



## Bright Light?

**Thirty eight Bright Lights needed as candidates in this spring's SRC elections.**

Nominations open 31st January and close 11th of February. Full application information available from SRC reception desk, upstairs in the John McIntyre Building and online from [www.glasgowstudent.net](http://www.glasgowstudent.net)





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Dear Student,

Thank you for standing for a position on Glasgow University's Students' Representative Council. Whether you are standing as a Sabbatical Officer, a College Convenor, a Welfare and Equal Opportunities Officer, or a School Representative, the decision to get involved and take an active interest in Student Representation at Glasgow is one which may see you take on a lot of responsibility over the coming year. If you are elected, you will be a voice for students at the University of Glasgow. This may see you represent thousands of students. You will be a point of contact for staff across the University and for people in the wider community.

The Students' Representative Council represents students on many University committees, including the governing bodies of Senate, to which all Convenors are automatically appointed, and Court, to which a Court Representative is elected from Council. Other committees deal with issues such as: library and computer provision, student and welfare support, halls of residence, catering and much more. Please contact the PA to the Permanent Secretary if you would like a full list of the committees on which the SRC has a seat.

Even if you are unsuccessful in this election, do not forget that more positions will become available in our autumn elections. There are also a number of other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping organise one of our weeks, such as Freshers' Week. I hope that your interest in supporting the student body on a wide range of issues will not wane and that you will continue to involve yourself with the SRC and its varied schedule of events throughout the year.

The events we organise for students are a focal point of the University's calendar and they benefit students and the wider community alike. Council members can organise a wide range of events including Raising and Giving (RAG) Week, Health Week, Media Week and Volunteering, Clubs and Societies Week. Council members will also be invited to a wealth of social events, ranging from Christmas socials to the Annual Council Dinner in spring.

Since I joined the SRC in 2008 I have had experiences and met friends that I never would have had I spent all my time on my degree, and when I graduate I will have many great memories of my time on the SRC. I wish you the best of luck in your campaign, and hope that if you are successful you will get as much out of it as I have.

A handwritten signature in black ink that reads 'Tommy Gore'.

**Tommy Gore – SRC President**



## SUMMARY OF ROLES

### College Convenor: Summary of Role

College Convenors are focused mainly with the academic side of student representation. Four Convenors are elected, one from each College: Science and Engineering, Medical Veterinary and Life Sciences, Arts, and Social Sciences. The responsibilities of an academic College Convenor can vary greatly, and they are an integral part of Council's function. Responsibilities include, but are not limited to:

- Organizing working groups to discuss issues raised by students;
- Keeping Council informed of ongoing issues and regularly liaising with the VP Learning and Development;
- Attending Faculty Meetings with relevant members of University staff to discuss issues regarding the University environment, the learning process, and course information;
- Contacting students to advise them of SRC practices and initiatives, and to update students on any issues raised.

In addition to these responsibilities, College Convenors are expected to attend all Student Council meetings and University Senate meetings, and must occasionally represent the SRC on relevant University Academic Committees. Opportunities will also arise for election to various University committees and positions. The position of College Convenor is, therefore, challenging and rewarding in equal measure.

### SRC Committees and Working Groups

The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. College Convenors may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

### University Committees

Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.

### Postgraduate Taught Convenor: Summary of Role

The Postgraduate Taught Convenor has a wide remit, and is responsible for the representation of Postgraduate Taught students across all Colleges. The PGT Convenor is, therefore, a central focus for all PGT related issues, from academic to social welfare. The

PGT Convenor is required to liaise regularly with the VP Learning and Development, College Convenors, Postgraduate Convenors and Social Welfare Officers, on varied issues concerning PGT students. Responsibilities include, but are not limited to:

- Organizing PGT Forums and working groups to ensure the encouragement of dialogue between students and elected representatives;
- Meeting with School and College staff to raise issues of importance to PGT students;
- Contacting PGT students and establishing a recognizable link between constituents and Council;
- Meeting with students, when required, to assist in dealing with academic and social issues as they are raised.

In addition to these responsibilities, The PGT Convenor should develop a good working relationship with the Council Executive. The PGT Convenor is required to attend all meetings of Council and the University Senate, and must represent the student body on various academic committees as required. Opportunities will also arise for election to various University committees and positions. PGT Convenor is a demanding role, but is a vital link between the Postgraduate community and Council.

### **SRC Committees and Working Groups**

The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. The Postgraduate Taught Convenor may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

### **University Committees**

Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.

