

Dear Student,

This short introduction is intended to give you an idea of what it means to be an elected sabbatical officer of the Students' Union, and why you might consider nominating yourself as a candidate.

The Union is run by students, for students. As a student at the University, you are already a member of the Union and you will be familiar with many of the services the Union offers its members. Each year we elect fellow students into office to manage the SU on our behalf. This year we will elect a President and three Vice-Presidents (Communications, Education & Welfare, Activities). Any student is eligible to run for these positions and those elected will take a year out from their course or remain at the University for the year after they graduate.

These positions represent a fantastic opportunity – your chance to bring your skills, ideas and passion to the University and Union. You will represent every single Newport student and be their voice. Depending on the position you run for you will take on specific tasks alongside your manifesto pledges. You will sit on University committees to hold the institution to account and lobby for improvements to the student experience. You will undertake projects – both your own and those asked for by the student body. You will need to work tirelessly for the students who place their faith in you by casting their vote. Working in a Students' Union is an incredible experience, and you have the opportunity to be involved in things completely outside our usual experiences. That said, it is not to be undertaken lightly. It is not just a job but a vocation – and your passion to work for the students must remain your priority, day and night. It is important to be clear that this is not a way to stick around for a year after you finish your course but a serious commitment, and for those of you elected it will be an experience you won't forget – whether you're putting up a stage at an event, fighting for a students' rights, writing proposals, implementing constitutional change, designing posters or travelling the country going to conferences and NUS events.

Alongside all your other duties, you will be involved in planning for the years to come and will input on what your vision for the Union is. We are developing faster than at any time in our recent history and are putting exciting changes into place that will modernise the way we operate, what we do with our time and resources, and how much control students have over their own Union. If you think you're the sort of person who would be a positive force in the Union, then maybe you should nominate yourself. This pack contains all the details you need to get started. If you run, look forward to a manic couple of weeks campaigning for votes and if you win, look forward to one hell of a ride!

Pablo Riesco  
Students' Union President

## **What is a Sabbatical Officer of the Union?**

Sabbatical positions are full time positions in the Union. Any student who is a student at Newport can stand. If you are a first year, midway through your course, or you are in your final year you can stand. As a team, Sabbaticals are responsible and held accountable for the entire Union. They make day-to-day decisions about all levels of your Union's activities.

Specifically, you will:

- Serve as a member of the Executive Board of the Union
- Be responsible for the day to day direction of the Union
- Work within the Equal opportunities policy of the Union
- Serve as Trustee of the Union
- Develop and implement a plan of activities with the rest of the Executive
- Involve students in areas of your work
- Be responsible to Union Annual General Meeting, Trustee Board, Executive Board and Student Council.

## **Benefits of Running for Office**

You will receive an annual allowance of circa £14,000

You will receive comprehensive training for your role and responsibilities.

You will develop advanced skills in:

- Leadership
- Communication
- Teamwork
- Planning
- Problem Solving
- Presentation
- Motivating others

## **What do I do next?**

Complete the attached nomination form and return it to your Union office / reception by **5pm on 24<sup>th</sup> February**. Remember even if it is a second late you won't be able to stand.

You're current officers will be happy to speak to you about the role if you have any questions or concerns.

## **Sabbatical Roles**

The 4 sabbatical officer roles are President of the Union and three Vice-President roles with individual responsibilities for areas of Union activity. You may run for only one of the roles. The roles are as follows:

### **PRESIDENT**

*The President is the figurehead of the Union. They are the key representative to the University and to external organisations. They work as part of the Executive team to ensure the development of the union to meet its aims and objectives.*

Some of your responsibilities:

- Be the chief spokesperson and figurehead of the union
- Be a full and active member of the University Board of Governors and its sub-committees
- Liaise closely with the University Directorate and senior staff
- Be responsible for the interpretation of the Union constitution and rules
- Co-ordinate the activities of the Union General Manager
- Co-ordinate the work of the Union Executive Committee
- Liaise with the National Union of Students
- Oversee the finances of the Union
- Be responsible for the development and training of the Union Executive committee
- Be responsible for the Union's strategic planning process
- Be responsible for the Union's work on the sites

### **VICE-PRESIDENT**

#### **EDUCATION AND WELFARE OFFICER**

*The Education and Welfare Officer will be responsible for dealing with all matters affecting students' courses and student development.*

Responsibilities include:

