

# **SU Elections.**

**STAND • VOTE • LEAD**

## **Candidate Guide**



# 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.

# WHO CAN STAND?

**All current Royal Holloway students can stand in the SU 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.

## >> FULL-TIME POSITIONS

Full-time positions require you to take a year out from your studies if you aren't in your final year. You will receive a salary of **£28,098** per annum (inclusive of London Allowance) and have 22 days holiday, plus bank holidays and extra discretionary leave during the Christmas period.

- President
- Vice President Education
- Vice President Wellbeing & Diversity
- Vice President Societies & Sport

## >> PART-TIME POSITIONS

Part-time positions are voluntary and are designed to run alongside your studies.

- School Rep (six positions available, one per school)

## >> 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 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.



# HOW DO I NOMINATE MYSELF?

**Nominating yourself is really easy. Simply head over to the online nomination form on the Students' Union website, fill it in and hit the submit button to join the election.**

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

- Name (the one you'd like displayed on the ballot)
- Student number
- Email address
- Mobile number
- Current year of study
- Position(s) you wish to run for
- How you heard about the SU Elections

## KEY DATES

Nominations open	<b>12pm, Fri 13 Jan</b>
Nominations close	<b>11:59pm, Sun 5 Feb</b>

# WHAT IS A MANIFESTO?

**You're required to submit a manifesto as part of the nomination process. This is your chance to state what you intend to do should you get elected. It includes what you would do for students and the Students' Union.**

Your manifesto will be available for voters to see online, both on website and in the ballot. It should be 400 words of plain text and consider the following:

- Why do you think you're the best person for the role?
- What would you like to achieve in this role?

Want to know more about writing a manifesto? Read the Manifesto Guide, attend our Manifesto Writing Workshop or email the Student Voice team at **voice@su.rhul.ac.uk** to organise a time to come in and have a chat.

## KEY DATES

Manifesto deadline	<b>11:59pm, Sun 12 Feb</b>
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# ARE THERE 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 (RECOMMENDED)

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.

## >> SENIOR MANAGEMENT DISCUSSION (RECOMMENDED)

Heading up the staff team at the Students' Union are the Senior Management Team. Their role is ensuring the Union heads in the right direction and they have an intimate knowledge of all things Royal Holloway while their experience in Students' Union elections stretches back over a decade.

This is your chance to sit down with them 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.

## >> MANIFESTO WRITING (OPTIONAL)

This workshop will provide you with the tools to put together a cracking manifesto, helping you to communicate your key points with the student community.

## >> PROJECT MANAGING AN ELECTION CAMPAIGN (OPTIONAL)

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.

## >> SOCIAL MEDIA WORKSHOP (OPTIONAL)

This session will provide candidates with the basic skills to use social media positively throughout an election campaign. With information covering platform use, identifying a target audience, and post scheduling, this will be a valuable session for all candidates.

## >> GRAPHIC DESIGN & VIDEO WORKSHOP (OPTIONAL)

This online session will provide candidates with an introduction into the world of graphic design and visual communication. You'll also get an introduction to filming a video and basic video editing using digital tools.

## >> PUBLIC SPEAKING (OPTIONAL)

This session will provide candidates with the basic public speaking skills to use throughout the campaign.

## >> WELLBEING WORKSHOP (OPTIONAL)

This new session, delivered by our Advice Centre, will provide candidates with the foundations to ensure you look after yourself throughout the elections.

## >> CANDIDATE BRIEFING (MANDATORY)

At the end of the nominations period, you'll need to attend the Candidate Briefing session. This mandatory event will detail the rules and regulations of the SU Elections, give you updates around campaign timings, and provide you with information on key events such as voting and Results Night.

## KEY DATES

Campaign planning 121s*	<b>16 Jan - 3 Feb</b>
SMT discussion*	<b>16 Jan - 3 Feb</b>
Manifesto Writing	<b>2 Feb</b>
Graphic Design & Video	<b>15 Feb</b>
Project Managing an Election	<b>20 Feb</b>
Public Speaking	<b>21 Feb</b>
Social Media	<b>22 Feb</b>
Wellbeing	<b>23 Feb</b>
Candidate Briefing	<b>27 Feb</b>

**\* You'll need to book onto this workshop. Please email [voice@su.rhul.ac.uk](mailto:voice@su.rhul.ac.uk).**



# IS THERE A BUDGET?

**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. You can find this in the online Candidate Hub.**

Candidates for sabbatical officer positions are allowed to spend up to £50 of their own money on campaign resources (non-refundable).

Candidates for part-time voluntary positions are allowed to spend up to £20 of their own money on campaign resources (non-refundable).

For all candidates the Students' Union will provide up to £10 worth of basic printing without charge.

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.

## BUDGETS

Full-time roles	<b>£50 personal £10 printing</b>
Part-time roles	<b>£20 personal £10 printing</b>

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