

**Standing** in the MUSU elections...



**Nomination**

**Pack**

**MARCH 2006**



Middlesex University Students' Union

# MUSU NOMINATIONS PACK

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For opportunity profile information on **Student Governor** Please contact Pat Aylott via the details on the nomination form.

## **Dear Potential Candidate,**

Thank you for showing interest in how your Union is run. As a democratic organisation, MUSU is here to represent the interests of all students and support them throughout their studies. In order for MUSU to fully represent students, it is vital students get involved as representatives or by participating in elections and voting!

The March 2006 elections represent the single biggest opportunity for students to get involved in the union at an elected level. Nominations are open for ALL directly elected positions the union holds. You can choose to get involved at a Non-Sabbatical level by standing for Campus Committee, Campus Chair, Student Government or the position of Student Governor. In addition there are 13 positions available as delegates to NUS conference, which takes place at the end of March. All these positions are suitable for students wishing to take their first step towards involvement in their union.

In addition to the above positions, there are 6 sabbatical positions available at the March 2006 Election. These are full time officers of the union, and will require you to take a year off from your studies. Although generally considered more suitable for students who have already been involved at a voluntary level, there is nothing to stop anyone with the time, commitment and enthusiasm standing for one of these positions!

You can find details of all these posts in this nomination pack. If you have any questions about the opportunity profiles do not hesitate to get in touch with the **Elections Administrator, Pat Aylott** (Contact details below).

### **Why Get Involved?**

It's simple, getting involved means helping yourself and your fellow students and taking an interest in the running of your union and university. All the positions available provide lots of valuable experience that can help build your CV. If elected, all reps will receive training in their areas of responsibility, check out the individual opportunity profiles for more information.

## **What Next?**

If you have decided to get involved, and stand for election, then you will need to complete a nomination form contained at the end of this pack. Please read all instructions carefully and return the form to the elections office at **Enfield** as directed on the **Nomination Form**.

Please allow plenty of time to get your form in and also take a receipt from the staff member upon submitting your form. You **must** attend one of the **Candidates' Meetings**, as outlined in the '**Official Notice of Elections**' section. This is where you will be briefed on election regulations by the elections committee and be given a paper allowance for your publicity. Failure to attend this meeting can result in being disqualified from the elections.

## **Candidate Checklist**

1. To stand for elections, you and your supporting students must be a fully enrolled student and have no current outstanding debt with the university.  
(Nominations would be rejected if you are not fully enrolled).
2. Choose the Position you wish to stand for and complete all three sections of the nomination form.  
(Ensure all 5 supporting students write clearly and are fully enrolled).
3. Write your manifesto for your publicity.  
(No more than 300 words in length and can include a slogan and image, must be submitted with Nomination Form)
4. Hand your nomination form and manifesto to one of the recognised staff members stated on Nomination Form (Candidates are responsible for the safe arrival of their Nomination Form and Manifesto, get a receipt).

Following checks, you will be sent a letter confirming whether your nomination has been accepted.

## MUSU Official Notice of Elections 2006

What's happening?	Where?	When?
Nominations Open	N/A	Wednesday 22 <sup>nd</sup> February 12pm
Nominations Close	N/A	Wednesday 1 <sup>st</sup> March 12pm
Candidates Meetings	Hendon (Venue TBC) Trent Park (Venue TBC) Enfield (Venue TBC)	Thursday 2 <sup>nd</sup> March 10.30am 2.30pm 5.30pm
Campaigning Starts		Friday 3 <sup>rd</sup> March 9am
Hustings	Hendon (Venue TBC) Trent Park (Venue TBC) Enfield (Venue TBC)	Tuesday 7 <sup>th</sup> March Wednesday 8 <sup>th</sup> March Thursday 9 <sup>th</sup> March
Polling	All Sites	Tuesday 14 <sup>th</sup> March Wednesday 15 <sup>th</sup> March Thursday 16 <sup>th</sup> March
Count	Trent Park	Friday 17 <sup>th</sup> March

### Vacancies:

<b>Cross-Campus Vacancies (Sabbatical)</b>
MUSU President
VP Academic
VP Welfare and International Students
VP Student Services
VP Student Publications
VP Student Activities
<b>Cross-Campus Vacancies (Non-Sabbatical)</b>
Student Governor
NUS Conference delegates (12 positions)

Campus Based Non-Sabbatical Positions Vacant.

