

Student Leader Elections

NERVE MEDIA COMMITTEE

HANDBOOK



INTRODUCTION

In Term 3 of each academic year, we ask all Nerve outlets to run elections to elect a new committee for the upcoming academic year. By being an affiliated media outlet, part of the constitution states that all committee members will be elected by a fair ballot of full members of Nerve. An individual election will be run for each Nerve outlet.

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 SUBU's Marketing & Communications Manager who will hold the position of the Elections Returning Officer.

ELECTION TIMELINE

The dates for the next upcoming election or by-election can be found on the election webpage on the SUBU website [here](#).

COMMITTEE ROLES

Mandatory and Optional Roles must be filled by members of Nerve Media who are also Student Members of the Union.



MANDATORY POSITIONS

Head of Nerve Now

The Head of Nerve Now will be responsible for the day-to-day running of the outlet. You will organise and host regular meetings with your editors and writers, and attend meetings alongside SUBU and other Nerve outlets. You will ensure that operations run smoothly and will lead on content planning with your members and editors.

Deputy Head of Nerve Now

The Deputy Head will assist the Head of Nerve Now with administration duties. You will be responsible for running the outlet in case the Head is absent. You will also be responsible for communicating with all members to ensure they are kept up to date with what is happening across the outlet.

OPTIONAL POSITIONS

Head of Social Media

This role will be responsible for all of Nerve Now's social media accounts including Instagram, Facebook and Twitter. You will be expected regularly share and schedule links to the latest online content and work with other members to create content ensure all social media channels are used effectively.

Fashion Editor

This role will involve the handling of all fashion-based content. You will be responsible for scheduling, planning, editing and approving all fashion related content on the Nerve Now website. You will work with writers to help them come up with ideas and set appropriate deadlines for copywriting and publishing.

You will also work with the Head of Social Media to ensure that all articles and content are distributed effectively on the Nerve Now social media channels.

Entertainment Editor

This role will involve the handling of all entertainment content. You will be responsible for scheduling, planning, editing and approving all entertainment content on the Nerve Now website. You will work with writers to help them come up with ideas and set appropriate deadlines for copywriting and publishing.

You will also work with the Head of Social Media to ensure that all articles and content are distributed effectively on the Nerve Now social media channels.

Lifestyle Editor

This role will involve the handling of lifestyle content. You will be responsible for scheduling, planning, editing and approving all content within your category on the Nerve Now website. You will work with writers to help them come up with ideas and set appropriate deadlines for copywriting and publishing.

You will also work with the Head of Social Media to ensure that all articles and content are distributed effectively on the Nerve Now social media channels.

Features Editor

This role will involve the handling of online features. You will be responsible for scheduling, planning, editing and approving all content within your category on the Nerve Now website. You will work with writers to help them come up with ideas and set appropriate deadlines for copywriting and publishing.

You will also work with the Head of Social Media to ensure that all articles and content are distributed effectively on the Nerve Now social media channels.

News Editor

This role will involve the handling of current news articles. You will be responsible for scheduling, planning, editing and approving all content within your category on the Nerve Now website. You will work with writers to help them come up with ideas and set appropriate deadlines for copywriting and publishing.

You will also work with the Head of Social Media to ensure that all articles and content are distributed effectively on the Nerve Now social media channels.

MANDATORY POSITIONS

Station Co-Managers (two positions available)

The Station Co-Managers will be in charge and oversee everything and anything in terms of the committee teams, presenters, as well as working with other Nerve outlets, SUBU, The Old Fire Station, BU and other external businesses.

You will be in charge of scheduling, planning, meeting, setting deadlines and working with the team for constantly improve the services that Nerve Radio offers.

The main part of the role is to be a point of contact for everyone, you will need to make important decisions, ensure the smooth day to day running of Nerve Radio and work with the committee to ensure everything is up to standard.

Head of Daytimes

This role involves supervising shows on Nerve Radio airing between 9am and 3pm on weekdays, training presenters and then supervising them through their radio shows, helping them when necessary.

You'll also work alongside the Head of Music, making sure that presenters play songs from the A, B, and C lists.

The role also involves scheduling and making sure that shows are on at appropriate times and that the shows fit properly on daytimes.

Head/Deputy Head of Music

This role involves working alongside presenters, asking what music the presenters want to play, and making Nerve more student oriented and reflective of the different tastes of students on campus.

You will be responsible for creating three playlists that get heard by everyone in SUBU and online. A List, B List and C List. You will also need to complete music surveys brought out by Student Music Network; by completing these you also get the chance of getting to interview different bands and artists.

