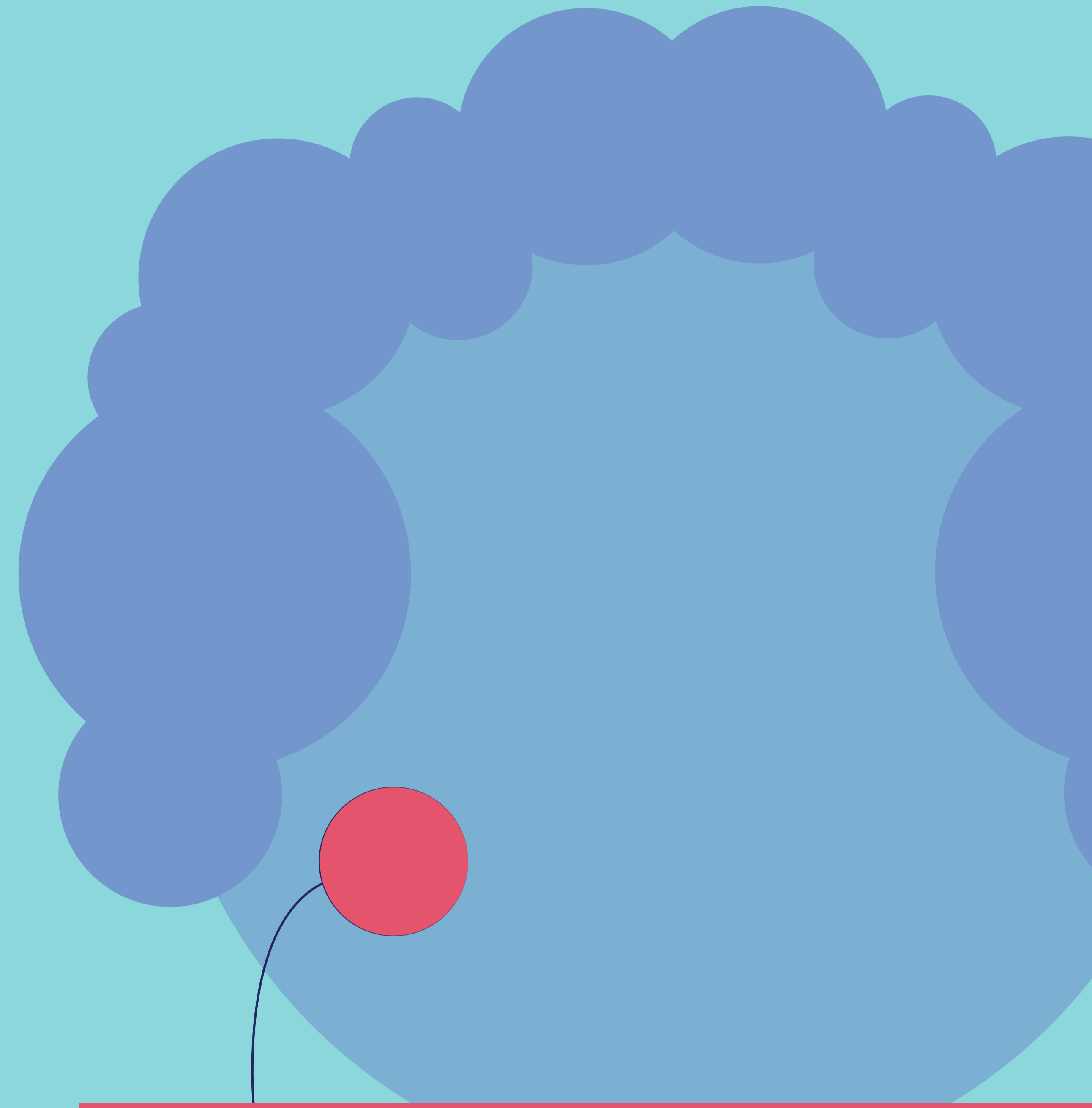


# PRESIDENT OF THE STUDENTS' UNION

## INFORMATION PACK



# WELCOME

You've made the first steps in becoming a part of the busiest time in the YSJSU Calendar!