Campus	Campus Committee	Campus Chairs	Student Government
HENDON	8	1	5
TRENT PARK	8	1	5
CAT HILL	8	1	5
ENFIELD	8	1	5
ARCHWAY	8	1	5
<b>TOTAL VACANCIES</b>	<b>40</b>	<b>5</b>	<b>25</b>

# CANDIDATES' GUIDE TO THE ELECTIONS

## CAMPAIGNING

### Promoting Yourself

During the campaign period – which begins as soon as nominations have been accepted – you are responsible for promoting yourself to as many of the electorate as possible. For positions that are University wide (not campus specific) remember that you need to promote yourself at all sites.

### Ways to do this:

#### Word of mouth

- Word of mouth could be your strongest method of promotion – tell everyone you can, that there is an election and that you are standing; their vote could be your winner.

#### Badges

- You will be issued with a badge at your candidates meeting which you are **required** to wear when you are campaigning and must be visible on voting days.

#### Manifesto

- A booklet of manifestos is produced and distributed by the Union. This 'Manifesto Booklet' contains everybody's manifesto. You must submit this with your nomination form. Guidance on how to create a manifesto is contained in this nomination pack.

#### Students' Union Newspaper

- Space in the Students' Union Newspaper shall be allocated to the elections/candidates. Every candidate is entitled to exactly the same publicity, but should make it your own responsibility to ensure you take advantage of it. The deadline, for inclusion, will be set by the Editor and announced at the Candidates' Meeting.

#### Paper Allowance

Candidates for Sabbatical and Campus positions are entitled to a paper allowance as follows:

<b>Sabbaticals/Cross-campus</b>	<b>100 A3 sheets (single sided)</b> <b>100 A4 sheets (single sided)</b>
<b>Campus</b>	<b>20 A3 sheets (single sided)</b> <b>20 A4 sheets (single sided)</b>

- Candidates can use this paper, but no other paper for posters and flyers.
- Cross campus candidates have an allowance of £10 budget to be used towards promotional material.
- Candidates may use up to 2 old T-shirts or a bed sheet banner to use as promotional materials.

- Where paper is used for publicity purposes, watermarked paper given out at the candidates meetings must be used.
- The Students' Union photocopiers can be used to help re-produce your materials during office hours.
- No help can be given in your designs or strategy and it is up to you to demonstrate initiative.
- All publicity must be within the law. The onus is on the candidate to ensure publicity complies with these regulations.
- Candidates may enlist the help of their friends and supporters in order to cover more ground.

**UNDER NO CIRCUMSTANCES MUST STUDENTS OFFER INDUCEMENTS FOR VOTES.**

**VOTING**

- Polling lasts for 3 days across campuses.

**Candidates and their canvassers cannot:**

- a) enter the polling booth (except to vote)**
- b) canvass within 3 metres of it**
- c) speak to voters whilst they are within 3 metres of the booth**

- Candidates **can** enter the polling booth to cast their own vote!
- The order of names on the ballot paper are random, in order to prevent any kind of unfair advantage.
- The count will take place in the Union at Trent Park on the Friday following the vote and you or your election agents may nominate counting scrutinisers on your nomination form.
- As soon as the results are known they will be published by the Returning Officer.

**CANDIDATES SHOULD NEVER:**

- Attempt to influence voters through intimidation, force, bribery or any other 'negative' behaviour.
- Lie about the opposition – all allegations must be backed up with evidence.
- Damage or remove any election materials.
- Pay your helpers.
- Enter, or communicate with people in the polling booth.

## **IMPROPER PRACTICES MAY RESULT IN DISQUALIFICATION.**

### **CANDIDATES ARE RESPONSIBLE FOR THE CONDUCT OF THEIR HELPERS AND AGENTS.**

#### **PROBLEMS**

In the interests of fair play and to avoid any conflict, the Returning Officer is independent of the Union. The Returning Officer will consider any breaches of the regulations in consultation with the Elections Committee. Rulings by the Returning Officer are final.