## **Postgraduate Convenors: Summary of Role**

The SRC recognizes that Postgraduate students require dedicated representation on academic and social issues. A Postgraduate Convenor, therefore, represents the Postgraduate students of their college. In this way, their role is similar to that of a College Convenor, but their specialized knowledge of the Postgraduate community tailors them to a more specific group. Four Convenors are elected, one from each College: Science and Engineering, Medical Veterinary and Life Sciences, Arts, and Social Sciences. The responsibilities of a Postgraduate Representative can vary greatly, and they are an integral part of Council's function. Responsibilities include, but are not limited to:

- Working together in organizing working groups to discuss issues raised by students;
- Informing Council and liaising regularly with the VP Learning and Development;
- Attending College Meetings with relevant members of University staff to discuss issues regarding the University environment, the learning process, and course information;
- Contacting students to advise them of SRC practices and initiatives, and to update students on any issues raised

- Awareness of the wider issues affecting Postgraduate students at a local and national level

In addition to these responsibilities, Postgraduate Convenors are expected to attend all Student Council meetings and University Senate meetings, and must occasionally represent the SRC on relevant University Academic Committees. Opportunities will also arise for election to various University committees and positions. The position of Postgraduate Representative is, therefore, challenging and rewarding in equal measure.

### **SRC Committees and Working Groups**

The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. Postgraduate Convenors may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

### **University Committees**

Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.

## **Welfare and Equal Opportunities Officers: Summary of Role**

There are eight Welfare and Equal Opportunities Officers elected to Council. It is the responsibility of Welfare and Equal Opportunities Officers to represent the concerns of all students that sometimes fall out with academic representation.

Each Officer handles a particular portfolio, and all matriculated students of the University are eligible to vote and stand for these positions. The eight Welfare and Equal Opportunities positions are listed below, with a brief description of their portfolio:

### **Sexual Orientation Equality Officer**

Represents student issues pertaining to sexual orientation. The Sexual Orientation Equality Officer must liaise regularly with the VP Student Support.

### **Race Equality Officer**

Represents student issues on campus. The race Equality Officer must liaise regularly with the VP Student Support and may be expected to attend relevant University committees.

### **Gender Equality Officer**

Represents student gender issues on campus. The Gender Equality Officer must liaise regularly with the VP Student Support and University Gender Equality staff. They may also be expected to attend relevant University committees.

### **Age Equality Officer**

The Age Equality Officer acts as a representative to all students on issues relating to Age Equality. They are expected to regularly liaise with the VP Student Support and representatives of Mature Student groups on Campus.

#### **Students with Disabilities Officer**

Represents all issues pertaining to students with disabilities, including accessibility and support. The Students with Disabilities Officer must liaise regularly with student groups and the VP Student Support.

#### **International Students Officer**

Represents students on a wide range of issues. The International Students Officer is expected to liaise regularly with the VP Student Support and various International groups across the University. They may also be required to liaise with the SRC Student Volunteer Service Coordinator.

#### **Charities, Clubs and Societies Officer**

Liaising regularly with the VP Student Support and various student clubs and societies, the Charities, Clubs and Societies Officer sits on the Clubs and Societies Committee and is regularly required to organize and attend events throughout the year.

#### **Environmental Officer**

The Environmental Officer works closely with the VP Student Support as well as representatives from the wider community outside of the University. They are tasked with facilitating student responses to environmental issues of local and national importance.

In addition to these responsibilities, Welfare and Equal Opportunities Officers are expected to attend all meetings of Council. Opportunities will also arise for election to various University committees and positions.

#### **SRC Committees and Working Groups**

The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. Welfare and Equal Opportunities Officers may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

#### **University Committees**

Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.

## **School Representative: Summary of Role**

School Representatives represent the students who make up the eighteen University Schools. The role is primarily academic, with Representatives taking an active role in representing the views of the students at a more localized level than the College Convenors. School Representatives will be expected to liaise regularly with Class Representatives to

discuss issues of importance to Staff Student Liaison Committee meetings and will report directly to the relevant College Convenor to ensure good communication at all levels. They are responsible for representing the views and concerns of students within their School and should therefore have a good working relationship with relevant Class Representatives. Only matriculated students studying within a particular School may represent their School on Council. One School Representative shall be elected on behalf of each of the following Schools:

School of Critical Studies	School of Engineering
School of Culture and Creative Arts	School of Computing Science
School of Humanities	School of Geographical and Earth Sciences
School of Modern Languages and Cultures	School of Mathematics and Statistics
School of Life Sciences	School of Physics and Astronomy
School of Medicine	School of Psychology
School of Veterinary Medicine	School of Education
School of Chemistry	School of Social and Political Sciences
Business School	School of Law

In addition to these responsibilities, School Representatives are required to attend all full meetings of Council, though they may attend Council Committee if they wish. They may also be required to represent the SRC on relevant academic committees. Opportunities may also arise for election to various University committees and positions. The position of School Representative is a vital link in effective student representation at a local level, and a good working relationship with College Convenors and Class Representatives is essential.

### **SRC Committees and Working Groups**

The SRC may establish sub committees or working parties to consider certain areas of its work and sometimes consider policy motions. School Representatives may participate in the work of such committees and groups (and can suggest the establishment of new groups or committees).

### **University Committees**

Council votes in autumn to elect members to sit on a variety of University committees, including Library Committee, Museums and Galleries Committee, Senate, Senate Disciplinary and Student Support Development Committee. Please contact the PA to the Permanent Secretary for a full list of committees.

