

**ELECTIONS
2018-19**

**YSJSU
PRESIDENT OF
THE STUDENTS' UNION
INFO PACK**

WELCOME

You've made the first steps to 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 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 SU? 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,

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.

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

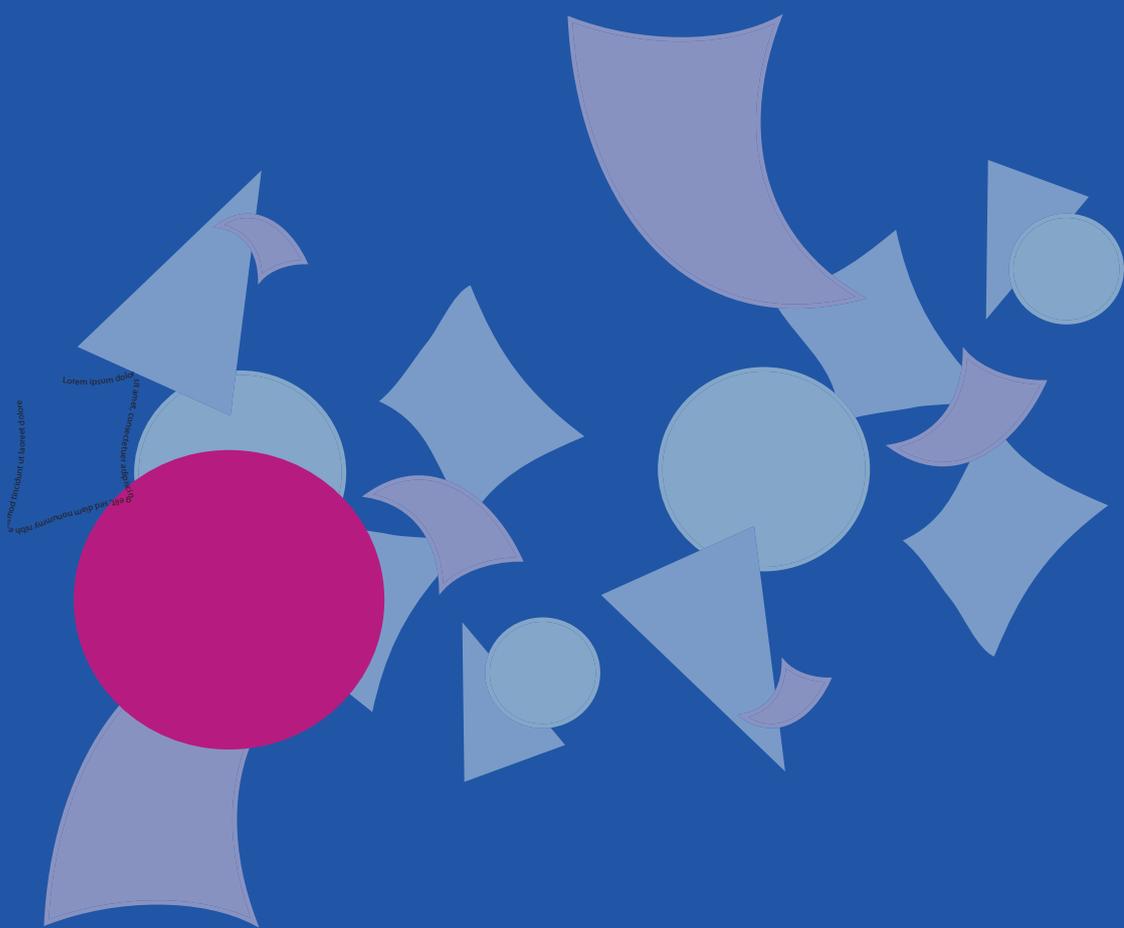


ALL ABOUT THE PRESIDENT OF THE STUDENTS' UNION

As President of the Students' Union I was elected into position earlier this year in the February elections and started my term on the 1st working day of July. I'm currently in my 2nd term and therefore my transition from my 1st term to my 2nd term was quite simple just with a cheeky holiday in-between). 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.



