of the Students' Union but they also sit on a number of high level committees

including Academic Board where the academic strategy of the College is decided.

Alongside this you sit on the Union's Board of Trustees. You'll work on campaigns aimed at improving the academic experience on campus and have a real impact on the course rep system, empowering students to make change on their courses.

Vice President Societies and Media.

This role is the head of RHSU's three media outlets and is responsible for leading on the development of the Union's societies provision.

As an officer trustee the position sits on the Union's Board of Trustees and will have oversight of the strategy and objectives of the Students' Union.

Vice President Sport.

Despite the myth this role is about much more than sports clubs and has a direct impact on all sports provision on campus. You'll work closely with stakeholders across Royal Holloway ensuring events such as Varsity are delivered and feedback from students is listened to.

You'll also sit on the Board of Trustees and be the Union's representative at the national BUCS Conference.

Vice President Welfare and Diversity.

With a focus on liberation campaigns, mental and physical health provision and general wellbeing issues this role forms a key voice for campaigning on campus.

Sitting on the Union's Board of Trustees, you'll spend time working closely with students on campaign delivery while ensuring the Union is delivering on its strategic plan.

Part-time positions.

Voluntary

There's four part-time roles available in the elections which are all designed to run alongside your studies.

Student Trustee (3 Positions Available).

This role will give you a valuable insight into the workings of a charitable organisation along with significant influence on decisions being made by the Students' Union.

You will get the chance to discuss, debate and decide on the strategic direction of the organisation, its plans for the future while ensuring it is always acting in the interests of students.

College Council Representative.

The College Council Rep will join the Union's President in sitting on the 25 member council and become a trustee of Royal Holloway as a charity.

This voluntary role will give you an understanding of how a multi-million pound organisation sets their long term strategic direction, the steps taken to safeguard the College's financial and academic sustainability and ensure that policies and processes are properly executed.

Academic Board Representative.

The Academic Board Rep will you join the Vice President Education in sitting on the 30 member board and represent the voice of students on campus, ensuring that the College takes seriously the opinions of your peers.

This voluntary role will give you a unique opportunity to work alongside the College Principle and Heads of Departments, giving you an insight into the decision making process of a major multi-million pound organisation.

NUS Delegate (2 Positions Available).

This role will you join the Union's President and another NUS Delegate as the representatives of Royal Holloway at NUS Conference.

You'll have a valuable opportunity to network with like minded individuals from across the country, shape the national student picture and become more involved with the Union.

Running for multiple roles.

A little known fact is that you can run for multiple roles, but only in certain circumstances. Some roles even complement each other, such as the Vice President roles and NUS Delegate, so it's worth considering running for more than one role.

Here's a table to tell you what you can and can't run for.

Position	You Can Also Run For
President*	-
Vice President**	NUS Delegate, College Council Rep
Student Trustee	NUS Delegate, College Council Rep, Academic Board Rep
NUS Delegate	Student Trustee, College Council Rep, Academic Board Rep, Vice President Roles
College Council Rep	Student Trustee, NUS Delegate, Academic Board Rep, Vice President Roles
Academic Board Rep	Student Trustee, NUS Delegate, College Council Rep, Vice President Roles

*The President is automatically elected as the Union's NUS Delegate, is an ex officio member of College Council and sits on Academic Board.

**The VP Education is automatically a member of Academic Board.

Nominations.

Nominating yourself is really easy. Simply head over su.rhul.ac.uk/elections and click on the 'Submit Your Nomination' button. This will redirect you to our online nomination form and all you need to do is fill it in and hit the submit button to join the election.

You'll need the following when filling in the form:

- Name (displayed on the ballot paper)
- Email
- Student number
- Position you would like to run for
- Contact number
- Current course
- Current year

Nominations open at 17:00 on Friday 8 December and close at 12pm (midday) Friday 2 February 2018.

Manifestos Explained.

As part of the nominations process you're required to submit a manifesto which is your opportunity to let students know what you're standing for and why they should vote for you.

Your manifesto will be available for voters to see online and in the official Candidate Guide which is released on the week that voting opens, so it's important to think about how you can make the most of this opportunity.

There's a strict limit of 400 words on your online manifesto while you have a 200 word limit for your Candidate Guide version of your manifesto - this is due to the limited space on the pages.

For the Candidate Guide you need to answer the following questions:

- Why do you think you're the best person for the role?
- What would you like to achieve in this role?
- In a sentence why should people vote for you?

We ask that candidates don't use bullet points within your Candidate Guide manifesto as we'll need to make them into paragraphs in order to fit the pages which can make for awkward reading.

Want to know more about writing a manifesto? Read the 'Writing a Successful Manifesto' guide that's available in the Candidate Hub online or email the Student Voice team at voice@su.rhul.ac.uk to organise a time to come in and have a chat.

Budgets.

To ensure that the SU Elections are fair all candidates must adhere to set budgets. At the end of the campaign period you need to submit your budget along with receipts for all the costs you have incurred using the official budget form found in the Candidate Hub.

Candidates for Sabbatical Officer positions are allowed to spend up to £50 of their own money on campaign resources (non-refundable). The Students' Union will provide upto 100 black and white and 50 colour A4 pages of printing without charge and up to six campaign team t-shirts.

Candidates for part-time voluntary positions are allowed to spend up to £20 of their own money on campaign resources (non-refundable). There is no printing or t-shirt allowance for these roles.

