

2012 Elections Guide

Full-time Officers

6 Positions

NUS Conference Delegates

5 Positions

Senate Representatives

8 Positions

*Bristol students creating a world
class student life for themselves*

Contents

Introduction	Page 2
Full-time Officer Positions	Page 4
NUS Delegates & Senate Representatives	Page 7
FAQs	Page 8

Key Dates

Nominations Open	Thursday 9th February (at AGM) • 2pm
AGM (Anson Rooms)	Thursday 9th February • 2pm
Candidate Academy Workshop (1)	Thursday 16th February • 6pm
Candidate Academy Workshop (2)	Thursday 23rd February • 6pm
Nominations Close	Monday 27th February • 5pm
Candidate Academy Workshop (3)	Thursday 1st March • 6pm
Campaigning Begins	Monday 5th March • 9am
Voting Opens	Monday 12th March • 9am
Voting Closes	Friday 16th March • 1pm
Elections Results Night	Friday 16th March • 6pm
Officer Handover Date	Beginning of July (date TBC)

Contact Information

Your first point of contact for any Elections query: ubu-representation@bristol.ac.uk

The UBU Elections Team:

Scott Farmer • Director of Membership & Democratic Engagement • Deputy Returning Officer

Ryan Bird • Education & Representation Manager • Assistant Returning Officer

James Houston • Student Representation Coordinator • Assistant Returning Officer

Ed Gavaghan • Democracy Intern

What would you change at the University of Bristol?

Would you like to represent your fellow students?

We are now beginning the search for our student representatives for the 2012-13 academic year. Elected student representatives work day in, day out to create a world class student life at the University of Bristol.

The elected representatives lead the Students' Union's charge in:

- Improving your educational and wider university experience
- Ensuring that students have your say about the way your union is run
- Providing advice and being heard through clear channels of communication
- Campaigning on issues that are important to you
- Developing your hobbies and interests
- Ensuring you have the space you need to carry out your activities
- Having a great social life and making university more fun, as well as
- Positively engaging with the wider community

The elected representatives also lead and exhibit our **values** as an organisation:

- Student Focus
- Democracy
- Equality and Diversity
- Quality Services
- Collaboration
- Community
- Sustainability
- Fun

UBU has changed significantly in the last three years and is becoming recognised as one of the leading students' unions in the UK. Indeed UBU was one of the 8 founding members of the National Union of Students

It's an exciting time to be involved with the Students' Union but also a challenging one as we enter Phase 2 of our building refurbishment. Decisions will be made about student activity spaces, UBU offices & advice centres and commercial & entertainment areas. We need a **strong** team of student representatives to voice student concerns and **stand up** for the activities and UBU services that are a **vital** part of the Bristol experience.

So who are our elected representatives?

- 6 Full-time Elected Union Officers (The sabbatical team)
- 10 Part-time Elected Union Officers
- 4 Student Trustees
- 8 Elected representatives to the University Senate (The Senate Reps)
- 5 Elected representatives to the NUS Annual Conference (NUS Delegates)

The 2012 elections are the headline act on a packed Students' Union calendar: they allow all University of Bristol students - from first years to part-time students - to have a direct say about leadership of UBU.

So how does the Students' Union work?

The Students' Union (UBU) is led by the elected Officers and a Board of Trustees and run by a team of experienced staff. Collectively they represent the student voice at the University of Bristol.

What are elected Officers?

Each year, Bristol students get the chance to elect a range of student representatives to lobby the University on their behalf. Their goal is to continually improve your University experience here in Bristol.

Other Representatives

The full-time officer team works with and through ten Part-time officers, over 400 Student Reps and 9 Senate Reps to achieve their aims and goals.

UBU Staff

Our 34 permanent staff work in tandem with the elected officers to achieve the Union's vision, mission and values with the support of 85 student staff.