THE ROLE

Job title: PRESIDENT OF THE STUDENTS' UNION

Salary Scale: £18,091 pa

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

Contract start date: Monday 1st July 2019

Contract end date: 30th June 2020

The Role

YSJSU is led by three elected full-time officers and a group of part-time officers made up from Chairs of School and Liberation Officers who share responsibility for the organisation: President of the Students' Union, President of Education, President of Wellbeing and Diversity and the Chairs of School. Each year, students stand for election to one of these positions. Those who are successfully elected 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. Officers receive a full salary during their time of office. The Officers have responsibility for ensuring students views are effectively 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 6700 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 themselves 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



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

SHARED DUTIES

- Ensure all student groups and demographics are represented
- Ensure a balance between administration and student facing activities
- Work with all student representatives
- Be a key liaison with NUS
- Listen and act on the student voice at the University
- Provide advice to students
- Ensure students have a fun time whilst at the University
- Effectively communicate changes that will affect students
- Be the signpost for all available services at the institution
- Ensure all activities and events are accessible to the student body
- Live the SU Values

HOW TO NOMINATE

To nominate is simple, all you have to do is head to 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 25th January and close on Friday 8th February at 10am.

If you have any queries or problems with nominating then contact us at su.elections@yorks.ac.uk

ELECTIONS RULES

In order that the Election is fair for all, there are several rules that candidates must adhere to.

Any formal complaints will be made to the Deputy Returning Officer at su.elections@yorks.ac.uk

The Returning Officer, on advice from their Deputy, may take the following action:

- The disqualification of the candidate
- Remove promotional materials
- Order a re-election
- Suspend a candidate from the election pending outcome of an investigation
- Issue warnings to candidates

A spend limit of £60.00 for President Candidates, £30.00 for Part-time Officers and NUS Delegate.

Any additional over spend will be reported to the Deputy Returning Officer for judgement.

Reimbursement with the presentation of receipts will be £30.00 for Presidents and £20.00 for Part-time Officers and NUS Delegate.

The Students' Union will provide candidates with campus-based publicity through digital and paper advertisement. Posters will be visible in a dedicated space within the Students' Union and Fountains area of campus. Digital promotion will be delivered via the bar/coffee lounge screens for the duration of the election. Posters created by candidates, should be submitted with the nomination form to be approved by the Deputy Returning Officers. The Students' Union will also provide opportunities for all candidates to have fair access to the production of videos ahead of campaigns week.

Any members of Students' Union staff will be expected to abide by staff protocol. During their scheduled hours of work, no member of staff will be able to promote theirs or others candidacy or influence voting. Doing so is a breach of the elections regulations and this will be reported to the Deputy Returning Officer.

No Slates are permitted. Candidates and Campaigners must allow voters to cast their ballot freely, harassment of any kind, including intimidation, verbal abuse etc. to fellow candidates or voters will not be tolerated and all reports of such should be promptly reported to the Deputy Returning Officer.

No external OR commercial sponsorship OR support of promotional material is allowed. In addition, no canvassing during any scheduled event is permitted within the Students' Union Coffee Lounge by candidates or supporters. This includes, but is not exclusive to; Karaoke, Pub Quiz and YSJSU Unplugged.

UNIVERSITY BUILDINGS

No publicity is to be hung or stuck on fire doors anywhere in the University, student residences or the Red Pillars outside Fountains

Chalk is not permitted anywhere on University grounds

Candidates will refrain from campaigning in the following areas:

Library, this includes all levels

University chapel

Holgate Student Centre

Poster for Fountains Corridor will be provided by the Students Union only.

Any material which is used during the campaigns week should also be attached with blue tack or cable ties, any materials of any kind that causes damage may result in candidates facing disciplinary action from the University.

Should candidates print their own publicity they, and their campaign teams are responsible for removing all their election publicity from campus before 4pm on Friday 8th March 2019

STUDENTS' UNION

A4x 1 poster per candidate allowed on a sign-posted area

Candidates are allowed to engage students within the atrium and bar spaces

No access to the offices/printers/photocopier by candidates or campaigns team

No campaigning can take place in the SU Coffee Lounge area

GET CREATIVE!