It's worth thinking about your campaign expenditure early on so that you can plan your main areas of spend but also remember that it's not always the candidate who spends the most that wins – so use your budget effectively and use the mantra, quality over quantity.

Workshops.

To help you plan your campaign there's a number of workshops and meeting slots available aimed at developing your ideas and giving you further context on the Students' Union.

Campaign Planning 1-2-1

Location: Students' Union Email voice@su.rhul.ac.uk to book a time

Running 5 to 9 February 2018

Meet members of our Student Voice team who have previous experience of running for election themselves. They'll help you to pin down the key areas of a campaign and guide you in a number of key areas including the importance of a campaign team, planning your key campaign timings and the need for a coherent and impactful manifesto.

Chief Executive Discussion Slots

Location: Students' Union Email voice@su.rhul.ac.uk to book a time

22 and 23 January 2018

Heading up the staff team at the Students' Union is the Chief Executive, Tom Flynn. His role is ensuring the Union heads in the right direction and he has an intimate knowledge of all things Royal Holloway while his experience in Students' Union elections stretches back over a decade. This is your chance to sit down with him and discuss the Students' Union, the threats and opportunities on the horizon and any other questions relating to the Union, College and national policy you may have.

How to Campaign Workshop

Location: Various Book on the website su.rhul.ac.uk/events

17 and 31 January 2018

This workshop will look at different ways to creatively campaign, using real life examples and providing insight into why some are successful and some

are not. Our team will be on hand to answer your questions and give you tips on how to win.

17 January workshop will be located in McRea 201

31 January workshop will be located in Windsor 103

Craftivism workshops

Location: Stumble Out

No need to book

12 and 14 February 2018

Getting you ready for the campaign trail, this session will provide materials and staff expertise so that you can design and building your campaign collateral. Whether you want to build placards, banners or posters come along and get ready to win.

Candidate Briefing – Mandatory

Location: SU Main Hall

No need to book

5 February 2018

At the end of the nomination period you'll need to come down to the candidate briefing session. This mandatory event will detail the rules and regulations of the SU Elections, give you updates around campaign timings, information on the results night along with further event information for Candidate Question Time and Candidate Breakfasts.

Jargon Buster.

Ballot

The slip where a voter places their vote and marks their choice. Unlike national elections we use online ballot papers during the voting period.

Campaigning

The act of attempting to gain votes in an election through a variety of means, including using social media, banners, and talking to students.

Candidate

A person running for a role.

Canvassing

Similar to campaigning, this is the attempt to gain votes from the electorate.

Craftivism

Using artistic materials in order to create banners, posters, and other materials in order to campaign.

Electorate

The individuals able to vote in an election. At Royal Holloway, this means any student who is a member of the Students' Union. Unless you have opted out, you are automatically a member of the SU, and are therefore eligible to vote.

Hustings

A form of interview or debate for candidates. This often takes shape in the form of a Question Time event, held during the voting period, ours is on 22 February.

Officer Elect

A newly elected individual who will soon be beginning their term, they can also be referred to as an Incoming Officer.

Incumbent

The individual who currently holds a role. For example, Natasha Barrett is currently the incumbent for the position of President.

Manifesto

A document outlining the aims of the candidate, including policies and goals for their year in office.

Nomination

The process of putting yourself forward for a position. Once you nominate yourself you will become a candidate.

NUS Delegate

A student representative from the University who represents Royal Holloway Students' Union at the National Union of Students Conference.

Outgoing Officer

An individual currently occupying a role or position, who will leave at the end of their term.

Returning Officer

The individual responsible for ensuring fairness in the elections. For the main elections, this role is filled by a representative from the National Union of Students, and the role of Deputy Returning Officer will be filled by the Students' Union's Head of Membership and Engagement, assisted by the Student Voice Manager, and the Marketing and Communications Manager.

R.O.N (Re-Open Nominations)

An option on each of the roles. This is selected when a voter does not wish to vote for any of the candidates, and instead believes that nominations should be reopened for a new batch of potential candidates.

Sabb/Sabbatical Officer

One of the five officer positions (President, VP Sport, VP Education etc.) that you can run for. Each officer holds their position for one year, or two if

they run for re-election and are successful.

They lead on the Union's campaigns, sit on important college committees, and are a big part of the decision making process within the SU. They are also trustees of the Students' Union and sit on the Board of Trustees.

Student Trustee

A current student who sits on the Students' Union's Trustee Board. They help guide the Students' Union's strategy, and ensure work is being done to deliver the organisation's aims and objectives.

Sabbatical Officers are automatically trustees of the Union while additional student trustees are elected every year.

STV (Single Transferable Vote)

The voting system used by the Students' Union. This system gives voters the ability to rank their candidates in order of preference.

Term

A period of approximately twelve months where the elected individual is in office. Sabbatical Officers can be in office for a maximum period of 24 months.

Ex Officio

Certain roles are automatically given membership of councils and committees due to the role/position they hold. An example of this is that the President and College Principal are ex officio members of College Council.

Key Dates.



8 December

Nominations Open

17 January

How to Campaign Workshop

22-23 January

Chief Executive 1-2-1 Sessions

31 January

How to Campaign Workshop

2 February

Nominations Close

5 February

Candidate Briefing

5-6 February

Candidate Media Days

5-9 February

Campaign Planning 1-2-1 Sessions

22 February

Candidate Question Time

26 February

Voting Opens

28 February

Voting Closes / Results Night



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SU Elections.

#RHVotes

su.rhul.ac.uk/elections

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