

Student Leader Elections
**CLUBS & SOCIETIES
COMMITTEE HANDBOOK**



INTRODUCTION

Each academic year, we ask all our affiliated clubs and societies that were set up in Semester 1 or prior, to participate in elections to elect a new committee for the upcoming academic year.

By being an affiliated club or society, part of the constitution states that all committee members will be elected by a fair ballot of Full Members of the Club. As a Students' Union, we are committed to making sure this process is fair and democratic for all. For this reason, we require that elections are held online via the SUBU website and that these elections are facilitated by a member of the Student Opportunities Team who will hold the position of the Elections Returning Officer.

For the most up to date timeline for this year's Student Leader Elections, check out the [SUBU Website here](#).

All clubs and societies should abide by the SUBU election rules which can be found on the [SUBU website here](#). It is vital that any candidate or current Committee member supporting the facilitation of these elections familiarise themselves with these rules and contact the Clubs team if you have any questions.

WHAT ROLES ARE AVAILABLE?

We open all currently active Committee positions in a Club or Society for election unless the current Committee informs us otherwise.

MANDATORY ROLES

Every Society has three compulsory roles: President, Secretary (also known as Communications) and Treasurer. These roles function as signatories for the club or society and must be filled for the society to function properly.

High Risk Societies also have a compulsory Health and Safety Officer which brings their total up to 4 core roles. The Societies this affects are already aware of their High-Risk status.

These compulsory roles must be filled by BU Students.

As these roles exist in all societies, we have included the general role descriptions below. If you see a role that interests you, we recommend speaking to your current Committee around how this role works in practice in your group.

President

They have overall responsibility for the Club/Society. They will normally be the main contact with SUBU although some Clubs/Societies may wish to use the Communications officer/Secretary as the main point of contact – this is up to the whole Committee to decide. The President should support the Committee to work together to achieve their aims, delegating tasks as needed. Presidents will also be invited to be part of the SUBU President's Association which are networking sessions facilitated by SUBU once a term. All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication, teamwork, and leadership.

Secretary

They hold responsibility for managing communication between the Club/Society and its members. They should also be responsible for managing the membership of the Club/Society through the online membership system and liaising with the Treasurer to collect membership fees. They should also keep SUBU updated of membership numbers and any big events that SUBU can help promote. They should check the Club/Society SUBU email account on a regular basis and respond to any messages from SUBU or students. All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication, teamwork, and organisation.

Treasurer

They are responsible for the finances of the Club/Society. They should be aware of all costs that are being incurred by the Club/Society and should ensure that there are always sufficient funds available to pay for anything the Club/Society needs. They should keep up to date with which members have paid their membership through the SUBU website and liaise with the Communications Officer/Secretary to follow up any fees that are outstanding. If the Club/Society needs to make a purchase which exceeds the authorised limit in the constitution, the Treasurer should contact SUBU for approval before committing to spending the funds. All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication and teamwork. They also develop an understanding of key finance processes utilised by professional organisations and financial control procedures.

Health and Safety Officer (High Risk Societies only)

They are responsible for the health and safety of the Club/Society and its members. This means writing up the risk assessments in advance of events and trips, ensuring events run in accordance with the risk assessment and making sure that any additional considerations are made as required (e.g. if a location presents different risks to what had been planned for). All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication and teamwork. They also develop an understanding of key safety control processes utilised by professional organisations built on compliance with national law. They are also provided Emergency First Aid Training.

OPTIONAL ROLES

Some Societies may have expanded their Committee, any additional role currently active will be entered into the election unless the current Committee inform us otherwise. This is usually if your Society has come together and determined an additional role is no longer necessary for your Society going into the next academic year.

Your current Committee have until 16:30 on 19/04/24 to inform us of any additional roles that need to be included in this Election. Any roles flagged after this date will roll over to the By Election next academic year.

Additional roles include Health and Safety Officer (In non high-risk Societies only), Equipment Officer or any bespoke position created by your Society. This could include Vice President for example.

We list Health and Safety Officers (non High-Risk Groups) and Equipment/Events Officers as common additional roles, so we have included the role descriptions below. For any bespoke roles, please speak to your Committee for more information around their responsibilities.