The election cycle is the biggest event we run (next to Freshers). It's a time when the entire campus comes to life as you, the candidate, goes out to get those all important votes.

By reading this pack you have an interest in becoming the President of the Students' Union. Well, as you read through, you will be able to see exactly what being a President is all about.

So read on and if you have any questions don't hesitate to ask.

2. **ALL ABOUT YSJSU**
3. **ALL ABOUT THE PRESIDENT**
4. **THE ROLE & RESPONSIBILITIES**
5. **HOW TO NOMINATE**
6. **ELECTION RULES**
7. **ELECTION TIMELINE**
8. **GET CREATIVE**

## ALL ABOUT YSJSU

INCLUSIVE | REPRESENTATIVE | ENGAGING | SUPPORTIVE | FUN | PASSIONATE

The Students' Union is a democratic, charitable organisation. We exist to ensure that students (our members) have the best time possible while studying at York St John University.

We are founded on our vision and values which govern how we run and shape our fundamental beliefs as an organisation.

'Supporting York St John students to grow, succeed and have a great time whilst at university'

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# A WORD FROM THE PRESIDENT OF THE STUDENTS' UNION

"As President of the Students' Union I am the student lead on all things extra-curricular; this covers all our Sports Teams, Societies and even some of the Events we put on.

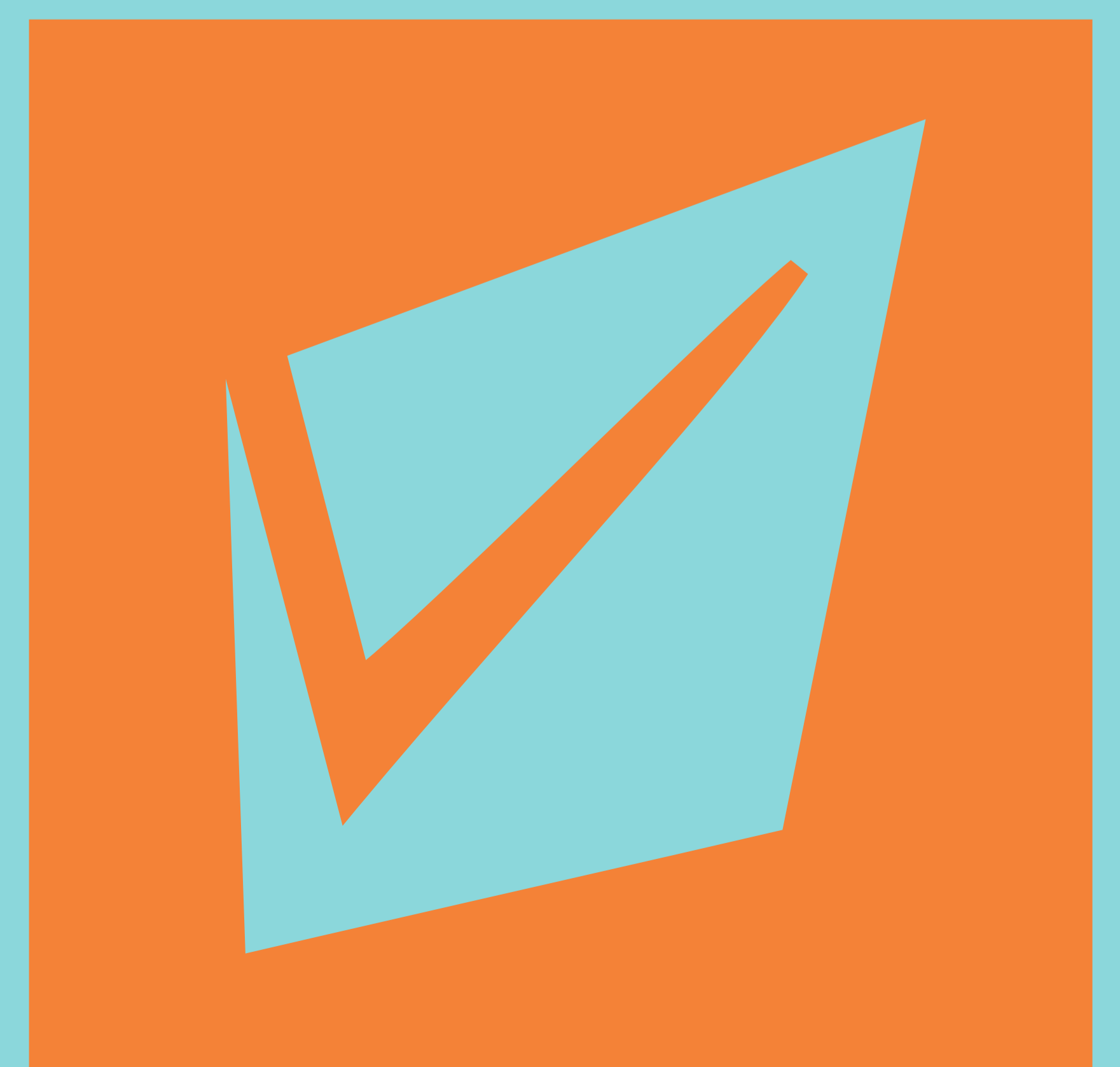
Now that doesn't mean that I organise everything as we have a fantastic group of co-ordinators who make sure that these events and activities run smoothly and effectively.