Note: if more than one person applies for this role, the Head role will be awarded to the student with the highest number of votes. The Deputy role will automatically be filled by whoever receives the second highest number of votes. The Deputy role is an optional position.

Head of Evenings & Specialist Content

This role involves supervising shows on Nerve Radio airing between 3pm and 9pm on weekdays, training presenters and then supervising them through their radio shows, helping them when necessary.

A key part of this role is making sure that the content of the show is appropriate for the time of the day.

Head/Deputy Head of Tech

This role will be responsible for supervising the tech used in the Nerve Radio studios, making sure it is kept to a good standard and is in working order.

You will also need to deal with any tech issues that presenters encounter and find ways to improve Nerve Radio's technical setup.

Note: if more than one person applies for this role, the Head role will be awarded to the student with the highest number of votes. The Deputy role will automatically be filled by whoever receives the second highest number of votes. The Deputy role is an optional position.

Head of Events

This role involves creating regular socials and events for Nerve Radio and its presenters, working with the team to create the best possible events and engaging with the interests of the presenters. You will also take a key role in running and organising any events Nerve Radio takes part in for SUBU (e.g. things like the Christmas Fair, Freshers & Re-Freshers, etc).

Head of Social Media & Branding

This role means you will be in charge of Nerve Radio's Instagram, TikTok & Twitter accounts. You will be responsible for regularly updating the accounts & working alongside the team and the presenters to post & create content, as well as looking at how Nerve Radio is branded and marketed online and in the community.

OPTIONAL POSITIONS

Head of Station Sound & Production

As a new role for this year, you will be shaping the sound of Nerve Radio on air, whether through jingles & beds, or through assisting with productions (i.e. if shows want help with interviews, live performances or outside broadcasts). You will also work alongside the Head of Music to unify Nerve Radio's sound approach.

Head of Weekends & Podcasts

A new role for this coming year, you will help with the recording of Nerve Radio's pre-recorded content, whether it's shows for our weekend schedule or through supporting people with making podcasts.

You will be the first port of call for any presenters who face any issues during these recordings. You will also be responsible for bringing Nerve Podcasts back on a full-time basis, making sure that the recording space is available to record, and finding the best way in which to run this.



MANDATORY POSITIONS

Station Manager

The Station Manager will be the main point of contact for the station and represent Nerve TV at meetings and events. You will organise and attend regular meetings with your committee members, Nerve TV members, other Nerve outlets and SUBU to ensure collaborative work is maximised.

You will be responsible for the overall running of Nerve TV and help their team and other committee members achieve the highest standards of content production through creative leadership.

You will oversee what content is relevant to the audience at Bournemouth University. You will need to have interpersonal skill and be resilient, calm under pressure and excellent problem solvers, with the ability to resolve conflict and react positively to change.

There will be tough days – so bravery and a sense of unstoppable passion is essential.

Deputy Station Manager

The Deputy Station Manager will assist the Station Manager with administration and finance duties. You will be responsible for overseeing the budget for Nerve TV and be able to run the station in case of the Station Manager being absent.

You must be an excellent communicator and a team player, constantly keeping informed of the station's current status and projects.

You must be a quick-thinker and able to remain calm under pressure. Furthermore, you must have the ability to organise and prioritise decisions, especially during productions.

Production Manager

The Production Manager will supervise (making sure all risk assessments are followed etc.) and assisting with all productions where needed. You will report to the Station Manager the progress of productions and complete technical project management tasks.

Requiring a critical and fast-thinking mind. Must have experience in production and project management, and has to be strictly from a media production focused course.

OPTIONAL POSITIONS

Head of News

You will handle news/factual programmes and productions, with a focus on Nerve TV News. With the light supervision of the Production Manager, you will manage news shows, documentaries etc. Requiring a thoughtful and ethical mind with a passion for research.

Must have experience in media/journalism.

Head of Fiction

You will handle all fictional productions and ideas for Nerve TV. With the light supervision of the Production Manager, you will manage all fictional productions whether it be drama, comedy sketches etc.

Requiring a creative but logical mind and you must have experience with scriptwriting and directing.

Head of Social Media

You will handle all of Nerve TV's social media accounts and online presence. You must be knowledgeable about relevant social media platforms and know how to promote a group and improve an online brand.

Must be experienced with most relevant social media platforms.

Head of Events

You will organise social events for both committee and members within a budget set alongside SUBU's Communications Team. You will be responsible for all social event planning/management.

Must be experienced within event planning.

Head of Post-Production

You will be most knowledgeable about editing software and will lead a team of editors when filming has been completed. You will also run editing workshops for new members who may not have done editing before.