The Board of Trustees

The Board of Trustees is the highest decision-making body of the Students' Union. It is comprised of the six full-time elected officers, up to 4 student trustees, up to 4 external trustees and 1 University trustee. Their role is to maintain the legal, financial and reputational integrity of the organisation. The trustees are also responsible for setting the strategic direction of the organisation.

What is Student Council?

Student Council is UBU's main student forum that meets at least five times in an academic year. It is made up of representatives from societies, sports teams, JCRs and also all elected officers and Student Reps who debate key issues and help co-ordinate UBU policy for the officer team to act upon. Each Student Council meeting has a quorum (minimum decision making number) of 55 attendees.

The Full-time Officers are principally representatives with policy setting & recommending powers. Full-time Officers work together with Student Council to ensure that the views of all students are represented. They play a crucial role in University decision-making structures and represent the student voice at a range of University committees. They also report back on committee decisions & recommendations so that UBU can gather student opinions about key issues to accurately inform the Officers' work with the University.

Together with the UBU Senior Management Team (SMT), the Full-time Officers are also responsible for assessing the Students' Union on a broader scale and deciding which strategic and operational recommendations should be undertaken. UBU is working towards a culture that demands that our policy and activity is driven by a robust evidence-based assessment of membership needs.

As a Full-time Officer you will...

- Represent over 22,000 students at an internationally renowned University
- Engage with students whilst working in tandem with staff on issues that directly affect all aspects of the University experience
- Serve as a Trustee of the Students' Union, a senior position within UBU and UoB
- Compose reports for a wide array of stakeholders on projects and student enhancement
- Current remuneration under benefits of £16,500 for term of office

As a Trustee of the Students' Union you will...

- Ensure the Union complies with the law and the requirements of the Charity Commission
- Ensure the Union complies with its governing document – its Memorandum and Articles
- Direct Union funds and assets with due diligence to further Union objectives
- Prepare and present an annual report with regards to the Union for the Charity Commission

“With great power, comes great responsibility”

Being a Trustee allows you to lead UBU from the frontline, but it is a serious role with serious consequences. Trustees can be made personally liable for any debts/losses incurred by the organisation as well as being held accountable for its aims and objectives; however, trustees who adhere to their role are protected by UBU staff, the legal team and the University of Bristol.

Skills and Benefits of the positions...

- **Leadership** on issues regarding your area and on projects throughout the year
- **Communication** to a diverse demographic, from students to Trustee members
- **Teamwork** on any number projects with staff and students
- **Creativity** in enriching the student experience and developing campaigns
- **Self management** as you define the remit of your role & are personally accountable to the student body

President

The key representative to the University and external organisations, the President also works as part of the Students' Union Executive Team to ensure that UBU meets its aims and objectives.

Currently: Gus Baker - ubu-president@bristol.ac.uk

On a typical day you could be:

- Representing student concerns on the highest University committees
- Communicating ongoing decisions and issues with students
- Helping ensure democratic legitimacy and student access on all Union actions

Vice President Education

Ensures that educational interests are at the heart of University policy; liaises with inter-departmental committees to continually improve teaching standards and wider access, helping manage over 400 Student Reps.

Currently: Josh Alford - ubu-education@bristol.ac.uk

On a typical day you could be:

- Promoting social mobility through widening participation of University access
- Challenging the University on fee costs using student feedback from particular courses
- Co-ordinating the Sabbatical Officers on educational issues at a local and national level

Vice President Welfare and Equality

Focuses on ensuring that equality is at the heart of UBU and the University; responsible for actively promoting student welfare, as well as facilitating and supporting welfare and equality campaigns whilst working closely with Student Services to ensure that all students have access to the best possible support during their time at UoB.

Currently: Sophie Bennett - ubu-welfare@bristol.ac.uk

On a typical day you could be:

- Liaising with student support services on issues which directly impact UoB students
- Keeping abreast of national developments of welfare and equality
- Campaigning/lobbying for the highest standards of equality throughout the University

Vice President Community

Focuses on student engagement with Bristol as a city; builds links with local groups to aid student integration; facilitates and supports ethical and environmental campaigns, and ensures that UBU and the University adhere to ethical standards; is responsible for areas such as housing, transport and student safety.

