

Information and Nomination Pack 2020



**Nominations Open Monday 27th January and Close
Friday 7th February 2019**

What's happening?

Your Students' Association is here for all students at the College and so each year we hold elections for the positions of Student President (full time, paid position) and Vice Presidents (part time, paid positions) to represent your views.

Being elected to the Students' Association is a fantastic opportunity and gives students the power and resources necessary to undertake exciting projects which improve college experience for thousands of students. The impact you can make ranges from improving college facilities and teaching to providing clubs, events and activities for students to enjoy.

All the details about standing as a candidate are included in this pack and on our website at www.citysa.co.uk. If you have any questions you can call us on 0141 375 5322 or e-mail citysa@cityofglasgowcollege.ac.uk.

Alternatively you can visit the Students' Association offices (Level 2 City Campus and Level 0 Riverside Campus) where our friendly staff will be happy to help you and offer advice!

Who can stand for election?

City of Glasgow College students currently enrolled at college (excluding evening/weekend leisure courses) can stand for election if they are: over the age of 16, are eligible to work in the UK and can commit to working up to 35 hours a week.

The role of Student President is a full time paid position - this means that you can stand even if you are about to finish college this year.

If you are applying for a part time Vice President position there are a few other rules:

- You must be progressing to the next level of your course or starting a new course in academic year 2020-21.
- Your course must be running throughout the entire academic year 2020-21.

You may only stand for one position in the elections and successful applicants will be subject to a satisfactory PVG Disclosure Check.

What do I need to do?

It's easy, just follow these steps:

1. Decide which role you would like to stand for
2. Write a manifesto about why you should be elected and what you would do for students, there is further guidance on the last page of this pack.
3. Go to **www.citysa.co.uk** to complete an online application form and submit your manifesto
4. Once uploaded you will be asked to complete the elections consent form and submit a flyer design – you can see an example here.

If you have any questions regarding the nomination process or require a paper copy of the nomination form you can contact sinead.mckenna@cityofglasgowcollege.ac.uk

The deadline for submission of all nominations of Friday 7th February at 1pm.

WHY SHOULD I RUN?



Improve the lives of students

Working together with the Class Reps and the students, you could make real positive changes to the lives of others.



It looks fantastic on your CV

Dedicating yourself to helping others looks great on CVs and applications. You will learn loads of new skills that are attractive to employers and universities.



Work with a team of inspirational and experienced staff

You are supported, trained and guided to ensure that your visions, aspirations and goals can be achieved and are given the opportunity to learn from the staff working alongside you.



Amazing career development

Seize opportunities that make you stand out from the crowd. Employers tell us that they love students who've had experience of working or volunteering in a Students' Association.



Represent the views of others and make real, positive change

Supporting your fellow students is immensely satisfying. You will also have the opportunity to travel, attend conferences and make loads of new connections.



It's amazing fun

Being part of the Students' Association team can be one of the most rewarding experiences you can take part in. Meet hundreds of new people and have a good time whilst you're doing it!

Positions available

President (paid, full time position)

The role of Student President is demanding and rewarding. You will lead the Students' Association, aiming to improve the student experience for every student at College.

Time Commitment	35 hours per week
Benefits	Paid role – current salary £21,734 per year Full training and opportunities for personal development.
Responsibilities	<ul style="list-style-type: none">• To lead the Student Executive and help each officer to realise the objectives of their manifesto• To actively participate in the Board of Management and represent student views at college committees• To develop opportunities that allow students to take part in enrichment activities• To work with Class and Faculty Reps to improve the student learning experience, in partnership with College staff• To raise awareness of national campaigns and student issues and make an impact at national level through the National Union of Students

Vice President Social and Activities (paid, part time position)

The Vice President Social and Activities will work towards ensuring that students have a college experience they never forget! Making new friends and trying new activities is a big part of college and enhancing this will be a big part of your role.

Time Commitment	14 hours per week (flexible around your studies – core hours will be between 9am and 5pm, Monday to Friday)
Benefits	Paid role - current salary £19,482 per year pro rata (£10.70 per hour) Full training and opportunities for personal development. Flexible working hours to suit your timetable.
Responsibilities	<ul style="list-style-type: none">• Work alongside students and SA staff to enhance students' experiences with specific focus on clubs, societies, sports and events.• Support the Student President in leading the Students' Association.• Develop a calendar of events and activities including Fresher's Week.

Vice President Learning and Teaching (paid, part time position)

The Vice President Learning and Teaching will work with students and SA staff on areas related to the student learning experience, ensuring that student feedback is used effectively to improve learning and teaching.

Time Commitment	14 hours per week (flexible around your studies – core hours will be between 9am and 5pm, Monday to Friday)
Benefits	<p>Paid role - current salary £19,482 per year pro rata (£10.70 per hour)</p> <p>Full training and opportunities for personal development.</p> <p>Flexible working hours to suit your timetable.</p>
Responsibilities	<ul style="list-style-type: none"> • To help the Students' Association enhance the student experience with specific focus on learning and teaching and student feedback structures. • Support the Student President in leading the Students' Association. • Promote the Class and Faculty Rep system and act on student feedback to enhance learning and teaching at the college.

Vice President Diversity and Wellbeing (paid, part time position)

The Vice President Diversity and Wellbeing will work with students and SA staff on areas related to diversity and student wellbeing, ensuring that all students at City are effectively represented and their mental and physical wellbeing is promoted and championed.

Time Commitment	14 hours per week (flexible around your studies – core hours will be between 9am and 5pm, Monday to Friday)
Benefits	<p>Paid role - current salary £19,482 per year pro rata (£10.70 per hour)</p> <p>Full training and opportunities for personal development.</p> <p>Flexible working hours to suit your timetable.</p>
Responsibilities	<ul style="list-style-type: none"> • Work with students and staff to promote positive mental health and a positive lifestyle • Support the Student President in leading the Students' Association • Develop SA liberation work (campaigns supporting the rights of women, ethnic minorities, LGBTQ+ people and disabled people), including liberation months and societies

Election timetable

Nominations Open	Monday 27th January, 9am
Nominations Close	Friday 7th February, 1pm
Candidates' Briefing Sessions*	Monday 10th February, 12 noon and 4pm
Final changes to manifestos and Flyers	Friday 14nd February, 1pm
Announcement of Candidates	Tuesday 18th February
Elections Q&A	Wednesday 19th February, 12 noon
Campaign Period Begins and Voting Opens	Monday 24th February, 9am
Voting Closes	Friday 26th February, 5pm
Winners announced	Friday 6th March

* All candidates must attend one of these sessions

Guidance for submitting your Manifesto, Photo & Flyer Design

1. Your Manifesto should be no more than 250 words and detail why you are running for election as well as why students should vote for you. We have created a full guide on how to write a Manifesto which can be accessed through our elections page on the website.
2. Photos submitted to your nomination form should be a clear portrait shot of yourself against a neutral background (avoid images from events, nights out, etc.) to allow student to easily identify you at point of voting. High quality photos will be taken of candidates at Candidate Briefings which we would recommend using.
3. All Flyers must meet City of Glasgow College accessibility requirements. A full guide on creating an elections flyer including accessibility information can be found on our elections page.

Once you have returned your nomination form

1. The Students' Association will check the manifesto, photo and flyer you submit to ensure that the content is acceptable and meets accessibility criteria.
2. Staff will arrange for 250 A5 flyers to be printed to help you campaign when voting starts.
3. Candidates will have a small budget of £40 for buying additional campaigning materials (this can include additional flyers). Candidates must ensure that this money is spent appropriately and provide receipts to reclaim their money.