You will work very closely with other departments and may also work with animators (if relevant to the project) and VFX people.

Head of Tech

You will be responsible for looking after cameras and filming and sound kit. Making sure equipment (whether it belongs to Nerve TV or not) is all secure and up to date. And most importantly must know all about tech and cameras!

You will be the main point of contact when equipment problems arise and will be responsible for checking kit regularly for any malfunctions etc. You will also run workshops for members have limited knowledge on camera use.

MANDATORY POSITIONS

Head of Nerve Photography

The Head of Nerve Photography will oversee the outlet and will be responsible for the day-to-day running of Nerve Photography. You will host regular meetings with your committee, photographers, other Nerve outlets and the Students' Union to ensure operations run smoothly. Working with the committee, you will organise photography opportunities for members to ensure that any relevant areas are covered.

You will look after all technology including cameras, memory cards etc. You will make sure that all equipment is stored securely and kept up to date.

You will run training with photographers to ensure that they are able to enhance their skills within photography. You will also oversee the running on Nerve Photography's Photo Competition, which runs six times a year in the SUBU Newspaper.

OPTIONAL POSITIONS

Head of Social Media & Committee Events

As Head of Social Media & Committee Events, you will be in charge of Nerve Photography's Instagram and TikTok accounts. You will regularly update the accounts with examples of photographs captured and work with the team to post and create engaging content.

You will also be responsible for organising regular socials and events for your committee members, working with the team to organise events that cater to all.

Head of Communications

The Head of Communications will be responsible for regularly communicating with society members to keep them up to date with what's happening across Nerve Photography, and for updating the photography section of the Nerve website.

Heads of Events

This role will lead on organising members to cover any SUBU events. This includes arranging photographers, assessing who would be best to cover the event and liaising with the SUBU Communications Team. You will also be responsible for completing risk assessments and booking out equipment.

MANDATORY POSITIONS

Nerve Sport Co-Editor (two positions available)

The Co-editors will be responsible for the day-to-day running of Nerve Sport. You will organise and attend regular meetings with subeditors, writers, other Nerve outlets and SUBU to ensure that operations run smoothly, organising opportunities for writers and ensuring that any relevant sport is covered, with a focus on SportBU and local sports.

Co-editors will be required to maintain the Nerve Sport website, as well as managing communications with AFC Bournemouth, organising people to attend Bournemouth games and press conferences.

OPTIONAL POSITIONS

Football Sub-Editor

The Football Sub-Editor will be responsible for ensuring that Nerve Sport maintains a good and extensive coverage of football from local teams and SportBU to AFC Bournemouth and football all over Europe.

The main focus of the Football Sub-Editor is to keep up to date with local football and ensure that local non-league teams are getting coverage.

Motorsport Sub-Editor

The Motorsport Sub-Editor will be responsible for all motorsport coverage on Nerve Sport.

This person will need to look at motorsport calendars and ensure that there is consistent coverage of motorsport on the website, from F1 to local teams such as Poole Pirates.

This person will need to have a good knowledge of different types of motorsport and build a team to cover this area.

Combat Sports Sub-Editor

The Combat Sports Sub-Editor will be responsible for covering boxing and MMA across Bournemouth and internationally.

This person will need to have a good knowledge of combat sports and upcoming events.

SportBU Sub-Editor

The SportBU Sub-Editor will be responsible for keeping up to date with the SportBU fixture calendar and making sure that as many fixtures and events are covered as possible. You will work closely with SportBU and will need to have a good knowledge of a range of different sports.

Social Media Sub-Editor

The Social Media Sub-Editor will be responsible for the Nerve Sport Twitter account and look to expand to other platforms such as Instagram & TikTok. You will regularly update the accounts with articles and breaking news stories, working with everyone at Nerve Sport to maximise reach of articles published by Nerve Sport members.

ELECTION RULES

All Nerve outlets should abide by the SUBU election rules which can be found on the SUBU website [here](#).

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

WRITING A MANIFESTO

A manifesto is a public declaration of aims and policies that the nominee wishes to complete should they be elected. You are required to submit a manifesto as a part of the nominations process. 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 it must be submitted by the deadline for nominations closing.

The key to writing an amazing manifesto is being in touch with members of your Nerve outlet 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

HOW DO I NOMINATE MYSELF?

1. You must be a current BU student and a member of your chosen club/society to nominate yourself.
2. Firstly click 'Stand in Election'
3. You will be able to view all of the roles that you can stand for. If someone cannot view the election they would like to stand in, please contact subudemocracy@bournemouth.ac.uk as soon as possible before nominations close.