## **SABBATICAL OFFICER JOB DESCRIPTION VP LEARNING & DEVELOPMENT**

<b>Job title</b>	Vice President (Learning and Development)
<b>Term of Office</b>	12 months, commencing 1 <sup>st</sup> July 2011
<b>Working Hours</b>	Monday to Thursday 9am-5pm, Friday 9am-4pm. Some evening and weekend meetings. (34 hrs p/w)
<b>Pay</b>	£15,292 p/a

### **Aims of Post**

To provide effective student input into the decision and policy review process of the University of Glasgow on all matters pertaining to formal and extra curricular learning and personal development opportunities.

To ensure that the SRC provides relevant training and learning opportunities to members of Council, Student Representatives and other Student stakeholders.

### **Key Duties**

- 2.1 To represent the interests of students, registered at the University of Glasgow, on SRC and University Committees relevant to the aims of this post.
- 2.2 Ensure the provision of ongoing support and training to Academic Convenors and Student Representatives (in conjunction with other relevant Sabbatical Officers and staff).
- 2.3 Work closely with the President in monitoring legislation and policy matters that may impact upon the HE Sector and report back on relevant developments.  
Maintaining an awareness of national, local and University academic issues,  
including monitoring the activities of academic and educational bodies such as  
QAA, Universities UK, Universities Scotland, SHEFC and Universitas 21.

2.4 Work closely with the President, Academic Convenors and staff, in developing and implementing campaigns relevant to the aims of this post.

2.5 Liaise with staff and the SRC President in the development, implementation, review and evaluation of training for Academic Convenors, Student Representatives, Clubs & Societies, Council Members and other student stakeholders.

Overall cross-campus co-ordination of Freshers' Week: (including Chairing the Cross-Campus Freshers' Week Committee and participation in the University Orientation Programme Co-ordinating Committee).

Liaise closely with appropriate SRC Staff and the VP (Media and Communications) in co-ordinating and publicising SRC Freshers' Week events (incl. Freshers' Fayre).

Organise and co-ordinate the elements of events, festivals etc. relevant to the post as directed by the Executive.

Liaise with appropriate staff, through the Permanent Secretary, on SRC activity relating to the aims of this post. This includes:

Attend and participate in meetings of the Advice, Policy & Training Team (together with the Permanent Secretary and VP Student Support).

Attend and participate in meetings relevant to the work and aims of Student Community Action and other matters pertaining to student volunteering and personal development activity.

2.10 Attend stalls at events and provide/distribute appropriate publicity materials.

## **Obligations**

Elected Sabbatical Officers are required to sign a memorandum of understanding of employment, which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation and disciplinary and grievance procedure.

Sabbatical Officers are obliged to abide by the code of conduct as set out in the SRC's Constitution.

Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic

session of the year during which they will hold office.

## **Responsibilities**

- 4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, the University, and the wider community. All Sabbatical Officers should be  
available to speak to and assist students, to the best of their ability, during the working hours outlined above.
- 4.2 Sabbatical Officers should promote and raise awareness of the services provided by the SRC, and ensure as far as possible that all students have equal access to these services.
- 4.3 Sabbatical Officers should attend SRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policy of the SRC, and should liaise with staff, other Executive and Council members to carry this out.

Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in the SRC's work.

As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations and the other student bodies on campus.

Sabbatical Officers should not gain, or seek to gain financially through their privileged access to information on additional available earning opportunities notified to the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

## **SABBATICAL OFFICER JOB DESCRIPTION VP MEDIA COMMUNICATIONS**

<b>Job title</b>	Vice President (Media & Communications)
<b>Term of Office</b>	12 months, commencing 1 <sup>st</sup> July 2011
<b>Working Hours</b>	Monday to Thursday 9am-5pm, Friday 9am-4pm. Some evening and weekend meetings. (34 hrs p/w)
<b>Pay</b>	£15,292 p/a

### **1. Aims of Post**

To provide a “first point of contact” between the SRC and Heads of Student Media and ensure that Student Media receive appropriate support.

To maintain and raise the profile of the SRC amongst students and other stakeholders.

- 1.3 To ensure that a coordinated corporate approach is applied to SRC Publications and Publicity.

### **2. Key Duties**

In conjunction with the Permanent Secretary: Recruit and meet regularly with all Heads of Media. Provide advice and assistance as necessary, particularly with advertising and sponsorship.

Represent the Media on appropriate Council and University Committees.

Monitor and implement the Media Protocol and ensure that all Heads of Media are aware of their responsibilities under the protocol. Co-ordinate and participate in training sessions for all those involved in SRC Media.

Commission the design and production of general SRC publicity material, and material for specific events and campaigns (in consultation with the Permanent Secretary).

In conjunction with the Permanent Secretary, co-ordinate the production of all additional SRC publications (including Student Guide), and oversee the content of the SRC Website.

Work with the VP (L&D) and staff team to secure sponsorship for SRC events, and in the run up to Freshers' Week, seek to maximise sponsorship and advertising income from Freshers' Fair.

Ensure the SRC has an effective, high profile presence at relevant University events, e.g. Open Day, Applicants' Visit, and Internship Fair etc.

Act as the first point of contact for the media, and act as spokesperson in the absence of the President. Draft press releases publicising SRC events and campaigns.