Simply I act as the student voice and ensure that you are having the best experience outside of your academic study.

As President of the SU, I sit on the Students' Union Trustee Board as Chair of the Board, keeping a watchful eye on everything the Union does, and in turn I hold the Chief Executive to account to make sure you guys are at the forefront of everything we do.

Alongside the governance within the Union I am the only student representative on the University Governing Body; the board that oversees the order and running of the entire University. It's an integral and important role where I hold the executive directors of the University to account and challenge any projects where I feel as though there needs to be student consultation or I just don't feel as though is fitting for the students at YSJ.

If you can see yourself speaking out on behalf of your fellow students about important matters covering all extra-curricular activity, then this role is for you!"



# THE ROLE

Job title: PRESIDENT OF THE STUDENTS' UNION

Salary Scale: £18,362.00 pa

Hours of work: 35hrs PW (Flexibility will be required, occasional weekend work – open days, arrivals weekend)

Contract start date: Monday 1st July 2020

Contract end date: Sunday 30th June 2020

## Summary

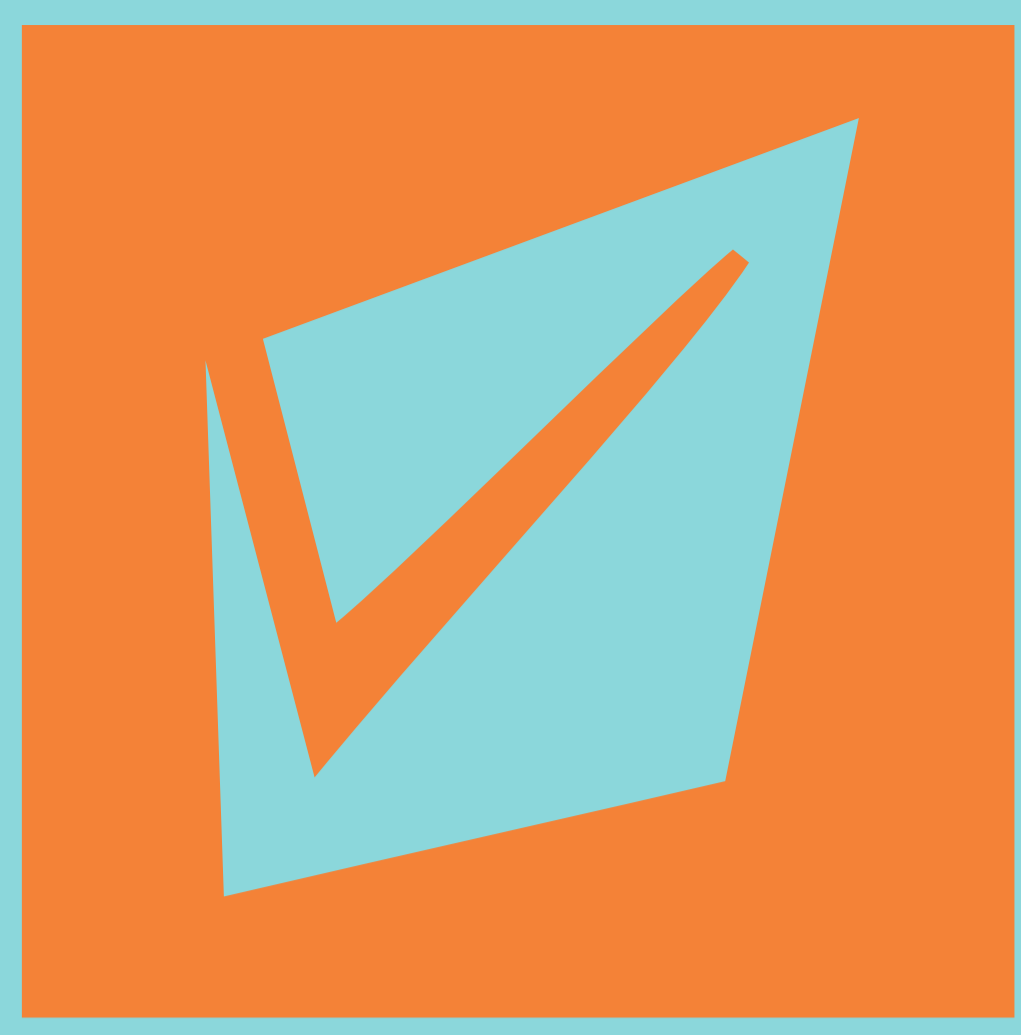
YSJSU is led by three elected full-time and a team of part-time officers, who share responsibility for the organisation: President of the Students' Union, President of Education, President of Wellbeing and Diversity Liberation Officers and the Chairs of School.

Each year, students stand for election to one of these positions. Those who are successfully elected to be a President by their fellow students serve full-time in their role for a one year period, taking a break from their studies or after completing their studies to do so. Presidents receive a full salary during their time of office. The Officers have responsibility for ensuring students views are effectively and equally represented within YSJSU and the University.

## Benefits

Being elected as an YSJSU Officer is a unique opportunity to develop key leadership and negotiation skills as head of a large organisation, acting to deliver positive impact on the experience of more than 6500 student members. It is also a fully paid position, which means that Officers can concentrate on their priorities without worrying about the need to support them financially.

In addition you will receive 26 days of holidays, 8 bank holidays and 5 University closure days. We also offer you a comprehensive training package, access to a number of development courses and various staff benefits including a free NUS card and railcard.