- Organisation of all student representation on Academic Board and committees
- Develop educational support for students
- Recruit and train student course representatives
- Co-ordinate and support the work of student academic representatives
- Sit on University Academic Board
- Work with Student Support Advice Workers
- Deputise for Union President when required
- Monitor & represent students' aspirations, problems and concerns to the Union and the University
- Promote Union welfare campaigns
- Organising RAG and Charity events

**VICE-PRESIDENT  
COMMUNICATIONS OFFICER**

*Is a full time sabbatical officer and Union trustee and will sit on the Trustee Board. Is responsible to AGM, Union Council, Media Committee, Society Committee, Union Executive*

Your responsibilities include:

- Work with the President in compiling agendas and minutes for the Union Trustee Board, Union Executive Board and Student Council
- Create the annual Union survey 'The Big Question'
- Act as Editor-in-Chief of NewsPort, the student newspaper
- Act as Executive of NTV, online student TV channel
- Represent the Union at NaSTA (National Student Television Association) Conferences
- Represent the Union at SRA (Student Radio Association) Meetings
- Oversee the running and management of Radio Noize, the student radio station
- Create the Union Annual Report and Union Strategic Plan detailing what the Union is doing and where it is going
- Publicise all Union activity to ALL Students
- Deputise for the Union President where necessary

**VICE PRESIDENT  
ACTIVITIES OFFICER**

*This is the newest role within the Student Officer structure and the main responsibilities of this position will be a full time sabbatical officer and Union trustee and will sit on the Trustee Board. Is responsible to AGM, Union Council, Sports Committee, and Entertainments Committee, and Union Executive.*

Your Responsibilities include:

- Co-ordinate and oversee all Union activity that relates to events and participation. This includes entertainment, sports, societies and fundraising.
- Work with the Bar Manager to ensure the smooth running of Union activities, and ensure that Union work reflects the needs of the membership.
- Take a lead role in the provision of all activities.
- Be responsible for the financial management of Union activities, including working with the General Manager, Bar Manager.
- Ensure that activities are student directed and actively seek opinion from a wide demographic of students.
- Promote the profile of activities amongst the student body at the University, aiming to continually increase participation.
- Work with the Vice President (Communications) to ensure comprehensive promotion and advertisement of Union activities across a variety of mediums.
- Be responsible for the negotiation of commercial sponsorship in partnership with relevant students' representatives.

- Provide reports and be accountable to: AGM, Union Council, Sports Committee, Society Committee, and Union Executive.
- Work to increase the provision of facilities for all student groups.
- Enhance personal development of members of student groups through democratic training and support.
- Co-ordinate the administration of the Sports Committee and Entertainments Committee, and support the Athletic Union President and Entertainment Executive running the Committee.

## **Useful Information**

We want to make it as easy as possible for you to stand in the elections. This election aims to get plenty of candidates standing so the electorate has a clear choice in who runs their Union. If you have any questions or queries, we are on hand to help, so get in touch.

*Do I have to have union experience to stand?*

Not at all – full training is given over the summer period. All you need is enthusiasm and commitment- and to run a damn good election campaign!

## **Candidates' Meeting**

Monday 27th February 4pm (A24 Main Hall Caerleon campus)

ALL CANDIDATES OR THEIR NOMINEE MUST ATTEND THE CANDIDATES MEETING. FAILURE TO DO SO MAY RESULT IN WITHDRAWAL OF THEIR NOMINATION.

The Candidates Meeting will cover:

- Being a Trustee of the Union
- The election regulations; what you can and can't do
- How we will keep in touch
- How to campaign
- How to design publicity
- Questions and answers

## **The returning officer**

To ensure fairness, the union has an independent returning officer who "Governs" the running of the elections. Any questions you have about the rules will go to the returning officer, who is the Union General Manager

## **The ballot**

The ballot is run by single transferable vote, details of which will be explained during candidates' training

## **Manifestos/Campaign materials**

To allow you to be as creative as possible, the union will give you a budget of money from which you can create your own materials. Posters, flyers, placemats, banners, bookmarks, stickers- even lollipops have been used in the past. We encourage you to think as creatively as possible to woo the electorate!

## **Question times**

These are run during the week before voting. Each candidate should visit each site, where a question time event will be held. You will make a short speech and then answer questions from the floor. Handouts and training are available in public speaking if this sounds tricky! Further details will be provided to you on the submission of your manifesto.

## **The Diary**

**Monday January 23<sup>rd</sup>** - Launch of elections. Posters up. Nominations open for a 4 week period. Candidates are encouraged to use this time to talk to existing officers about being on the executive.