Complaints should be addressed to the Returning Officer through the Elections Office at Enfield.

Candidates ruled as ineligible to stand by the University may appeal to the (University) Clerk to the Board of Governors.

#### **SOME ADVICE:**

- Campaigning is getting out there and talking to your colleagues or your mates in the bar right from the start. Talking to people is essential if you really want to win.
- Poster blindness really does exist, so keep them simple.
- You should advise students to vote for candidates in order of preference using 1, 2, 3, etc. on their ballot papers. This would enable the Single Transferable Voting system to be used to its fullest extent. An X or a tick, on their own, will normally be counted as a first preference. A mixture of the two will constitute a 'spoilt' paper.

The Candidates Meeting is the forum where clarification of Election Regulations can be made.

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These guidelines are drawn from:

#### **STANDING ORDERS, PART 1: ELECTION REGULATIONS**

This is a section of the MUSU Constitution. This is available at <http://www.musu.mdx.ac.uk/const/Const.doc>

## Manifesto Guidance

Your manifesto is your chance to convince voters to vote for you. Like any kind of marketing there is no right or wrong way of going about it- although there are some tips which might help you in the first instance!

We have included an example of what we consider to be a good manifesto, and an example which we consider to be bad. This doesn't mean that you need to copy the good one to get elected, but as I hope to explain- if you include certain information you are much more likely to get someone's vote!

Advantages of the good one over the bad one...

- A.N.Other's Name is clear and at the top of the manifesto... Remember, even if people like your aims and experience, if people don't know your name when they get to the polling station they won't vote for you!
- There is a big photo of the candidate.. Which is memorable! People like to see who they are voting for so it's probably a good idea to include some sort of photo (maybe not like this one though)
- The candidate's aims are consistent with the role, and realistic.
- A.N. Other has talked about relevant experience, to give voters an idea of why they might be suited to the job!

General Guidance and help:

- In order to get manifestos distributed widely it will probably be photocopied. You need to check that your manifesto comes out well when photocopied. A good tip is to ensure that any pictures or graphics are high contrast, meaning a big difference between the dark bits and the light bits!
- We understand that not everyone has access to top quality graphics equipment to make their manifesto. The equipment available at University Learning Recourses should be adequate to create any manifesto but if you do run into technical difficulties please e-mail Pat on [P.Aylott@mdx.ac.uk](mailto:P.Aylott@mdx.ac.uk) to arrange some help
- Manifestos must be submitted as either PDFs or JPG files via e-mail. If you have done your manifesto by hand without the use of a computer you will have to scan it in Learning Resources and send it as a JPG. This is so we can send it to professional printers if appropriate. If you have any difficulties with this please get in touch with Pat.
- Manifestos must be submitted WITH YOUR NOMINATION FORM.

The **First Manifesto** is an example of a **Good Manifesto (page 9)**.

The **Second Manifesto** after is an example of a **Bad Manifesto (Page 10)**



# **Vote A.N. Other for (insert Campus Name Here) Campus Chair**

## **Aims:**

If elected I will ensure that Campus Meetings and Campus Committee meetings are held regularly;

I will make sure that all meetings are adequately publicised so that all students are able to attend;

I will attend all Executive Committee Meetings ensure that the needs and requests of (insert campus name here) students are heard;

I want to ensure that reasonable needs are met by both the University and the the Union on my campus;

I will deal effectively and sympathetically will all issues brought forward by students on my campus;

----- **I WILL REPRESENT YOU!** -----

## **Experience:**

I have been involved with the Union via Societies since my first year (I am now in my third and final year) and I have a broad understanding of the Union and its democratic function.

I have also organised events for my society (A.N. OTHERS Society) and sat on Societies' Council for the past year.

Being in my third year I have seen and experienced many of the problems on my base campus that students face and I can empathise with those of you who now face those same problems.