If during the term of office a Rectorial Election is scheduled it will be the responsibility of the VP Media and Communications to support the University's advertising by endorsing the position and encouraging students to take an active part in proposing and electing a suitable candidate.

### **3. Obligations**

Elected Sabbatical Officers are required to sign a memorandum of understanding of employment, which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation and disciplinary and grievance procedure.

Sabbatical Officers are obliged to abide by the code of conduct as set out in the SRC's Constitution.

Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

### **Responsibilities**

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, the University, and the wider community. All Sabbatical Officers should be

available to speak to and assist students, to the best of their ability, during the working hours outlined above.

4.2 Sabbatical Officers should promote and raise awareness of the services provided by the SRC, and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend SRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so.

Sabbatical Officers are responsible for upholding the Constitution and policy of the SRC, and should liaise with staff, other Executive and Council members to carry this out.

Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in the SRC's work.

As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations and the other student bodies on campus.

4.6 Sabbatical Officers should not gain, or seek to gain financially through their privileged access to information on additional available earning opportunities notified to the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

## **SABBATICAL OFFICER JOB DESCRIPTION VP STUDENT SUPPORT**

<b>Job title</b>	Vice President (Student Support)
<b>Term of Office</b>	12 months, commencing 1 <sup>st</sup> July 2011
<b>Working Hours</b>	Monday to Thursday 9am-5pm, Friday 9am-4pm. Some evening and weekend meetings. (34 hrs p/w)
<b>Pay</b>	£15,292 p/a

### **Aims of Post**

To ensure that the needs of students of the University of Glasgow are considered and addressed in the areas of policy development and service delivery, both within the University and at governmental and international level. Particularly with regard to matters pertaining to their physical, social, emotional and financial well being.

### **2. Key Duties**

To represent the interests of students, registered at the University of Glasgow, on SRC and University Committees which are relevant to the aims of this post.

Provide ongoing support to Welfare and Equal Opportunities Officers (in conjunction with other relevant Sabbatical Officers).

Work closely with Welfare and Equal Opportunities Officers and staff, in developing and implementing campaigns which seek to improve student well being and quality of life.

Organise and co-ordinate the elements of events, festivals etc. that are relevant to the post as directed by the Executive.

Liaise with appropriate staff, through the Permanent Secretary, on policy matters relating to the aims of this post. This includes:

Attending and participating in meetings of the Advice, Policy & Training Team (together with the Permanent Secretary and VP Learning and Development).

In conjunction with the Advice, Policy & Training Team, maintain an awareness of, and facilitate research on matters affecting student well being at national,

local, and University level.

Work with the Office and Volunteer Support Administrator in developing and delivering SRC support for Clubs & Societies, (e.g. assistance with affiliation, allocation of grants, C&S Fayre).

Keep abreast of current and proposed legislation on matters affecting students. Prepare and present briefing materials for internal and external stakeholders on all such matters.

In conjunction with appropriate staff members, liaise with relevant external bodies.

Attend stalls at events and provide/distribute appropriate publicity materials.

### **3. Obligations**

Elected Sabbatical Officers are required to sign a memorandum of understanding of employment, which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation and disciplinary and grievance procedure.

Sabbatical Officers are obliged to abide by the code of conduct as set out in the SRC's Constitution.

Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

### **Responsibilities**

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, the University, and the wider community. All Sabbatical Officers should be

available to speak to and assist students, to the best of their ability, during the working hours outlined above.

4.2 Sabbatical Officers should promote and raise awareness of the services provided by the SRC, and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend SRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and

policy of the SRC, and should liaise with staff, other Executive and Council members to carry this out.

Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in the SRC's work.

As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations and the other student bodies on campus.

Sabbatical Officers should not gain, or seek to gain financially through their privileged access to information on additional available earning opportunities notified to the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

## **SABBATICAL OFFICER JOB DESCRIPTION**

### **PRESIDENT**

<b>Job title</b>	SRC President
<b>Term of Office</b>	12 months, commencing 1 <sup>st</sup> July 2011
<b>Working Hours</b>	Monday to Thursday 9am-5pm, Friday 9am-4pm. Some evening and weekend meetings. (34 hrs p/w)
<b>Pay</b>	£15,292 p/a

### **Aims of Post**

- 1.1 To provide overall strategic leadership of the SRC and ensure that strategic priorities represent the views and needs of students registered at the University of Glasgow
- 1.2 To ensure that all SRC services are delivered to the highest possible standard and that the SRC meets legal and best practice requirements, in terms of equal opportunities, in all areas of its activities.
- 1.3 To have the primary role in publicising the views of the SRC and representing students to the University, external organisations, politicians, and the media.
- 1.4 To provide the main link between SRC Council and senior SRC staff.

