Information Pack 2019



What’s happening?

Your Students’ Association is here for all students at the College and so each year we hold elections for the six voluntary positions of our Executive Committee to work alongside the Presidential Team who were elected in March. These roles give students the opportunity to take the lead on influencing student experience in several different areas.

Being elected to the Students’ Association is a fantastic opportunity and gives students the support and resources necessary to undertake exciting projects which improve the 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](mailto: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?

If you are currently studying on a full time or part time course (excluding evening/weekend leisure courses) and will be continuing on your course after the summer then you are eligible to stand in these elections.

The full conditions for eligibility are as follows:

* You must be progressing to the next level of your course in academic year 2018-19.
* Your course must be running throughout the entire academic year 2018-19.
* You must be aged 16 or over.

You may only stand for one position in the elections.

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 an example at the end of this pack
3. Complete your Nomination Form (you can download a copy from our website [www.citysa.co.uk](http://www.citysa.co.uk))

You can submit your nomination form and manifesto by email to [citysa@cityofglasgowcollege.ac.uk](mailto:citysa@cityofglasgowcollege.ac.uk).

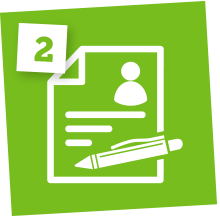
The deadline for submission of all nominations of Tuesday 7th May at 5pm.





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.**

## teamWork 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 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.

## fun 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

Executive Committee Positions (Voluntary)

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| --- | --- |
| **Time Commitment** | 4 Hours per week |
| **Benefits** | Full training, develop key skills, strong staff support, be part of a great team |
| **Responsibilities** | * Meet weekly with other officers to make decisions * Decide how Students' Association funds are spent * Undertake exciting projects with the support of college staff |

The Student Executive Officers play a crucial role making sure that the voice of our students is heard through all of the activities and campaigns run by the Students’ Association. Together with the President and Vice Presidents they form the Executive Committee who lead the Students’ Association.

As a team they make decisions together about the development of the Students’ Association. Individually they are supported to undertake exciting projects that improve the lives of students at City.

Read through the role profiles below to see which role is of most suited to you!

Riverside Campus Officer

* Ensure that Riverside students are fairly represented
* Build a stronger students’ association at our Riverside Campus
* Liaise with all Faculty Reps
* Ensure students have up-to-date information and news about their campus.

Charities and Fundraising Officer

* Work alongside students to raise money for charitable causes
* Identify local, national and international charities/campaigns that CitySA could get involved in and promote these to students.
* Promote voluntary and charitable opportunities to students.

Wellbeing Officer

* Share information with students about bursaries, loans and grants that may be available to them.
* Promote local, national and international wellbeing campaigns students can engage with.
* Promote benefits of healthy living to students through initiatives to improve their diet and exercise.
* Work to promote positive mental health to students and increase awareness.
* Work with CitySA to achieve a 5 star Healthy Body Healthy Mind award.

Equalities Officer

* Celebrate and promote the diversity of the college by helping to organise cultural events and liberation months.
* Help to promote understanding through supporting equality, diversity and inclusion at the college.
* Work to support liberation and peer-support groups upon demand, such as LGBTQ+, BME, Women’s, Disabled and Mature Student groups.
* Oversee collaboration between the SA’s Liberation Groups.

Sports and Fitness Officer

* Work to offer a range of sports clubs and fitness classes that students want to participate in.
* Promote opportunities for sports clubs to compete with other colleges and universities.
* Work to ensure that there are opportunities to take part in sports across our two campuses.

Education Officer

* Work to promote the role of Class Representatives across the College.
* Support and liaise with Faculty Reps to help deliver change based on student feedback.
* Work alongside the Vice President Learning & Teaching to gather student feedback on learning and teaching issues.
* Support and lead on campaigns around the student learning experience.

Election timetable

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| --- | --- |
| Nominations Open | Tuesday 23rd April, 9am |
| Nominations Close | Tuesday 7th May, 5pm |
|  | |
| Candidates’ Briefing Sessions \* | Wednesday 8th May, 12 noon and 4pm |
| Announcement of Candidates | Thursday 9th May |
|  | |
| Campaign Period Begins and Polls Open | Tuesday 14th May, 9am |
| Polls Close | Thursday 16th May, 4pm |
| Winners announced | Friday 17th May, 12 noon |

\* All candidates must attend one of these sessions

**Guidance for completing your manifesto**

1. An example manifesto is included at the back of this pack to give you an idea of what to include.
2. Your manifesto should be either a **pdf** or **word** document. This document should be at most two pages long to allow it to be printed as a double sided leaflet.

**Once you have returned your nomination from**

1. The Students’ Association will check the manifesto you submit to ensure that the content is acceptable.
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 (£20) 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.