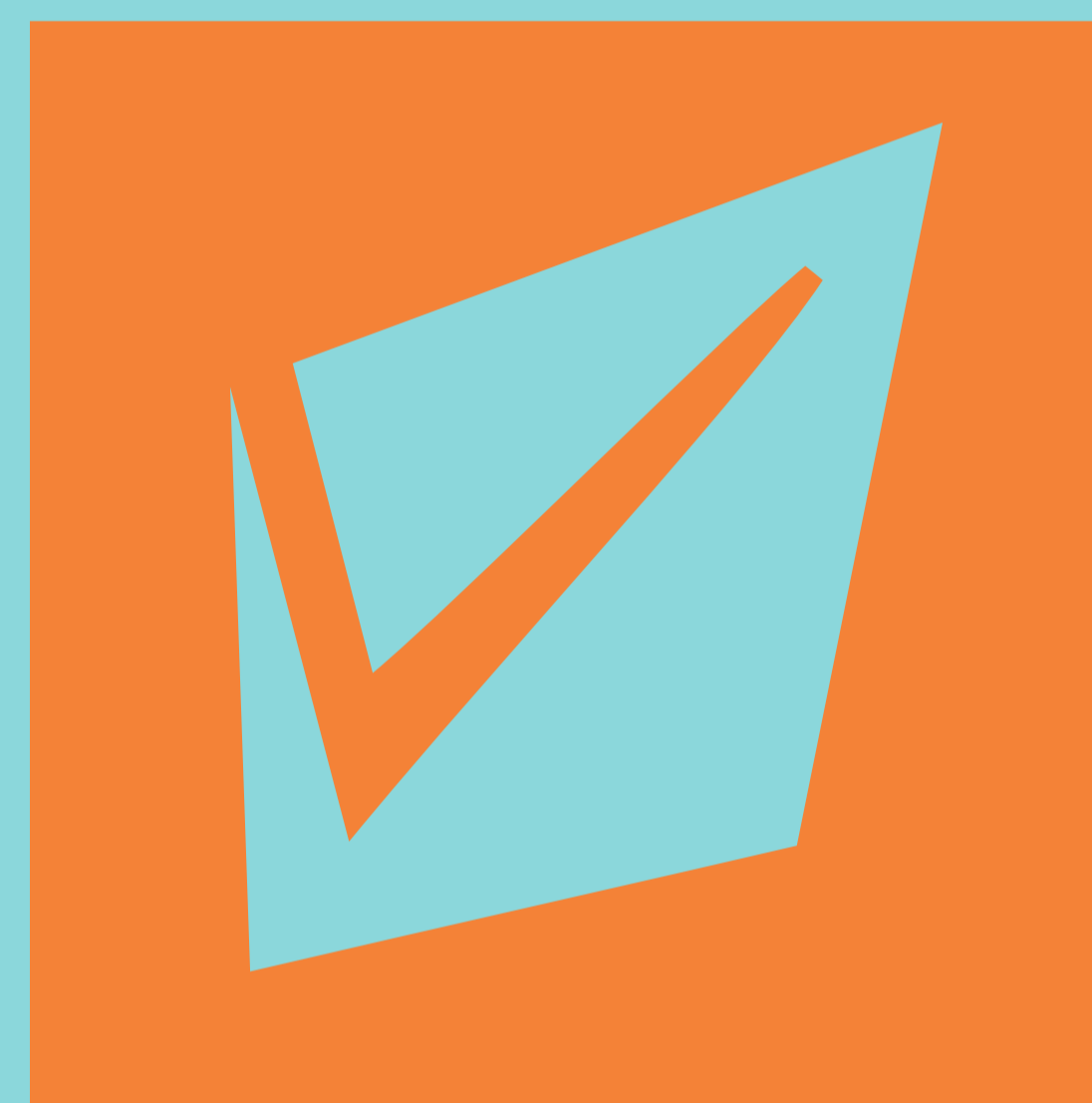


# RESPONSIBILITIES & ACCOUNTABILITIES

- Line management of the Chief Executive Officer with the assistance of the Deputy Chair of the Trustee Board.
- Chair all meetings of the YSJSU Trustee Board.
- Represent the students of YSJSU as a member of the University Governing Body and relevant sub-committees.
- Be responsible for ensuring that students have a voice in any future developments of the university which will directly impact on their experience/perception of university life.
- Be responsible for the delivery of all YSJSU governance related functions such as the All Student Meeting (AGM) and the Executive Council.
- Represent student views to the University and the outside community including the media.
- Contribute to and influence the University's strategy both through committee activity and formal meetings with key University staff, to ensure that student interests are effectively represented.
- Work closely with the other members of the Officer Team on YSJSU priority campaigns.
- Provide support for and organise student campaigns on campus.
- Attend and speak at official University events and ceremonies.
- Officers are the first contact point for students with questions/queries/ regarding their student experience.

- Shape the way YSJSU provides services to its members, and ensure that the student voice is heard in determining the future direction of YSJSU.
- Contribute to the establishment of YSJSU mission, vision and values, providing support to the development of the strategic plan.
- Be the local community liaison and ensure the student views are represented.
- Be responsible for the YSJSU student disciplinary procedures.
- Work collaboratively with relevant university departments to promote activities and opportunities for students

# HOW TO NOMINATE



To nominate is simple, all you have to do is head to [www.ysjsu.com/vote](http://www.ysjsu.com/vote) and login with your university e-mail address and password. Once in, you can choose which of the positions you want to stand for!