### **2. Specific Responsibilities**

- 2.1 Along with the Permanent Secretary; ensure effective management and stewardship of the organisation's financial resources.
- 2.2 Attend management meetings.
- 2.3 Work with other Sabbaticals in supporting the work of non-Sabbatical Council and Executive members and Class Representatives.
- 2.4 Work closely with the VP (Learning and Development) in monitoring legislation and policy matters that may impact upon the HE Sector and report back on relevant developments. Maintaining an awareness of national, local and University academic issues, including monitoring the

- activities of academic and educational bodies such as QAA, Universities UK, Universities Scotland, SHEFC and Universitas 21.
- 2.5 Lead campaigns on national, local, and University issues that affect students, and respond to consultations on these issues. Work with the Advice and Policy team (through the Permanent Secretary) on developing research in appropriate areas.
  - 2.6 Contribute to the organisation co-ordination of SRC events, festivals etc.
  - 2.7 Represent the SRC on external organisations such as the Coalition of Higher Education Students in Scotland (CHESS), Universitas 21 Student Network and Aldwych Group.
  - 2.8 Chair SRC Council and attend appropriate sub-Committees and working groups.
  - 2.9 Scrutinise all papers for University Committees that he/she is to attend. Discuss potential issues with the Executive and represent a collective view on such issues, reporting back on any decisions and implications for students. **(NB: As the sole student representative on many Committees, it is essential that accountability is maintained through appropriate feedback and consultation).**
  - 2.10 Work with the Permanent Secretary to ensure that the SRC's activities are monitored, and evaluated on an ongoing basis.
  - 2.11 Participate in training sessions for Council and Student Media.
  - 2.12 Make a speech at Freshers' Address. Make speeches and presentations whenever appropriate, for example at rallies and demonstrations, in line with SRC policy.
  - 2.13 Attend stalls at events and provide/distribute appropriate publicity materials.

Work with the Permanent Secretary in leading planning process.

Assists with SRC elections in conjunction with the PA to the Permanent Secretary which includes the preparation of eligibility rules, nomination forms and job descriptions. Ensures manifestos and completed nomination forms are correct, and refers any irregularities to the Returning Officer. Liaise with VP Communications & Media to produce publicity for elections.

Liaise with staff and the VP (Learning and Development) in the development, implementation, review and evaluation of training for Academic Convenors,

Student Representatives, Clubs & Societies, Council Members and other student stakeholders.

Work closely with the PA to the Permanent Secretary to ensure that all papers for Executive and General and Statutory meetings of Council are collated and distributed in a timely fashion.

### **3. Obligations**

Elected Sabbatical Officers are required to sign a memorandum of understanding of employment, which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation and disciplinary and grievance procedure.

Sabbatical Officers are obliged to abide by the code of conduct as set out in the SRC's Constitution.

Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

### **Responsibilities**

- 4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, the University, and the wider community. All Sabbatical Officers should be available to speak to and assist students, to the best of their ability, during the working hours outlined above.
- 4.2 Sabbatical Officers should promote and raise awareness of the services provided by the SRC, and ensure as far as possible that all students have equal access to these services.
- 4.3 Sabbatical Officers should attend SRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policy of the SRC, and should liaise with staff, other Executive and Council members to carry this out.

Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in the SRC's work.

As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations and the other student bodies on campus.

Sabbatical Officers should not gain, or seek to gain financially through their privileged access to information on additional available earning opportunities notified to the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible.



## GUIDE TO PRODUCING A MANIFESTO

Your manifesto gives you an important opportunity to tell the electorate why they should vote for you. There are no set rules as to what should be contained in a manifesto, but the following is a guide to the sort of things that often appear in them.

- **Personal information.**  
You may want to give some personal information such as your course or year of study. This part is usually kept fairly short.
- **Relevant experience.**  
Many candidates state experience they have which may be relevant to the position they are standing for. This may include membership of any university groups and activities out with the University. It is common to state a few specific things you have done within that group / activity or in any role you held, and link them to the functions of the position you are standing for.
- **Views on current / recent events.**  
You may wish to state your opinions on events relevant to the functions of the SRC or to the remit of the specific position you are standing for. This gives voters the chance to see whether or not your views are similar to theirs.
- **What you will do if elected.**  
This is arguably the most important part of the manifesto, as it gives students an idea of how you would carry out the role and of the direction in which you would want to take the services and activities within the remit. Most candidates make at least a few specific pledges, giving an indication of their priorities for the coming year.

It is important to remember that the points above are just a guide to things which are often included in manifestos. You do not have to include all of these elements, or indeed any of them.

In your manifesto, you can write what you like, so long as:

- It does not exceed the word limit (300 words for Sabbatical positions, 150 for all other positions),
- It does not contain any offensive or factually inaccurate material (The Returning Officer may judge whether something is offensive or factually inaccurate).

This rule is in the SRC election regulations, and so must be adhered to.

To speed the processing of your nomination, **please send an electronic copy of your manifesto** to [i.macdonald@src.gla.ac.uk](mailto:i.macdonald@src.gla.ac.uk) as well as submitting a hard copy with your nomination form.



