

A background image showing several hands stacked together in a supportive gesture, with a teal diagonal overlay. The hands are of various skin tones and are wearing different clothing, including a red and white plaid shirt and a black and white striped shirt.

BCSU Candidate Information Pack

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Welcome to the BCSU Elections!

We are looking for passionate students to run in our upcoming elections and join our team to help to lead, shape and improve the work of the Students' Union.

Each year elections take place so that students can nominate and elect the Student Officers they want to represent their views.

Student Officers are vital in the running of the Students' Union, from the general day-to-day activities through to shaping the long-term future of the Students' Union.

All whilst taking direction from the rest of the student body and making sure that their voices are heard.



What do Students' Union Officers do?

- Help improve the college experience for everyone
- Represent all students and make sure that their voices are heard
- Work with the college to represent the views of students
- Campaign and raise awareness around key issues impacting students
- Organise, run and attend various meetings and committees
- Encourage students to participate in Students' Union activities and events

What does the Students' Union do?

We are a charity led by students for students with a vision to play a key role in transforming the lives of students through support, representation and opportunities.

Quite simply, we are here to make student life better and we aim to do this through capturing the Student Voice. With the help of elected Student Officers and Course Representatives we want to hear your ideas, views and opinions on topics that matter to you as a student so that ultimately, we can help improve college life for everyone.

We work closely with the college to ensure that students have the best experience during their time here.

Key Responsibilities for Student Officers

Each of the Student Officer roles involve their own unique and individual duties and responsibilities and these can be found in the role descriptions. In addition, Student Officers will be key members of the following:

Board of Trustees

As a charity, we are legally expected to have a group of people who oversee the organisation, and who check that we are meeting our legal and financial duties. These people are called Trustees and together they are known as the Board of Trustees.

Student Officers who are elected to the below roles will become members of the Board of Trustees:

- President
- Education & Welfare Officer HE
- Education & Welfare Officer FE
- :
- Make sure that everything the Students' Union does benefits students at Bradford College.
- Keep an eye on what the Students' Union is doing now, and set its future direction by shaping and approving its long-term future plans.
- Make sure that the Students' Union sticks to its budget. For the Students' Union to keep benefiting students, it must have the money both in the short and long term to do this. The Trustees therefore approve all important purchases and spending.
- Ensure that the Students' Union doesn't break any laws relating to the work that it carries out. The Students' Union offers many services to students and there are lots of laws and regulations that have to be followed.
- Maintain the reputation of the Students' Union.

Executive Committee

The 'Executive Committee' of the Students' Union is made up of all of the elected officers who have been voted in that year to represent students. It is the job of the Executive Committee to meet at least once a month and:

- Carry out actions as decided by the Board of Trustees and Student Parliament.
- Be actively involved in helping to carry out the Students' Union's yearly plan.
- Receive reports from college and Students' Union staff to check how well the Students' Union is performing.
- Ensure that student representation and campaigning is working well.
- Ensure that, individually and as a team, Student Officers are working to the best of their ability and meeting their responsibilities.
- Support students, volunteers and representatives of the Students' Union including; Student Parliament, societies and Course Reps.
- Regularly communicate with students (through different methods) from all parts of the college to ensure that the student voice is heard.
- Promote involvement in all Students' Union activities.
- Keep minutes of all meetings and provide a copy to the Board of Trustees and Student Parliament.

Student Parliament

Student Parliament is a cross-campus Students' Union forum where Student Officers and a number of Student Representatives meet twice a year to:

- Discuss ideas and vote on which should to be taken forward by the Students' Union.
- Discuss the student experience and how it can be improved.
- Hold elected Student Officers to account if necessary.



Why Become a Student Officer?

Becoming a Student Officer means that you will have the chance to represent your fellow Bradford College students. You will be their voice to bring about positive changes which will impact the college experience of every enrolled student now and yet to come!

You will get the opportunity to use your skills and your knowledge as a student to; represent, campaign and raise awareness about the issues that matter most to our students!

You will get the chance to develop new and existing skills which all employers and universities value and will be able to access training and development to help support you to make the most of your time in the role.

Finally, if you are elected as a Student Officer, you will be paid for your time.



What Skills Will I Need?

Being elected as a Student Officer is an exciting and rewarding experience, you will be representing your fellow students and therefore you will be a voice for all students at the college.

You will speak to students from across all campuses at college about many different topics that impact them and take on board their views and comments. You will make informed decisions (through speaking and listening to students) and be expected to attend meetings and committees to give a student perspective on important matters that affect college life.