When nominating you will need the following:

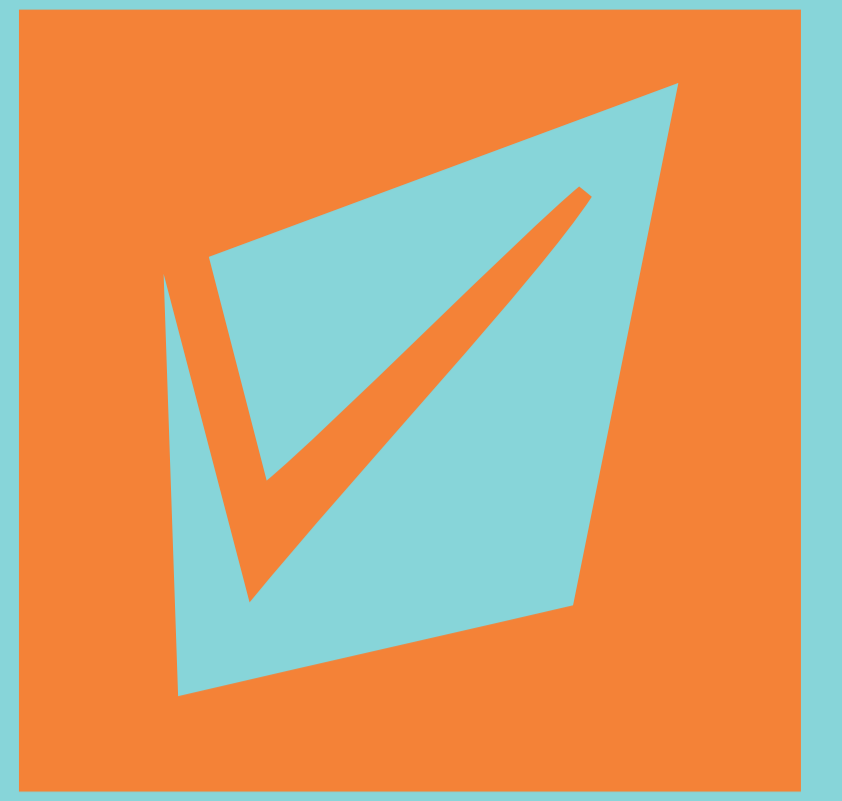
A slogan (no more than 6 words)  
Manifesto (no more than 5 points)  
Poster  
Image (400x400)

Your nominations will then be approved by the Student Voice Team ahead of nominations closing.

Nominations open on Friday 31st January and close on Friday 14th February at 10am.

If you have any queries or problems with nominating then contact us at [su.elections@yorks.ac.uk](mailto:su.elections@yorks.ac.uk)

# ELECTION RULES: AN OUTLINE



## Spends

- Presidential candidates & Part-time Officers (Chairs of School & Liberation Officers):
- £10 towards printing credit to produce paper-based materials.
- Up to £60 of your own money on campaign resources.
- Candidates must provide receipts of all purchases to the Returning Officer by 12pm, Friday 28th February 2020.
- Candidates may not accept material sponsorship from any source to assist with their campaign that would not have been available to other candidates unless it is accounted for in their budget.

## Campaigning Activity & Advertisement

- Campaigning will officially begin at 00:01 on Friday 21st February.
- During the campaigning period, candidates can place & handout materials on university ground ONLY.
- Candidates & their teams are not eligible to campaign in the following areas:
  - Fountains Learning Centre (internal on all floors)
  - Holgate centre
  - SU Coffee Lounge (upstairs)
  - No posters may be attached to the red pillars outside Fountains.
- Candidates may canvas at accommodation sites between the hours of 08:00-22:00 but are not permitted to place and/or handout materials.
- Neither candidates nor campaigners are to interfere with the materials of another candidate. This includes but is not limited to: moving another candidates poster in favour of their own, defacing candidates materials, removing materials.
- Candidates are liable of the actions of their campaign team. Should a campaigner break these rules and regulations, the Returning Officer may impose sanctions as set out below.