**SO VOTE A.N. OTHER FOR (insert Campus name here)  
CAMPUS CHAIR**

----- **I WILL REPRESENT YOU!** -----

# A.N. Other

## Campus Chair

### Aims:

I want to make all food and drink free for students.

I want BIG events with TOP acts like Kylie Minogue.

I want bar prices slashed to 50p per pint.

### Experience:

I am a student here.

I know Kylie Minoghue

I have got cheap booze before.

VOTE A.N. OTHER

## Opportunity Profile: Vice President Academic

**Preamble:** This profile is a brief outline of the opportunity, which may be used to give an indication of the likely areas of responsibility for the officer. The profile should not be seen as a prescriptive description of all the duties and responsibilities of the office holder.

### Responsibilities:

- Overall strategic responsibility for the Union's work in the area of academic policy.
- Day to day responsibilities include giving students academic advice in areas such as academic appeals and other programme related problems.
- The academic officer is also expected to attend a large number of University committees including Academic Board, Academic Standards and Quality committee, and Assessment Regulations committee.
- The officer has responsibility for directing work with the student representatives that attend Boards of Studies.
- Liaison with student representatives on a regular basis is needed to ensure that information that students have gathered at the programme level is directed by the academic officer to the appropriate university and union committees that they attend. Attendance at student rep training events is also desirable.
- The officer will also be expected to make a significant contribution to any academic campaigns and library funding campaigns.

### Campus Responsibilities

- To address the complaints of students with regard to campus-based problems, or, to give an appropriate referral.
- To attend their own campus committee meetings, or, arrange for another sabbatical officer to attend.
- To give basic advice to students with regard to problems regarding University or programme provision, or to make an appropriate referral if further advice is needed.
- To ensure that there is appropriate student representation on all University campus-based committees.
- To meet with the relevant campus committee chairs on a regular basis and to ensure that all relevant information concerning developments within either the University or MUSU is passed on to the campus committee.
- An open surgery must be held for at least two hours every week.
- Three days per week must be spent on the base campus and attendance should be recorded by the campus administrator.
- The Vice President (Academic) will be based at Hendon and represent the students on that campus.

**Experience:** No previous experience is needed – although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

**Time Commitment:** The sabbatical 'Agreement of Office' contract indicates that the weekly hours required for the office holder should be no less than 35 hours, but flexibility will be required. Attendance at some evening meetings and occasional weekends may also be required.

**Support and Training:** Support will be offered by the Union's staff, especially: Democratic Support worker, HR Co-ordinator and Campus Administrator. Additional support can be gained from NUS and its regional officer along with other external organisations.

You must undertake training in order to take up this office. Training offers the opportunity to develop a variety of skills and knowledge areas, and will be available from MUSU, NUS and a variety of other voluntary and statutory organisations. Additional training will be delivered through the 'sabbatical handover'. Training will offer the facility to develop skills relevant to the job and network with your fellow MUSU Sabbaticals and other union officers undertaking a similar role. Knowledge based training will cover areas that have been identified as priority areas for the post holder.

In previous years knowledge based training has included academic appeals procedures, the student representative system, the role and function of university committees and current higher education issues.

**Rewards:** The post offers the opportunity to gain experience in a wide range of areas such as advice giving, project management, policy development and implementation. There will be the opportunity to develop a wide range of transferable skills including; time management, negotiation, meeting, public speaking. Remuneration of £14,932 pa inc OLW is awarded to the office holder, Pro-rated on a monthly basis.

## Opportunity Profile: Vice President Welfare & International Students

**Preamble:** This profile is a brief outline of the opportunity, which may be used to give an indication of the likely areas of responsibility for the officer. The profile should not be seen as a prescriptive description of all the duties and responsibilities of the office holder.

