

RSU

ELECTIONS

2024



SOCIETIES  
CANDIDATE  
PACK

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# What you need to know



**At the end of each year, Society Leaders leave us to graduate, or move on. This creates vacant positions on Society Committees, which can be filled by any current society member! To ensure the process of filling these positions is fair and equal, committee members are elected through the Societies Elections process.**

No matter if you're brand new to this, or experienced, we will make sure you have an amazing experience volunteering with RSU. All Society volunteers benefit from:

- A dedicated **member of staff** at RSU
- **Training and induction** to your new role
- Ongoing **support** from RSU throughout your time volunteering
- A clearly defined **role profile** outlining the tasks and responsibilities of your role
- Opportunities for **recognition** of your achievements such as the annual RSU Awards
- No **expectation** to host events or activities during exam season/breaks from study

**Volunteering with the RSU is an excellent way to develop a variety of skills such as:**

- Leadership
- Communication
- Event management
- Project planning
- Team work
- Finance management
- Volunteer management
- Organisation and time management



# Core positions

## President

The President is the first point of contact for your society, and takes the lead on key responsibilities such as chairing meetings; ensuring risk assessments are completed; working with stakeholders; leading events etc

## Secretary

The Secretary takes the lead on the administrative functions of the society (e.g., room booking requests; external speaker requests), as well as leading on your society's communication and record keeping duties (e.g., meeting minutes)

## Treasurer

The Treasurer takes the lead on financial matters for the society. This includes responsibilities such as signing off expenses; ensuring students have purchased a membership to join your society; submitting bids for Grant Funding etc.

## Additional Positions?

**We understand that societies often have more than 3 committee members, and therefore you may find some societies offer additional customised roles.**

If you'd like to know more about a Society's customised roles, please get in contact with them directly for further information



# What to do next

The election process is always an exciting time with passionate, dedicated, and inspirational candidates putting themselves forward for election.

If you are considering running for a position, the election process is broken down into three main periods, with important deadlines and meetings to consider throughout:

1. **Nominate yourself**
2. **Campaign**
3. **Voting**



## NOMINATIONS

Tuesday 16th April - Friday 26th April

**If you want to run in the elections, you've got to do four things during nomination period:**

1. Read the rules
2. Write your manifesto (check the RSU Members' Manifesto for guidance)
3. Come up with a campaign slogan and find a photo of yourself to use
4. Submit your nomination via the RSU website

Your nomination and manifesto should be submitted by close of nominations on Friday 26th of April (11am)

Submit everything online at [roehamptonstudent.com/elections](https://roehamptonstudent.com/elections)

# Eligibility & Nominating Yourself

Only students who hold a valid membership for a society may run in the Elections for a Committee Member position.

If you haven't done so already, you must purchase a membership for your chosen society **before** nominations open on 16th of April at 10am.

**Important note:** If you encounter difficulties when purchasing membership for your society, please email [rsu@roehampton.ac.uk](mailto:rsu@roehampton.ac.uk) for support **by 10am on Thursday 11th of March.**

## VOTING

Tuesday 7th May - Thursday 9th May

This is a really important time for all candidates. It's your chance to campaign to your society members by promoting your manifesto, objectives, and generally getting your message across to students.

There are guidelines and rules about to go about your campaign, which you can read online at [www.roehamptonstudent.com/elections](http://www.roehamptonstudent.com/elections)

Voting will open at **11AM on Tuesday 7th May** and will close at **11AM on Thursday 9th May**. You can vote online at [roehamptonstudent.com/elections](http://roehamptonstudent.com/elections)

**All students have the right to vote within the Societies Elections provided they are a member of the Society before nominations officially open.**



# YOUR MANIFESTO

Writing a manifesto is a crucial step in presenting your candidacy, ideas, and beliefs to your fellow student. A well-crafted manifesto can help you articulate vision, goals, and qualifications effectively. All candidates running for a Committee Member role will need to write a manifesto.

Here's a guide to help you write a compelling manifesto:

## **1) Who are you? Introduce yourself**

- Have a catchy title. Make sure to grab the attention of voters.
- Briefly introduce yourself, with your name, course, role you're nominating yourself for, and any relevant background.

## **2) What do you believe in? Your vision and values**

- Clearly outline your vision for the society and its members
- Highlight the values that guide your decisions and actions.
- Make it relatable and inspiring, showing your commitment to making a positive impact if you are elected.

## **3) What needs to be done, and how? Key issues and solutions**

- You will not be able to do everything in the role. Tell voters what key issues you believe are important to focus on, and why.
- Provide practical and achievable solutions for each issue. How will students feel the positive impact if you were elected?
- Absolutely take inspiration from the RSU Members' Manifesto that we've prepared. We encourage you to adapt this to develop your own manifesto and campaign centred around key issues and solutions for your society.

To view the RSU Members' Manifesto, visit  
[roehamptonstudent.com/elections](http://roehamptonstudent.com/elections)

## 4) Why you? Experience and qualifications

- Showcase your relevant experiences, both within and outside university.
- Highlight any leadership roles, volunteer work, or projects that demonstrate your capability.
- Emphasize skills and qualities that make you well-suited for the role.

## 5) The personal touch

- Address how you plan to ensure inclusivity and representation for all student groups.
- Explain how you plan to build and maintain productive relationships.
- Share personal anecdotes or stories that connect you with the student body.

## 6) Conclusion

- Summarise your main points and restate your commitment to serving your society
- End with a strong and memorable closing statement.
- Include information about when and how students will be able to vote for you.

## Other things to consider when writing your manifesto:

- Be realistic and specific in your promises. Students want to know exactly what you'll be able to do
- Ensure your solutions are realistic within the scope of the role you're running for and the society
- Ensure your manifesto is well organised, easy to read, and visually appealing
- Use heading, bullet points, and images to break up text and maintain reader interest
- Thoroughly proofread your manifesto for grammar, spelling, and coherence
- Consider seeking feedback from friends
- Make sure your manifesto is accessible to everyone: use clear fonts and appropriate colour contrasts.

# RSU ELECTION RULES



**To ensure that the election is free and fair, there are a few Rules & Guidelines everyone should adhere to.**

**To read the Election Rules & Guidelines, please visit us at:**

<https://www.roehamptonstudent.com/studentvoice/rsuelections/candidates/electionrules/>



**RSU** *roehampton  
students'  
union*