**Friday February 24<sup>th</sup> 5pm** - Nominations close

**Monday February 27th 4pm** - Candidate training & Briefing- the essential guide to what you can and cannot do!

**ALL CANDIDATES OR A NOMINEES MUST ATTEND**

**Tuesday February 28th 9am** - Campaigning begins

**Tuesday March 6th 1pm** - Question Time at City Centre Campus C15

**Thursday March 8th 8pm** - Question Time at Caerleon, Main Hall

**Wednesday March 14th Voting 9.00am-8.00pm**

**Thursday March 15th Voting 8.30am-6.30pm**

**Friday March 16th - The Result 7pm**

National Union of Students (NUS) representatives validate the count and the results are announced in the SU Bar at 7pm

## **Campaigning and Publicity Regulations**

University of Wales, Newport Elections 2008

**The success of the elections is dependent upon you the candidates. It is your ability to successfully promote yourself and convince students to vote that will get them to the ballot box.**

We would like to create an atmosphere where you can have a contest which is exciting and good natured, leading to a high turnout at the polls.

The following rules are designed to help you achieve this.

### **Principles**

The rules herein are designed to operate to two fundamental principles:

- The Union wishes to encourage the active involvement and creativity of its members inside the electoral process and elects an Elections Committee to achieve this
- The Union wishes and requires fairness in its elections process and appoints a Returning Officer (RO) to achieve this.
- The elections rules and associated campaigning and publicity regulations set out the ways in which these two principles are balanced, but are not exhaustive

As a result from time to time the returning officer, during the course of the election, may vary or further define the regulations herein in the form of rulings. You should check your email account regularly to ensure that you are aware of any rulings that have been made.

### **The Rules Context**

During the election campaign you are likely to be involved in a series of activities. It is important to remember that during the election campaign, you are still bound by sets of rules that, whilst not strictly elections rules, still have a bearing on your conduct.

**Union Rules:** This includes abiding by the Union's rules generally, its behavioural code and equal opportunities procedure. If you breach these and the RO does not take action under the auspices of the election rules, you may still be subject to the Union's disciplinary procedure, which in its ability to revoke membership rights may put your candidacy in jeopardy.

**University Rules:** The University operates a number of rules that relate to your membership of the student community and use of its facilities and property- for example, it's bullying and harassment code, damage to University property and buildings etc. If you breach these and the RO does not take action under the auspices of the election rules, you may still be subject to the University's disciplinary procedure, which may also put your candidacy and student status in jeopardy.

**The Law:** The fact that you are standing in the election does not remove you from the auspices of the law of the land! Again, If you breach these and the RO does not take action under the auspices of the election rules, the RO reserve the right to refer the matter to the appropriate authorities, which may also put your candidacy in jeopardy.

## Campaign Teams

The nature of election campaigns are intensive. Because there are nearly 10,000 students here in Newport this can become very time-consuming and an exhausting period for one person to do alone. For these reasons it is useful to put together a team. However, you should bear the following in mind:

- 1) You will be held responsible for the actions of any member of your team.
- 2) The name and contact details of a key campaigner on your team should be given to the Returning Officer and the Deputy Returning Officers. This is in case you cannot be contacted and we need to pass on information urgently.

## Election Manifesto

The election manifesto is the official statement from the candidate which sets out their experience, skills and goals and the reasons why the electorate should vote for you.

- 1) **The election manifesto must be submitted by 5pm on Friday 2<sup>nd</sup> March**
- 2) Your manifesto **must** be submitted as a Word document between 200 and 1,000 words emailed to paul.thompson@newport.ac.uk (General Manager). It will then be reproduced.
- 3) The election manifesto will be compiled as a manifesto booklet. The Returning Officer or the Students' Union does not take any responsibility for the finished printed copy. It is wise to check what it will be like before you submit it.
- 4) The manifesto booklet will be circulated around the campus. During polling copies will be available at each ballot box.

## Campaign allowance

You have an allowance to spend. Candidates for **Sabbatical Posts** are given an allowance of £15 (refunded by the Union) and can spend up to £35 of their own money.