## ELIGIBILITY RULES FOR CANDIDATES

Your attention is drawn to the following:

### **Eligibility for election**

1. Only members, as defined in paragraph 2 of the Constitution, may stand for election to the Council.
2. No member can stand for more than one position on the Council at the same election.
3. No member can hold more than one position on the Council at the same time.
4. No member is eligible for election to a Sabbatical seat which they have already occupied or where they have been a Sabbatical Officer or paid elected Union Officer at the University for two years.
5. All members are eligible to stand for a post in the Welfare and Equal Opportunities or General Student constituencies. Members should only stand for a post with which they can identify.
6. No member is eligible for a seat in the College Convenor constituency unless they are a student in the College to which the seat relates.
7. No member is eligible for a seat in the School Representative constituency unless they are a student in the School to which the seat relates.
8. Only Postgraduate students are eligible to stand for Postgraduate Representative positions. Only Postgraduate Taught students are eligible to stand for Postgraduate Taught Convenor.

## **Nominations & publicity**

1. The procedure for nominations will be made by Executive Standing Order subject to the following basic requirements.
2. Nominations will be made on a prescribed form by candidates who must show their student ID card to the Returning Officer, or authorised depute. The prescribed form must be signed by the candidate and the Returning Officer, or authorised depute, before it can be accepted. The candidate will then be issued with a receipt.
3. Nomination forms must be submitted by **4 p.m. on FRIDAY, 11 FEBRUARY 2011 at the latest**. Submission of nominations will remain open for ten consecutive days from 9.00 a.m. on the first day to 4.00 p.m. on the tenth day. The Returning Officer will declare any nominations received after this time invalid.
4. Nominations for the following seats will be signed by the following number of members who will append their matriculation numbers to the nomination form:
  - Sabbatical Officers: thirty members;
  - College Convenors and Welfare and Equal Opportunity Officers: fifteen members; and
  - All other seats: six members.
5. Each member must be eligible to vote for the seat for which he or she is making a nomination. The decision of the Returning Officer regarding the validity of a nomination is final.
6. The procedure for election publicity will be made by Executive Standing Order subject to the following basic requirements.

Candidates must, before close of nominations, submit a manifesto of **not more than 300 words in the Sabbatical Constituency** and **not more than 150 words in other constituencies**. **Candidates should also submit an electronic copy of their manifesto to [i.macdonald@src.gla.ac.uk](mailto:i.macdonald@src.gla.ac.uk). It is recommended candidates provide an electronic photo or two passport sized photographs.** It shall be the duty of each candidate to ensure that the submitted manifesto does not contain any offensive or factually inaccurate material and does not exceed the prescribed length. Should this occur the Executive Committee will report the matter to the Returning Officer who may, at his or her discretion,

request the candidate to amend the manifesto accordingly or direct that it be displayed subject to the deletion of any infringing material.

**MANIFESTOS AND PHOTOS WILL BE ACCEPTED NO LATER THAN 4 P.M. FRIDAY, 11 FEBRUARY 2011.**

## **Canvassing**

1. It is not permitted for candidates to permanently affix campaign material; all campaign material must be able to be taken down at the close of polls. Failure to do so may result in disqualification in accordance with paragraph 6. Campaign material which contradicts this paragraph and SRC Election Guidelines are likely to be removed. The SRC bears no liability for them.
2. Candidates are not allowed to be canvassed for or financed by persons other than registered students of Glasgow University, who have not opted out of SRC representation for this academic year under Schedule 1.
3. Canvassing is not permitted in the Gilbert Scott Building, Fraser Building and in areas deemed Polling Stations (University computing clusters) or any other areas deemed Polling Stations in the SRC Election Guidelines.
4. With the exception of bought photocopying services, candidates are not permitted to use SRC facilities, including intellectual property, for the furtherance of their campaign.
5. The use of loudhailers on Gilmorehill campus is prohibited by order of the University Court.
6. Whilst reasonable use of private email lists is acceptable, unsolicited mail shots sent out to non-personal mailing lists (e.g. departmental/course email lists) by or on behalf of the candidate are not permitted.

## **Infringement of election rules**

1. Any malpractice leading to an infringement of these or other rules governing an election should be reported to the Permanent Secretary, who will immediately inform the Returning Officer who has the power to invalidate the nomination of the offending candidate, or disqualify a successful candidate.

## **Poll**

1. All elections will be held by secret ballot which will normally be online and will be decided by the following single transferable voting system:

- Online ballot papers will be marked in order of preference
- Voters will have the option to spoil their ballot paper by clicking on the appropriate box
- The number of votes required to secure election shall be:

$$\frac{\text{Total No. of Votes Cast} - (\text{Total No. NTS}) + 1}{\text{Number of Vacancies} + 1}$$

This figure will be referred to as the quota.

NTS = Non-Transferable and spoiled votes.

- If a candidate receives more than the quota all that candidate's votes will be split according to the next available preference.
- If no candidate in any count fulfils the quota the votes cast for the bottom candidate in the count will be divided according to the next available candidate. If more than one candidate ties for bottom place in the count, the candidate with fewest first preferences will be eliminated. If this occurs in the first round, it will be decided by drawing lots.

## **Results**

1. The results of the election will be supervised by the Returning Officer.
2. The declaration of results shall take place in the Williams Room after the election ends at around 7.00 p.m. on Thursday 3 March 2011.
3. Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer beforehand.
4. In the event of a tie, a by-election will be held for the seat in question. All questions relative to the validity of an election must be submitted to the Returning Officer within 48 hours of announcement of the result. Decisions on any such questions shall be made by the Returning Officer, who may consult with the Secretary of the University Court. If any election is declared invalid, a by-election will be held.