Health and Safety Officer (non High-Risk Societies only)

They are responsible for the health and safety of the Club/Society and its members. This means writing up the risk assessments in advance of events and trips, ensuring events run in accordance with the risk assessment and making sure that any additional considerations are made as required (e.g. if a location presents different risks to what had been planned for).

Students who hold this position develop skills in communication and teamwork. They also develop an understanding of key safety controls processes utilised by professional organisations built on compliance with national law.

Equipment/Events Officer

They are responsible for managing all equipment that belongs to the Club/Society and keeping an up-to-date inventory, which should be sent to SUBU on a regular basis. In the event of a Club/Society that does not have any equipment then this is when the position may be used as an alternative committee role such as Events who is responsible for handling the organisation of all events for the Club/Society and the health and safety elements included within this.

Students who hold this position develop skills in communication, teamwork and organisation. Students who hold this role also benefit from an understanding of inventory management and networking with external stakeholders such as venue suppliers.

HOW DO I NOMINATE MYSELF?

1. You must be a current BU student to put yourself forward for a core role, and a member of your chosen club/society to nominate yourself.
 - a. Some additional roles are open to Associate members, including AUB Students and Alumni. Speak with your current Committee for more information around which roles are available to you. You must hold a valid membership to the Society to be able to put yourself forward.

Posts you can stand for

African & Caribbean Society - Communications/Secretary

Action: Stand

African & Caribbean Society - Health & Safety Officer

Action: Stand

African & Caribbean Society - President

Action: Stand

African & Caribbean Society - Treasurer

Action: Stand

2. When you are ready to nominate, visit the SUBU website and click 'Stand in Election'

TEST Student Leader Elections 22/23

Nominations close at 17:00 on Wednesday 13 April 2023 (in 13 hours)

Home | Posts | Candidates | Stand | Vote | Results

Stand for African & Caribbean Society - Communications/Secretary

Take to nominations

Click the button to confirm your nomination

Submit Nominations

3. You will be able to view all the roles that you can stand for. This will include roles from all Societies you are in, and in the case of BU Students – Part Time Officer positions.
 - a. If you cannot see the role you would like to stand for, please contact suclubs@bournemouth.ac.uk as soon as possible before nominations close.

African & Caribbean Society - Communications/Secretary

Role: Your nomination is being approved

Manifesto: Upload

Action: Withdraw

4. Click 'Stand'
5. Fill in your details that are required.
6. Click the 'Submit Nomination' button
7. SUBU will need to approve your nomination.
 - a. Once submitted, all nominations will appear as 'Pending' or 'Awaiting Approval', this is because the SUBU team will check everyone's nomination has been submitted for eligible roles before voting opens.
8. You can upload your manifesto during this time by clicking 'upload'.

- a. You can upload a headshot photo of yourself, add a slogan and type in your manifesto. This information will be posted on the elections page for your members to view when voting opens. The deadline to post your manifesto is the date nominations close, the team will not accept further uploads past this deadline – so make sure you are aware when nominations close!
- b. Check out our top tips for writing a manifesto below!

WRITING A MANIFESTO

A manifesto is your opportunity to share why people should vote for you. For clubs and societies, manifestos are optional, but we strongly recommend you put something together so your voters can get to know you better.

This is your chance to state what you intend to do if you were to be elected and will be available for voters to view. You don't have to submit your manifesto at the same time as your nomination, but if you would like to write one, it must be submitted by the deadline for nominations closing.

The key to writing an amazing manifesto is being in touch with your fellow members who will be voting for you. Be original and creative, but also practical. Your members will expect you to achieve whatever you lay out in your manifesto, so it is important that you keep this in mind.

They'll also know if something is unrealistic. The best policies strike the balance between what your members want and what is achievable in a year.