Student Officers will need to use their:

- **Communication skills** - speaking with students, attending committees/ meetings and campaigning on important issues.
- **Time management and organisational skills** - especially important for your responsibilities as; Trustee, Executive Committee member and at Student Parliament.
- **Teamwork skills** - working with your fellow officers, Students' Union team and college staff.
- **Decision making skills** - listening to students' feedback and making decisions based on this information to help improve the college experience for everyone.



Nomination process

Nominations for the elections will take place online through the Students' Union website and will be available to complete once nominations are open (see elections timeline for key dates).

In order to run in the election, you will need to complete a nomination form, this can be done in a few simple steps:

- Visit our website; www.bradfordcollegesu.co.uk
- Download and complete the nomination form by providing your full name, a clear photograph of yourself (without hats/caps/filters) and your manifesto.
- Send your completed nomination form to **StudentVoice@bradfordcollege.ac.uk**

If you are unsure about the elections process, or, would like to talk to someone before going ahead with your nomination, please email StudentVoice@bradfordcollege.ac.uk

Manifesto

Your manifesto is your chance to tell other students why they should vote for you, use this to tell people about:

- Your big plans and ideas (make sure that you are honest and realistic, don't make promises that can't be achieved)
- Why you want to represent students
- What changes you will make if elected

The manifesto is limited to **200 words**, so make sure that you stay focused and stick to the above key points!

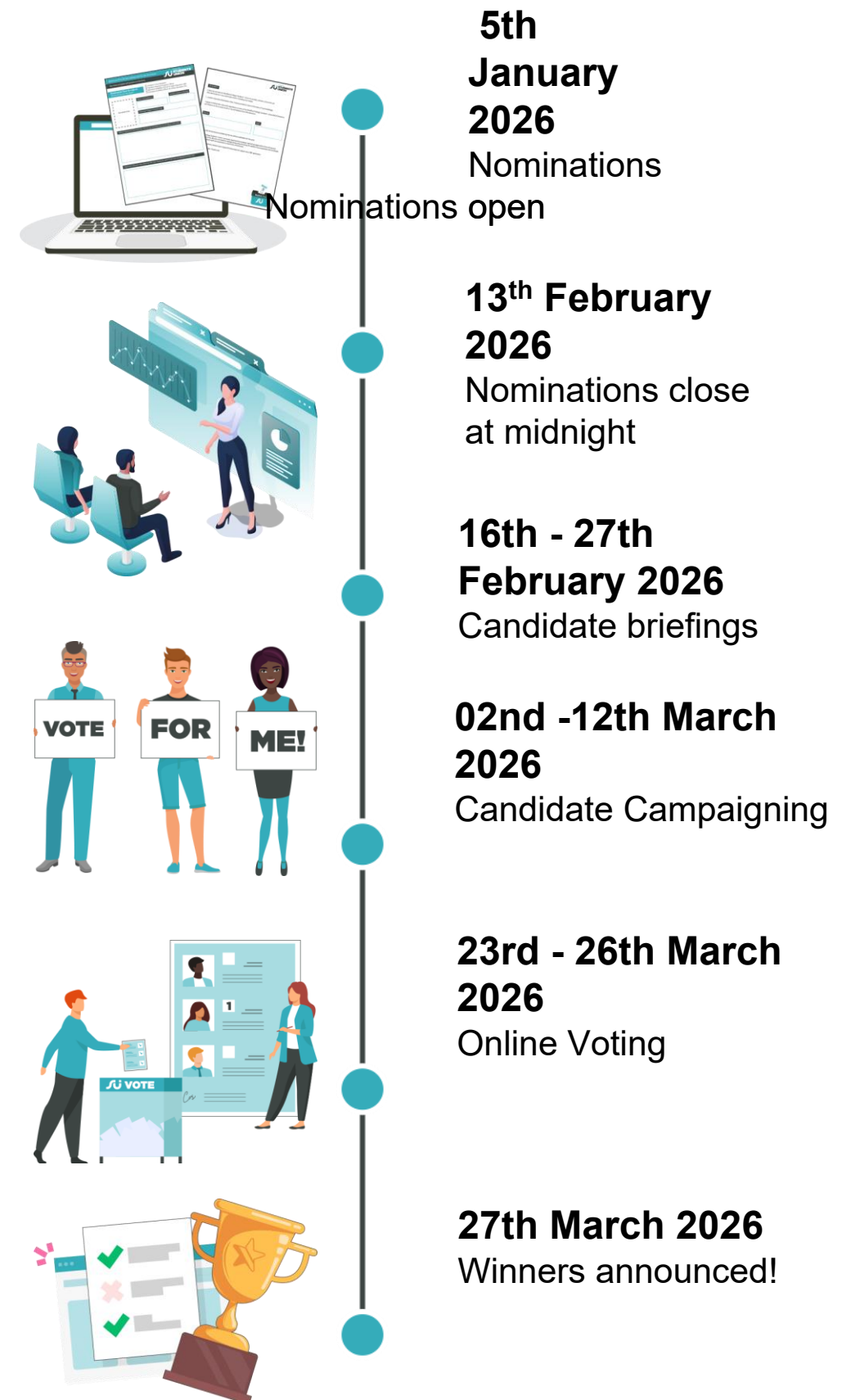
What Happens Next?