You should bear the following in mind:

- 1) You will receive an allowance as determined above. This amount may be spent on your campaign and will be refunded to the candidate on the production of receipts at the end of the Election.
- 2) If the returning officer has evidence that amounts being spent are higher than you may be disqualified from the election.
- 3) At the close of balloting all Candidates are required to produce receipts for all of their expenditure on the campaign. Any failure to do so may result in disqualification.
- 4) Campaign expenditure shall be defined as "any expenditure that is carried out with the purpose of promoting a candidate's election campaign". This will include publicity, costume hire, T Shirt production etc. The Returning Officer's decision on the application of this definition is final, and so you are advised to check beforehand.
- 5) Candidates should only do what others have had the opportunity to do. This means that any "sponsorship" or "favours" that have a value but do not involve candidate expenditure must be available to all candidates in a given election. In this event candidates must report this to the Returning Officer before using any such "sponsorship" or "favours".

## **Publicity and Campaigning**

The following are useful guidelines but are not exhaustive. You are advised to bear in mind strongly the University's rules around treatment of property and the Union's rules on equality of opportunity and harassment.

1) To help publicise voting times any posters you produce must contain the following statement:

### **You Can Vote at the Following Times and Locations:**

#### **City Centre Campus Students' Union Office**

Wednesday March 14<sup>th</sup> Voting 9.00am-8.00pm

Thursday March 15<sup>th</sup> Voting 8.30am-6.30pm

#### **Caerleon Students' Union Office**

Wednesday March 14<sup>th</sup> Voting 9.00am-8.00pm

Thursday March 15<sup>th</sup> Voting 8.30am-6.30pm

2) Posters should be placed on walls and notice boards but should not be placed over any other notices, poster or publication. Posters which are placed on walls of the University will usually get removed by cleaners or security. You will need to bear this mind when you place them there.

3) Posters placed on Fire doors will be removed. University staff will remove these and they will probably be destroyed.

4) No posters and publicity may be displayed or circulated in the Union offices.

5) No posters may be displayed in commercial areas (bars and shops).

6) Posters should be placed on notice boards with drawing pins or blu-tac. Do not use sellotape.

7) The content of the materials displayed or circulated is the responsibility of the candidate. Material which breaches the Union constitution, election rules and equal opportunity policy will be removed and action may be taken by the Returning Officer in accordance with the election rules.

8) Material which makes allegations against individuals or which could render the Union open to legal action needs to be checked by the Returning Officer. The Returning Officer can instruct that such material is removed until they have taken professional advice.

9) Leaflets, flyers and other similar materials should be distributed to individual students by hand. Mass leafleting of tables in University refectory areas is not allowed.

10) Candidates and their campaign teams should not block doorways and entrances.

11) Candidates and their campaign teams should not display campaign material, canvass individual students within sight or sound of the ballot boxes. If you have doubts please check with the Ballot Box Assistant.

## **Breach of Conduct**

Candidates found to be in breach of any of these guidelines stated above, or the elections rules, will be issued with a written warning from either the Returning Officer or one of the Deputy Returning Officers.

- Candidates who persist in breaching these guidelines will then be issued a
- Second written warning by the aforementioned.
- You will not receive a third written warning,
- You will be then removed from the election procedure for its duration.

## **The Nomination Form**

This form represents the first step along the road of being elected. Be sure to fill it in properly and to hand it in on time. Remember to get a receipt in case anything goes wrong. You can get advice or help on filling it in from the Students' Union office.

### **Section One**

Here you must complete your name, course, student ID number and the position you are standing for. Please use your real name, not an assumed name! Finally- and you wouldn't believe how many people forget sign and date it!

### **Section Two**

Here you need to find 2 members of the Students' Union (that's any student enrolled at University of Wales, Newport) to nominate you. These people are the people who are "putting you forward" to be elected. Remind them that they cannot nominate more than one person for the same post, or your form will become invalid.

### **Section Three**

Charity Trustee declaration:

As an officer of the union you will be a trustee of a charity. You'll need to complete this form to confirm you will be eligible to become a trustee; you'll do this at the candidate meeting at the close of nominations where everything is explained. If you want more information prior to that meeting contact any of the current officers.





**NEWPORT** | **SU**  
UNIVERSITY OF WALES, NEWPORT | PRIFYSGOL CYMRU, CASNEWYDD  
**STUDENTS' UNION**  
**UNDEB MYFYRWYR**

## **NOMINATION FORM**

This form needs to be submitted to a Union Officer by 5.00pm on 24<sup>th</sup> February 2012

Name \_\_\_\_\_

Course/Programme \_\_\_\_\_

Student ID Number \_\_\_\_\_

I wish to stand for the position of:

---

You will need to get at least 2 students who are registered at the University of Wales, Newport who wish to nominate you to stand for this position.

<b>NAME</b>	<b>SIGNATURE</b>	<b>STUDENT ID</b>