## **SRC GUIDELINES FOR CANDIDATES**

### **Contacts**

Returning Officer: Dickon Copsey  
Assistant Returning Officer: Iain Macdonald  
SRC President: Tommy Gore

Tel: 0141 339 8541

Email: [enquiries@src.gla.ac.uk](mailto:enquiries@src.gla.ac.uk) or [i.macdonald@src.gla.ac.uk](mailto:i.macdonald@src.gla.ac.uk)

### **Overview**

Be in the right spirit for the Elections: Be committed, be responsible, be fair, and enjoy it – if you follow these guidelines, then most problems will be avoided.

Please make sure that you read Schedule 2 of the SRC Constitution, which outlines the full rules for elections.

### **Programme of Events**

Candidates' Meeting: **Friday 25 February** at 1 p.m. in the Williams Room.

Heckling Meeting: **Monday 1 March** at 6 pm in the Williams Room.

Election: **From 9am on Wednesday 2 March until 5pm on Thursday 3 March.**

Voting at: [www.glasgowstudent.net](http://www.glasgowstudent.net)

Results: Around 7pm, Thursday 3 March in the Williams Room.

### **Canvassing**

Anywhere that is considered a Polling Station is prohibited. This includes the Gilbert Scott Building, Fraser Building, John McIntyre Building, University Library and Round Reading Room, Unions, Stevenson Building and other University computer clusters on the days of the election.

Remember that allowing someone who is not a registered student to fund your campaign is against the rules and you should not do this. If you do this you will be withdrawn from the election.

Bear in mind that you could end up working with some people that you are standing against, now or in the future, so be polite and considerate of other candidates.

### **Posters**

The rule of thumb here is that what you put up; you must be able to take down after the end of polling. Please do not put posters on handrails as this makes them difficult to use for people who need them. They will be removed by the University if you place them there.

With the exception of bought photocopying services, candidates are not permitted to use the SRC property for the furtherance of their Campaign.

Speak to current members of council and your friends to get tips and advice about techniques for poster making and how much it should cost.

### **Use of email**

Candidates have been withdrawn in the past for breaking the regulations about emails. Whilst reasonable use of private email lists is acceptable, unsolicited mail shots sent out to non-personal mailing lists (e.g. departmental/course email lists) by or on behalf of the candidate are not permitted.

### **Problems**

The cut and thrust of the competition is to be expected. If you feel it is more serious, report to Tommy Gore or Iain Macdonald and they will contact the Returning Officer if judged to be serious.

### **Results**

Candidates have the right to see the results. Candidates who are present at the declaration shall be informed of the result of the election by the Returning Officer, beforehand.

### **Questions**

If you have any questions about the Elections please speak to Iain Macdonald, Tommy Gore or Dickon Copsey or alternatively, raise them at the Candidates' Meeting on Friday, 25 February at 1 p.m. in the Williams Room.



## SRC SPRING ELECTIONS

**WEDNESDAY & THURSDAY**

**2nd & 3rd MARCH 2011**

### OFFICIAL NOMINATION FORM

THIS FORM MUST BE COMPLETED IN FULL, IN **BLOCK CAPITALS**, AND RETURNED TO THE SRC OFFICES BY CLOSE OF NOMINATIONS AT **4 P.M. ON FRIDAY 11 FEBRUARY 2011**. PLEASE READ THE ELECTION REGULATIONS CAREFULLY BEFORE COMPLETING THIS FORM.

**Position:** \_\_\_\_\_

#### Details of candidate

First name(s) (in full): \_\_\_\_\_

Preferred first name\* (optional): \_\_\_\_\_

\*If entered, this name will be used on the ballot papers.

Surname: \_\_\_\_\_

College: \_\_\_\_\_

Matriculation No.: \_\_\_\_\_

Undergraduate/Postgraduate (delete as appropriate)

Address (Term): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Address (Home): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	MATRICULATION NO.	COLLEGE (BLOCK CAPITALS)	UG/PG	SIGNATURE
SPONSOR 1						
SPONSOR 2						
SPONSOR 3						
SPONSOR 4						
SPONSOR 5						
SPONSOR 6						
<b>STOP HERE IF YOU ARE STANDING FOR A SCHOOL REPRESENTATIVE POSITION. COMPLETE BOXES BELOW IF YOU ARE STANDING FOR A CONVENOR OR OFFICER POSITION</b>						
SPONSOR 7						
SPONSOR 8						
SPONSOR 9						
SPONSOR 10						
SPONSOR 11						
SPONSOR 12						
SPONSOR 13						
SPONSOR 14						
SPONSOR 15						

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

**You may use the spare boxes below to be sure you have enough valid signatures.**

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	MATRICULATION NO.	COLLEGE (BLOCK CAPITALS)	UG/PG	SIGNATURE
SPONSOR 16 (OPTIONAL)						
SPONSOR 17 (OPTIONAL)						
SPONSOR 18 (OPTIONAL)						
SPONSOR 19 (OPTIONAL)						
SPONSOR 20 (OPTIONAL)						