Once you have successfully submitted your nomination form and it has been approved you will then become an election candidate! You will be invited to attend a candidate briefing session (all candidates must attend one of these) which will cover important information including election rules and details about campaigning. To confirm your nomination you will be required to have a meeting at an agreed date between yourself and the Students' Union.

To encourage as many students as possible to vote for you in the elections you will be expected to campaign. To make sure that the elections are fun and also fair, there are rules about what you can and can't do as part of your campaign and these will be covered as part of the candidate briefings.

As part of your campaign you can create a short video manifesto on TikTok.

Elections Timeline



How to vote

1

Make sure you've had a look at all the candidate manifestos online.

Visit www.bradfordcollegesu.co.uk/elections



2

Check your Bradford College email account and find the email called Voting Link



3

Click on the voting link which will take you to the BCSU online election polls.



4

For each role you need to vote in order of preference, from your favourite through to your least favourite.



5

Submit your ballot!

Congratulations, you have now voted and used your student voice to choose your next BCSU Student Officers!



Election Rules

Elections need to be carried out freely and fairly, they are an important part of the Students' Union and are a way for our members (enrolled students) to decide who they want to represent them.

To help make sure elections are free, fair and fun there are rules in place that all candidates must follow. All candidates will receive a copy of the election rules and it is important to read these carefully as candidates and their campaigners could face withdrawal from the elections and/or college disciplinary action.

Complaints & Appeals

We hope that there will be no need for anyone to make a complaint/appeal, however, there is a process in place should this happen.

Any member of the Students' Union, election official or member of college staff may submit a complaint about conduct of the candidate(s) or their campaigner(s).

All complaints must be submitted **in writing** and complaints against any candidate must be submitted **before** voting closes.

The National Union of Students (NUS) are the **Returning Officer** for this election, this means that any appeals to the decision following a complaint will be handled using the NUS appeals process.

All complaints in the first instance should be made in writing to **Amer Zaman** (Student Voice Coordinator) who is the **Deputy Returning Officer** for this election, please send these to StudentVoice@bradfordcollege.ac.uk

FAQ's

Where can I find out about the different Student Officer positions?

There are four Student Officer positions:

- President
- Education & Welfare Officer (Higher Education)
- Education & Welfare Officer (Further Education)
- Equality, Diversity & Inclusion Officer

You will find details of each of the available positions on our website (www.bradfordcollegesu.co.uk) including the role descriptions which includes the detailed duties and responsibilities for each of the roles.

If elected, how many hours a week will I need to work?

For the **President's** position you should expect to work **30 hours per week** as this is a sabbatical position (where you take a year out of studying) or have completed your studies, for the **other Student Officer positions** you will be expected to commit to work **1 day per week** in the role.

If elected, will the workload interfere with my studies?

Apart from the President's position, all other Student Officer positions can be managed alongside your studies, however, it is **your responsibility** to make sure that you have the time to commit to the role if you are elected.

Can I nominate myself for more than one position?

No, you can only nominate yourself for one position so please make sure that you have read the role descriptions carefully.

How does voting work?

The Students' Union uses the Single Transferable Vote method, this is where students choose their candidates in order of preference; from their favourite to their least favourite.

Who is RON?

We include the option to Re-Open Nominations (RON) on the ballot for every Students' Union election. Students usually vote for this option if they do not want to vote for any of the candidates on the ballot. If RON wins the election, the post will be re-opened in a by-election at a suitable time in the future.

Who can I contact if I have questions about the elections?

If you have any questions then please email **StudentVoice@bradfordcollege.ac.uk** or contact Umar Rafique SU Manager on **U.Rafique@bradfordcollege.ac.uk**