Currently: Max Wakefield - ubu-community@bristol.ac.uk

- Developing community engagement opportunities with student groups
- Participating in University rent-setting procedures and new-build consultations
- Engaging in UBU's sustainability strategy
- Liaising with University departments such as the Centre for Public Engagement

Vice President Activities

Responsible for the participation and support of all University student societies, co-ordinating with over 500 respective student leaders to maximise their involvement and society success.

Currently: Chris Ruff - ubu-activities@bristol.ac.uk

On a typical day you could be:

- Ensuring facilities and resources are used and allocated effectively during the refurbishment of the Students' Union building
- Co-ordinating Freshers Fair, an event attended by over 20,000 people, and the induction program for 4000 new students here at UoB
- Aiding and advising student leaders to make the most of their societies/projects

Vice President Sport & Health

Leads on all sport club activities, ensuring high aspirations are kept across the board for teams in BUCs whilst also collaborating on health issues, promoting student activity as a way to improve the University experience and lifestyle.

Currently: Dom Oliver - ubu-sport@bristol.ac.uk

On a typical day you could be:

- Ensuring the continuation of UoB sporting success through continued funding grants and venue accessibility
- Promoting healthy lifestyles throughout campus whilst working closely with the Student Participation Coordinator to widen sports participation

If a *gap year with a difference* doesn't appeal to you but you would like to enhance your CV, learn new skills and help influence University direction, we will also be electing five NUS Annual Conference Delegates and six Senate Representatives!

NUS Annual Conference Delegates (5 positions)

The National Union of Students (NUS) holds an annual conference, which this year is set for 24-26 April in Sheffield. Delegates from every member students' union are invited to help elect NUS Officers, vote on key issues and help forge closer links between Russell Group universities.

This is a brilliant opportunity to be at the heart of decision-making within the student movement and to have a direct influence on policy for the future – helping direct Higher Education into the next decade.

As a UBU representative you will be expected to vote in line with UBU policy agreed by Student Council and UBU General Meetings and be representative of the views of University of Bristol students. You will also report back your findings and actions over the course of the conference. Comprehensive training will be provided for this event allowing you to maximise your voice and readily represent UBU policy issues.

Senate Representatives (8 positions)

Senate is the highest academic decision making body within the University. They represent the faculties and the Post Graduate community, reporting back to inter-departmental committees and the VP Education. One Senate Rep is selected from each faculty (below); you must be a member of the stated faculty to run for senate or a PG researcher – of which there are two positions available.

Faculties Represented:

- Arts
- Engineering
- Medicine and Dentistry
- Medical and Veterinary Science
- Science
- Social Science and Law
- Postgraduate Research (x2)
- Postgraduate Taught (elected in October of each year)

Both NUS and Senate deadlines/nominations follow the same dates as the Full-time Officer elections and run alongside them.

Perks of the roles?

Both NUS Delegate and Senate Rep positions offer a fantastic opportunity for you to concentrate on your studies whilst improving your CV and gain valuable skills within an official and corporate environment. Furthermore, they provide an opportunity to create further referees from respected and established senior management personnel.

I'm still not sure if I want to run - how do I find out more?

The UBU staff team and the current Full-time Officers are offering a comprehensive (and private) support service through the *Candidate Academy*. An officer or staff member will be on hand at the Information Point on Tyndall Avenue 11am - 2pm every Tuesday and Friday.

If you can't stop by the Info Point due to other responsibilities, just pop along to the Just Ask Centre on the 4th floor of the Students' Union building on Queens Road and ask for further details! Alternatively you can e-mail ubu-representation@bristol.ac.uk with any query.

(If you're at the Info Point why not drop into the Careers Service next door and ask what skills and career progression these roles could offer you!)

Hold on, what is the *Candidate Academy*?