### Responsibilities:

- Key responsibility for overseeing the Union's work on student welfare issues.
- Organise welfare campaigns as appropriate in consultation with the President.
- Act as MUSU cheque signatory.
- Give advice to students on welfare issues, or, make appropriate referrals.
- Ensure that there is adequate student representation on the following university committees: access fund, equal opportunities, accommodation, and any other welfare related committees.
- Ensure that student societies with an interest in welfare issues are kept informed of the work of MUSU in this area.
- Work to ensure issues affecting International students are effectively addressed across the university and within MUSU.
- Contribute to the strategic development of the Rights and Advice unit and liaise closely with Rights and Advice staff.
- Attend and report to MUSU Committees where relevant eg. Executive Committee, Student Government, Disciplinary Committee, Services Committee, Staffing Committee.

### Campus Responsibilities

- The Vice President (Welfare) is based at Enfield Campus.
- To address the complaints of students with regard to campus-based problems, or, to give an appropriate referral.
- To give basic advice to students with regard to problems regarding university or programme provision, or to make appropriate referrals if further advice is needed.
- To ensure that there is appropriate student representation on all university campus-based committees.
- To meet with the relevant Campus Chair on a regular basis and to ensure that all relevant information concerning developments within either the university or MUSU is passed on to the campus committee.
- Attend campus committee meetings.

**Experience:** No previous experience is needed – although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

**Time Commitment:** The sabbatical 'Agreement of Office' contract indicates that the weekly hours required for the office holder should be no less than 35 hours, but flexibility will be required. Attendance at some evening meetings and occasional weekends may also be required.

**Support and Training:** Support will be offered by the Union's staff, especially: Welfare Support worker, HR Co-ordinator and Campus Administrator. Additional support can be gained from NUS and its regional officer along with other external organisations.

You must undertake training in order to take up office. Training offers the opportunity to develop a variety of skills and knowledge areas and will be available from MUSU, NUS and a variety of other voluntary and statutory organisations. Additional training will be delivered through the 'sabbatical handover'. Training will offer the facility to develop skills relevant to the job and network with your fellow MUSU Sabbaticals and other union officers undertaking a similar role. Knowledge based training will cover areas that have been identified as priority areas for the post holder.

In previous years knowledge based training has included grants and awards, benefits, housing rights, drug use, HIV issues and childcare.

**Rewards:** The post offers the opportunity to gain experience in a wide range of areas such as advice giving; project management and policy development and implementation. There will be the opportunity to develop a wide range of transferable skills including time management, negotiation, meeting skills and public speaking. Remuneration of £14,932 pa inc OLW is awarded to the office holder, Pro-rated on a monthly basis.

## Opportunity Profile: Vice President Student Publications

**Preamble:** This profile is a brief outline of the opportunity, which may be used to give an indication of the likely areas of responsibility for the officer. The profile should not be seen as a prescriptive description of all the duties and responsibilities of the office holder.

### Responsibilities:

- Chief editorial responsibility for production and content of all Union publications.
- Oversee the bi-weekly production of the student magazine, "MUD".
- Oversee the production of MUSU promotional materials in advance of the start of the academic year.
- Ensure that sponsorship and advertising monies are sought to support the financing of the student newspaper or magazine.
- Ensure that Executive Committee decisions are communicated to the membership.
- In consultation with the President, ensure that issues of importance to the student body are widely circulated amongst the membership to engender discussion and debate.
- Attending and where appropriate reporting to various committees; Executive Committee and Student Government.

### Campus Responsibilities

- The Vice President (Communications) is based at Cat Hill campus.
- To address the complaints of students with regard to campus-based problems, or, to give an appropriate referral.
- To give basic advice to students with regard to problems regarding university or programme provision, or to make an appropriate referral if further advice is needed.
- To ensure that there is appropriate student representation on all university campus-based committees.
- To meet with the relevant Campus Chair on a regular basis and to ensure that all relevant information concerning developments within either the university or MUSU is passed on to the campus committee. To attend Campus Committee meetings.

**Experience:** No previous experience is needed – although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

**Time Commitment:** The sabbatical 'Agreement of Office' contract indicates that the weekly hours required for the office holder should be no less than 35 hours, but flexibility will be required. Attendance at some evening meetings and occasional weekends may also be required.

**Support and Training:** Support will be offered by the Union's staff, especially: MUD editorial assistant, Marketing and Communications Co-ordinator, HR Co-ordinator and Campus Administrator. Additional support can be gained from NUS and its regional officer along with other external organisations.