## Slates

- No Slates are permitted. A slate is comprised of individuals who share a common interest and actively work together for the purpose of attaining votes for all members of the group.

## Question Time

- Question Time may be provided as an opportunity for all candidates in the election. If such an event is to take place this will be communicated by a Deputy Returning Officer at the close of nominations.

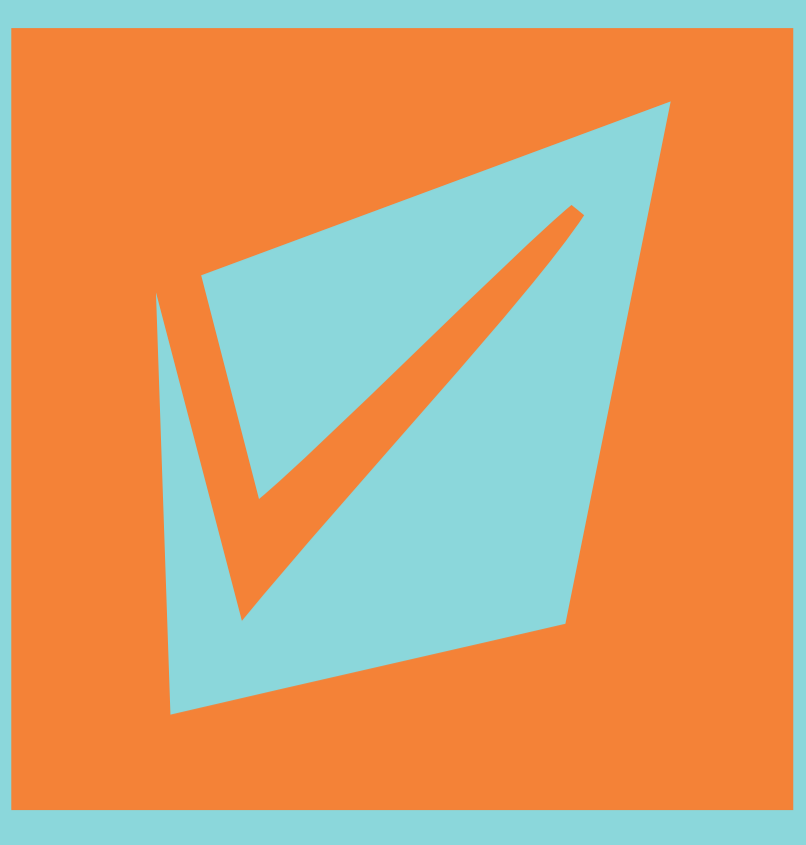
## Voting System

- For the purpose of elections, the Students' Union uses STV (Single Transferrable Vote). Voting is carried out online via the Union's website or other such means as the Returning Officer shall determine.
- Only current students who are 'Opted In' to the Students' Union are eligible to vote in the election. If a student is unsure of their eligibility they should refer to the E:vision portal to check whether they opted in during enrolment.
- Opting in can be resolved by the student, or by contacting [studentrecords@yorks.ac.uk](mailto:studentrecords@yorks.ac.uk)
- All results are counted and verified by the Elections Committee.
- Any disputes should be sent to [su.elections@yorks.ac.uk](mailto:su.elections@yorks.ac.uk)

## Complaints & Misconduct

- It is impossible to provide a set of rules and regulations that cover every potential scenario that could happen during an election campaign. When investigating conduct, incidents or complaints, the Deputy Returning Officer and Returning Officer will make a judgement based on the following ethos:
- All candidates must conduct themselves in a 'free and fair' manner that reflects the values and policies of the Students' Union and University Regulations.
- Should there be an allegation made of a breach of conduct a complaint should be made to the Deputy Returning Officer(s) at [su.elections@yorks.ac.uk](mailto:su.elections@yorks.ac.uk) within 24 hours of the alleged incident, via the official online complaints form.
- Candidates and campaigner should be reminded that should there be damage to persons or property candidates may be subject to student disciplinary action and may be liable for associated costs in addition to sanctions imposed by the Returning Officer

Please familiarise yourself with the full list on our website



# GET CREATIVE!

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