Candidate Academy is our brand new training and support program for all prospective nominees - even if you decide not to run, these sessions may be useful to you later on!

We will be running three **Candidate Academy evenings** over the course of the open nominations period. Come to one or all three! Venues to be confirmed - find the "UBU Candidate Academy" page on Facebook for up-to-the-minute news! The three Candidate Academy sessions will focus on:

1. The job roles, demands & career prospects with speakers from Career Services, former officers and the current officer team • **Thursday 16th February** • Link Room 1, 3-5 Woodland Road
This session is aimed at informing you what you would be responsible for as well as making you aware of what a great opportunity it is!
2. What is UBU, the importance you have within UBU, how the management works and how you integrate with the long term aims of the organisation • **Thursday 23rd February** • Careers
This session addresses specific issues currently ongoing within UBU and where you will be able to direct the organisation in the future!
3. Campaigning! • **Thursday 1st March** • Students' Union
This session will give every candidate an overview of how to win an election, what events we will be hosting and also the regulations of the elections – boring but essential!

How does voting work?

All voting will be done through the Students' Union website (ubu.org.uk). Single Sign-on is now active so UoB passwords/usernames can be used and for the first time ever permanent voting booths will be based on campus and at UBU.

Who coordinates the elections?

The election is formally governed by the Returning Officer who this year is Dave Gilmore from NUS; he will be responsible for all major decisions at the close of the election race. Within UBU, Scott Farmer (Head of Membership & Democratic Engagement) has been named Deputy Returning Officer whilst all queries should be first directed to Ed Gavaghan, UBU's Democracy Intern, at ubu-representation@bristol.ac.uk.

Past Officers: Where are they now?

Testament to the high profile and responsibility of these roles, former UBU Officers have forged incredibly successful careers. Two of our most prestigious Presidents are Lembit Opik (former MP) and Sue Lawley (broadcaster), whilst many more have gone on to excel within PWC, Coca Cola, local government, Think-tank's and journalism to select just a few!

When do Elections begin?

So you're half interested? Not convinced by this guide? Uncertain of what an election actually entails? DON'T PANIC! There's plenty of time and support before a final decision needs to be made. Check out the cool* graphic below for key dates.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
16 Jan	17 Jan	18 Jan	19 Jan	20 Jan	21 Jan	22 Jan	KEY <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Elections Promotion</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #4CAF50; color: white;">Nomination Period & CA workshops</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #FFEB3B;">Final training for Candidates</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #E91E63; color: white;">Campaign Week</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #2196F3; color: white;">Voting Week</div>
23 Jan	24 Jan	25 Jan	26 Jan	27 Jan	28 Jan	29 Jan	
30 Jan	31 Jan	1 Feb	2 Feb	3 Feb	4 Feb	5 Feb	
6 Feb	7 Feb	8 Feb	9 Feb	10 Feb	11 Feb	12 Feb	
13 Feb	14 Feb	15 Feb	16 Feb	17 Feb	18 Feb	19 Feb	
20 Feb	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb	26 Feb	
27 Feb	28 Feb	29 Feb	1 Mar	2 Mar	3 Mar	4 Mar	
5 Mar	6 Mar	7 Mar	8 Mar	9 Mar	10 Mar	11 Mar	
12 Mar	13 Mar	14 Mar	15 Mar	16 Mar	17 Mar	18 Mar	

* ok, so maybe *cool* was too much...

We've saved the most important question for last...

How do I nominate myself?

This Elections Guide is only an introduction - Nomination Packs will be launched at the 2012 Annual General Meeting (AGM) on Thursday 9th February at 2pm. It will contain all nomination information required, further details of the election process, a final plan of events, promotion ideas (to help campaigns) and all rules & regulations that candidates must follow.

If you are considering running for one of these positions, attendance at the AGM is highly recommended and remember that you can get in touch at ubu-representation@bristol.ac.uk or drop into the Just Ask Office or the UBU Information Point at any time with any queries.