You'll want to include:

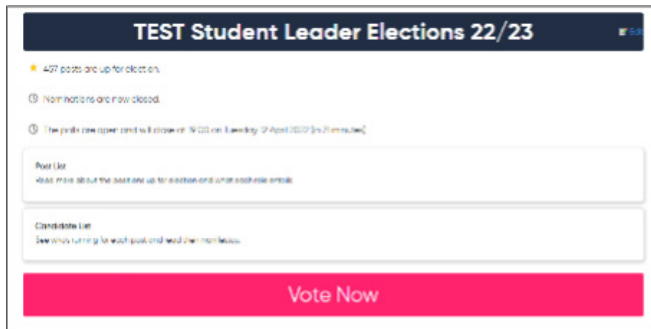
- Who you are
- What role you are running for
- Any relevant experience you have
- What you would like to achieve in the role

The best manifesto priorities are things you are personally passionate about, that way you are appealing to those members who feel the same way and they are more likely to vote for you (plus if you are elected you will have a more enjoyable time in post!).

HOW DO I VOTE?

Only BU Students are eligible to vote in these Elections. They must hold a valid membership to the Society and they should visit www.subu.org.uk/elections. They will then need to follow the following steps:

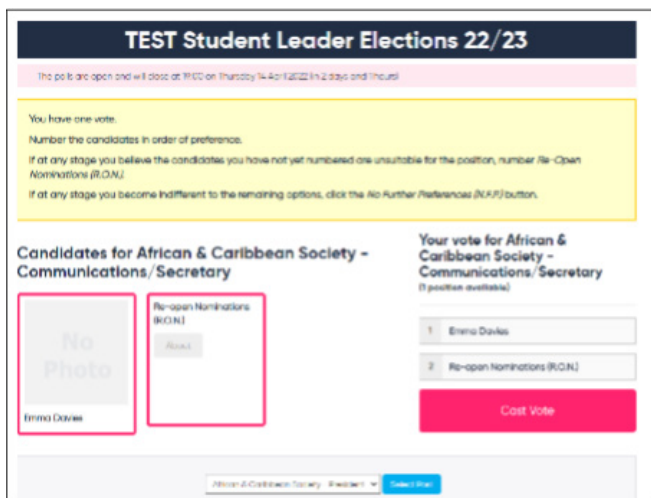
1. Scroll down to the election and click 'Vote Now'



2. Voters will then be presented with a list of positions they are eligible to vote for along with an option for 'Start voting'. Nominees can (and should!) vote for themselves.



3. Voters will then be asked to rank their candidates by preference along with being given the option to read their manifesto before choosing 'No further preferences'.



4. Voters will then be asked to review their options before choosing 'Cast Vote' if they are happy and 'Back to Ballot' if they want to change their vote.

WHY CAN'T I NOMINATE MYSELF OR VOTE?

Sometimes the election doesn't recognise you, we're sorry about that! The most common causes are that you aren't opted into the Students' Union or that you don't hold a valid membership to your Society.

If you have trouble submitting a nomination or casting your votes, the first thing we recommend is checking you are opted in via the link on the [Elections webpage](#), from there you should get in touch with us at suclubs@bournemouth.ac.uk for further support.

Remember that Associate and alumni members are not eligible to vote in these elections. You must contact us before the end of voting to ensure your votes will be counted. We are unable to accept further nominations or votes after the close of the relevant elections period.

COMMITTEE CORNER

The following resources are for our current Committee members helping to facilitate this year's Student Leader Elections.

Finding and supporting prospective Committee Members

There are many ways to promote your committee roles to prospective nominees.

- Post the elections artwork and timelines on your social media pages and in your closed group chats
- Talk about the elections in your events and socials so that your members are aware of what the process involves and so they know that they can use their vote
- Share the skills/ experience and knowledge you gained as committee members with your members to motivate them to stand for a position
- Show off what your group has achieved so far and what they could achieve with their new committee
- Sometimes, people are a little nervous about running for committee. Let them know about the resources available to them and the support given by SUBU
- If you are an Academic Society, your Academic Patron could support you in advertising the elections to your cohorts

Candidate wellbeing

Putting yourself forward for election can be daunting – some of you may have experienced this yourselves! The best thing you can do is ensure there are appropriate resources to share with candidates to signpost them to support.

We recommend your candidates speak with [SUBU Advice](#), or an external mental health support charity like [Dorset Mind](#) if they need support during the elections (and after!).

Complaints

It is not your responsibility to resolve complaints regarding the Student Leader Elections. If a candidate or member of your Society comes to you with a complaint regarding the election, simply refer them to the [Student Leader Elections complaints process](#).