

Sabbatical Officer

ELECTIONS

Candidate Pack

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Be part of something great...

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Introduction

What are Sabbatical Officers?

Sabbatical Officers lead the direction of your Students' Union (SU). Each year, three Sabbatical Officers are democratically elected to work in a full-time, paid role, to enhance your student experience and represent your views to the University. This covers everything from your academic experience, student events, governance of your SU and more. There are 3 Sabbatical Officer positions available:

President

Vice-President of Education

Vice-President of Activities.

More information on each of the roles is detailed further in this pack.

What are elections?

Your University of West London Students' Union (UWLSU) is run by students, for students. Elections for your Sabbatical Officers take place in March, where students are able to vote for which students, they would like to represent them for the next academic year. candidates who wish to be elected as Sabbatical Officers will be campaigning and promoting themselves to other students, telling them exactly why they would be best for the role.

The candidates with the most votes from students will be elected in the Sabbatical Officer roles. The election will take place between.

I would like to run in this election!

The only requirement to be a candidate is that you are a fully enrolled and registered student of UWL. To nominate yourself as a candidate, you can complete the Nominations Form at uwlsu.com/voice/elections. The form is also available here. The SU's Representation team will then contact you with more information and organise a full briefing with you!

The nominations period will open on the Monday 12th February at 12pm and close on Wednesday 6th March at 12pm

If you have any further questions, please email su.elections@uwl.ac.uk.

*Link to form is: <https://forms.office.com/e/9eYevgwYHm>



Important dates

Key election dates...

Nominations opening date	Monday 12th February 2024 12pm
Nominations closing date	Wednesday 6th March 2024 12pm
Candidate Training Week	Monday 11th - Friday 15th March 2024
Manifesto and Publicity Deadline	Draft: Monday 25th March 5pm Final: Thursday 28th March 12pm
Voting Opening Date	Tuesday 2nd April 12pm
Voting closing date	Friday 5th April 12pm
Complaints and Expenses final deadline	Friday 5th April 12pm
Results Announcement	Friday 5th March 5pm
Back up result Announcement	Monday 8th March 12pm

Message from the CEO, Tye McMahon



Tye McMahon, CEO

Hi, You've picked up a nomination pack, which means you might be interested in becoming one of the student leadership team which directs UWLSU and makes sure amazing things are happening for UWL students.

Becoming a sabbatical officer of UWLSU is one of the best things you could possibly do. It's hard work, but you are able to meet some awesome people, enhance your employment prospects through learning new skills and do things to enhance the student experience of those that follow you. You will also have a lot of fun along the way.

Some people might think that students can't change anything. Well, over the coming year, UWLSU staff members are here to support you and help you lead change for students, making UWL a better place. Over the last couple of years along the SU has won you more shuttle buses, enhanced teaching and learning and secured over £10 million of investment in new student spaces including the Sports and Fitness Centre.

Students are really powerful, and you could be one of the student leaders that make UWL the best possible place to be. Plus, as an added bonus, you get paid fulltime for your year in office.

You don't need any training or previous experience to become a student leader. You just need to be passionate about making things better for UWL students. These roles are perfect for anybody who wants to make a difference, and we will give you all the training you need to win your election and do the job brilliantly.

I really hope you decide to nominate yourself for election, next year this could be you!

Good luck!

Tye McMahon

What positions are available?

Sabbatical Officers

President

The President is the principle representative of UWLSU. They speak on behalf of all UWL students and lead on making the UWL student experience the best it can be. As well as overseeing and chairing many of the democratic functions of the union, they chair the Trustee Board, which ensures legal compliance, financial security and strategic performance of UWLSU. They sit on a large number of the most powerful university committees, including the UWL Board of Governors. Being a university governor means that the President is not only responsible for UWLSU, but also for the financial, strategic and legal performance of the university too .

VP Activities

The Vice-President Student Activities and Participation is responsible for ensuring there are opportunities for extra-curricular student activities such as volunteering, sports, and societies, so that UWL students can feel a sense of community and belonging and enhance their employment prospects.

VP Education

The Vice-President Education spends most of their time in university committees representing the opinions of all UWL students to improve their educational experience and welfare, focusing on issues such as mental health, student finance, equality and teaching. They work closely with hundreds of student course representatives to improve the way UWL delivers teaching for all students,

Each sabbatical officer is also a trustee of UWLSU, responsible for the legal, strategic and financial performance of the organisation. All the sabbatical officers have the opportunity to collaboratively work on projects that cross into each of their role such student wellbeing.

Support and Training

After the nominations period, The SU's Representation team will deliver lots of support and training for candidates running in the election. You will learn more about the role of a Sabbatical Officer and this will be delivered in a fun, interactive way for you. This support and training will include:

- A full briefing session on the rules of the election (mandatory);
- A workshop on campaigning and creating Manifestos;
- A workshop on using Canva to design campaign material;
- Regular check-ins with all candidates



Manifestos

Your manifesto is key – this will be what all students will see when casting their vote in the elections. You'll need to consider what qualities you would bring to the role and why you'd be a good fit for it. Think about your stances on different issues like education and social policy; changes you'd like to see at UWL; and changes you'd like to see across the University sector.

Manifestos are about a page in length and really concise, so choose your words wisely! Guidance will be given to all candidates on creating manifestos during the training session.



The Rules

Keeping elections fair is our top priority - these rules are designed to ensure that no candidates gain an unfair advantage and voters have an equal opportunity to elect their representatives. We've done our best to make sure there's no reason for anybody to feel discouraged from participating in the elections.

Breaking a rule is very serious – if any of these rules are broken, the Returning Officer and Deputy Returning Officer can disqualify candidates or stop the election. We don't want this to happen of course – so please read through thoroughly!

The Election rules can be viewed [here](#). Each candidate will receive a full training session on these where you can ask as many questions about them as possible.

This list of rules is not exhaustive, the Returning Officer and Deputy Returning Officer will use their own discretion if they feel candidates or campaign teams have broken rules.

We wish you luck and all the best in campaigning!

Jamal El-Kalawy, Deputy Returning Officer

Jessica Smith, Representation and Advocacy Manager

Questions

If in doubt, ask! Please contact Jess or Jamal in the Students' Union team should you have any questions.

Alternatively, you can email su.elections@uwl.ac.uk.

Nomination Form

Interested?

Please complete the Microsoft Form below to nominate yourself for the Sabbatical Officer!

<https://forms.office.com/e/9eYevgwYHm>



uwlsu.com