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

4. Click 'Stand'
5. Fill in your details that are required
6. Click the 'Submit Nomination' button

TEST Student Leader Elections 22/23

Nominations close at 17:00 on Wednesday 12 April 2023 (not to read)

Home | Candidates | Stand | Results

Stand for African & Caribbean Society - Communications/Secretary

[Back to nominations](#)

Click the button to confirm your nomination

[Submit nomination](#)

7. SUBU will need to approve your nomination.
8. You can upload your manifesto during this time by clicking 'upload'.

African & Caribbean Society - Communications/Secretary

Status:
Your nomination is pending approval

Manifesto:
Upload

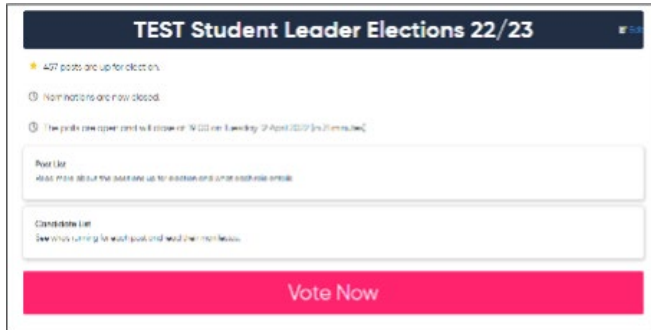
Action:
Withdraw

9. You can then create your manifesto;
 - Upload a headshot photo of yourself
 - Add a slogan if you wish to e.g Name 4 Head 2023/24
 - Type in your manifesto which will be posted on the elections page for your members to view
 - The deadline to post your manifesto is the date nominations close

HOW TO VOTE

To vote, members 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'



TEST Student Leader Elections 22/23

497 posts are up for election.

Nominations are now closed.

The polls are open and will close at 18:00 on Tuesday 12 April 2022 (in 2 minutes).

Post List
About 497 posts are up for election and over 1000 are available.

Candidate List
See who's running for each post and read their manifestos.

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 vote for themselves.

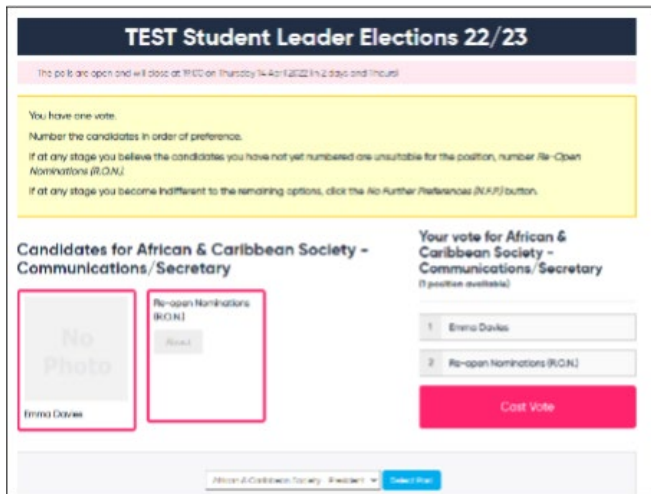


You may vote for the following positions:

African & Caribbean Society - Communications/Secretary

African & Caribbean Society - President

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



TEST Student Leader Elections 22/23

The polls are open and will close at 18:00 on Thursday 14 April 2022 (in 2 days and 1 hour).

You have one vote.
Number the candidates in order of preference.
If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number 'Re-Open Nominations (R.O.N.)'.
If at any stage you become indifferent to the remaining options, click the 'No Further Preferences (N.F.P.)' button.

Candidates for African & Caribbean Society - Communications/Secretary

Your vote for African & Caribbean Society - Communications/Secretary
(3 position available)

1. Emma Davies

2. Re-open Nominations (R.O.N.)

Cast Vote

African & Caribbean Society - President

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.

Please Note: Only BU students who are opted into the Student Union and current members of your Nerve outlet can vote in the election. If someone cannot view the election they would like to vote in, they must ensure that they are a current member of that Student Group and also Opted In to the student union.

You can opt into the student union by clicking the link on the elections page.

To join your Nerve outlet, visit www.subu.org.uk/nerve and click on the outlet you'd like to join. There will be a 'Join' option in the top right-hand corner of the screen.

Associate and alumni members are not able to vote.

If the issue persists, please contact subudeocracy@bournemouth.ac.uk as soon as possible before voting closes.

If you get an error message when voting, click below as you may need to opt in to the union. If you get an error message to say that you do not meet the requirements to opt in, this means you are already opted in. [Indicate Opt-In here](#)