**This section must be completed in the presence of the Returning Officer or his/her Deputy.**

I, \_\_\_\_\_ (full name), hereby accept my nomination and confirm that I have read the Constitution of the Council and agree to abide by the rules governing the election. If I am elected, I promise to carry out the duties of the office in accordance with the Constitution. I agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information provided about me is true, in order to confirm the validity of my nomination.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Rec. \_\_\_\_\_ Date \_\_\_\_\_

Valid \_\_\_\_\_ Date \_\_\_\_\_



# SRC SPRING ELECTIONS

2nd & 3rd March 2011

## OFFICIAL NOMINATION FORM

For use by candidates for the positions of:

PRESIDENT

VICE-PRESIDENT (LEARNING & DEVELOPMENT)

VICE PRESIDENT (MEDIA & COMMUNICATIONS)

VICE-PRESIDENT (STUDENT SUPPORT)

PLEASE NOTE THAT THESE ARE ALL FULL-TIME SABBATICAL POSITIONS  
THIS FORM MUST BE COMPLETED IN FULL, IN **BLOCK CAPITALS**, AND RETURNED BY  
CLOSE OF NOMINATIONS AT **4 P.M. ON FRIDAY 11 FEBRUARY 2011**. PLEASE READ THE  
ELECTION REGULATIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Position: \_\_\_\_\_

### Details of candidate

First name(s) (in full): \_\_\_\_\_

Preferred first name\* (optional): \_\_\_\_\_

\*If entered, this name will be used on the ballot papers.

Surname: \_\_\_\_\_

College: \_\_\_\_\_ Matriculation No.: \_\_\_\_\_

Undergraduate/Postgraduate (delete as appropriate)

Address (Term): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Address (Home): \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	MATRICULATION NO.	COLLEGE (BLOCK CAPITALS)	UG/PG	SIGNATURE
SPONSOR 1						
SPONSOR 2						
SPONSOR 3						
SPONSOR 4						
SPONSOR 5						
SPONSOR 6						
SPONSOR 7						
SPONSOR 8						
SPONSOR 9						
SPONSOR 10						
SPONSOR 11						
SPONSOR 12						
SPONSOR 13						
SPONSOR 14						
SPONSOR 15						
SPONSOR 16						
SPONSOR 17						

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	MATRICULATION NO.	COLLEGE (BLOCK CAPITALS)	UG/PG	SIGNATURE
SPONSOR 18						
SPONSOR 19						
SPONSOR 20						
SPONSOR 21						
SPONSOR 22						
SPONSOR 23						
SPONSOR 24						
SPONSOR 25						
SPONSOR 26						
SPONSOR 27						
SPONSOR 28						
SPONSOR 29						
SPONSOR 30						

**You may use the spare boxes below to be sure you have enough valid signatures.**

SPONSOR 31 (OPTIONAL)						
SPONSOR 32 (OPTIONAL)						
SPONSOR 33 (OPTIONAL)						

Name of Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

We, the undersigned, nominate the above named student for the aforementioned position. We each individually agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information we have each given is true, in order to confirm the validity of this nomination.

	FIRST NAME(S) (in full) (BLOCK CAPITALS)	SURNAME (BLOCK CAPITALS)	MATRICULATION NO.	COLLEGE (BLOCK CAPITALS)	UG/PG	SIGNATURE
SPONSOR 34 (OPTIONAL)						
SPONSOR 35 (OPTIONAL)						

<p><b>This section must be completed in the presence of the Returning Officer or his/her Deputy.</b></p> <p>I, _____ (full name), hereby accept my nomination and confirm that I have read the Constitution of the Council and agree to abide by the rules governing the election. If I am elected, I promise to carry out the duties of the office in accordance with the Constitution. I agree to allow Glasgow University Students' Representative Council to make all necessary enquiries to check that the personal information provided about me is true, in order to confirm the validity of my nomination.</p> <p>Signed: _____ Date: _____</p>	<p><b><u>FOR OFFICIAL USE ONLY</u></b></p> <p>Rec.                      Date</p> <p>Valid                      Date</p>
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# CHECKLIST

## **Nomination Form, SRC Spring Elections 2011**

### ***Please check you have:***

- Filled out all sections of the nomination form;
- Checked that your sponsors are all matriculated students of the University of Glasgow;
- Attached two passport photographs of yourself (with name on the back) or submitted an electronic photo to the email address below;
- Written and attached a manifesto (not more than 300 words in the Sabbatical Constituency and not more than 150 words in other Constituencies). You should also submit an electronic copy of your manifesto to the email address below;
- Read the job description;
- Read the election rules and regulations.

**If you have any questions, please do not hesitate to contact the Acting PA to the Permanent Secretary - [i.macdonald@src.gla.ac.uk](mailto:i.macdonald@src.gla.ac.uk)**

**[www.glasgowstudent.net/about/elections](http://www.glasgowstudent.net/about/elections)**