You must undertake training in order to take up office. Training offers the opportunity to develop a variety of skills and knowledge areas and will be available from MUSU, NUS and a variety of other voluntary and statutory organisations. Additional training will be delivered through the 'sabbatical handover'. Training will offer the facility to develop skills relevant to the job and network with your fellow MUSU Sabbaticals and other union officers undertaking a similar role. Knowledge based training will cover areas that have been identified as priority areas for the post holder.

In previous years knowledge based training has included desktop publishing, Quark Xpress and NUS Student Media training.

**Rewards:** The post offers the opportunity to gain experience in a wide range of areas such as project management, design skills and the publishing industry. There will be the opportunity to develop a wide range of transferable skills including; time management, negotiation, meeting, public speaking. Remuneration of £14,932 pa inc OLW is awarded to the office holder, Pro-rated on a monthly basis.

**Please note: This is a slight change to the responsibilities of VP Communications. This Opportunity profile is subject to MUSU executive approval.**

## Opportunity Profile: Vice President Student Services

**Preamble:** This profile is a brief outline of the opportunity, which may be used to give an indication of the likely areas of responsibility for the officer. The profile should not be seen as a prescriptive description of all the duties and responsibilities of the office holder.

### Responsibilities:

- Attend University Meetings as required.
- To play a crucial role in the development of new 'Membership Services' offered by MUSU by identifying new student services that can be delivered and ways in which existing services could be improved.
- Engage in 'Quality Assurance' initiatives, such as surveys, committees, and focus groups to ensure that MUSU services in all areas meet the highest standards and actively involve students.
- To be the sabbatical officer with responsibility for non-academic quality assurance issues within the university. Engaging in regular meetings with key services providers.
- To be the sabbatical officer with responsibility for the SU Online Radio Initiative
- To be the sabbatical officer with responsibility for the MUSU 'Jobshop' and to play a proactive role in it's development.
- To be the key spokes person for MUSU on environmental and ethical issues and to ensure they are always fully considered in the operational and purchasing decision made by MUSU and Middlesex University.

### Campus Responsibilities

- To address the complaints of students with regard to campus-based problems, or, to give an appropriate referral.
- To attend their own campus committee meetings, or, arrange for another sabbatical officer to attend.
- To give basic advice to students with regard to problems regarding University services, or to make an appropriate referral if further advice is needed.
- To ensure that there is appropriate student representation on all University campus-based committees.
- To meet with the relevant campus committee chairs on a regular basis and to ensure that all relevant information concerning developments within either the University or MUSU is passed on to the campus committee.
- At least three days per week must be spent on the base campus and attendance should be recorded by the campus administrator.
- The Vice President Student Services will be based at Trent Park and represent the students on that campus.

**Experience:** No previous experience is needed – although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

**Time Commitment:** The sabbatical 'Agreement of Office' contract indicates that the weekly hours required for the office holder should be no less than 35 hours, but flexibility will be required. Attendance at some evening meetings and occasional weekends may also be required.

**Support and Training:** Support will be offered by the Union's staff, especially: Democratic Support worker, Activities Development co-ordinator, HR Co-ordinator and Campus Administrator. Additional support can be gained from NUS and its regional officer along with other external organisations.

You must undertake training in order to take up office. Training offers the opportunity to develop a variety of skills and knowledge areas and will be available from MUSU, NUS and a variety of other voluntary and statutory organisations. Additional training will be delivered through the 'sabbatical handover'. Training will offer the facility to develop skills relevant to the job and network with your fellow MUSU Sabbaticals and other union officers undertaking a similar role. Knowledge based training will cover areas that have been identified as priority areas for the post holder.

**Rewards:** The post offers the opportunity to gain experience in a wide range of areas such as project management, quality assurance, policy development and implementation. There will be the opportunity to develop a wide range of transferable skills including; time management, negotiation, meeting, public speaking. Remuneration of £14,932 pa inc OLW is awarded to the office holder, Pro-rated on a monthly basis.

**Please note: This is a new officer, replacing VP Finance and services. This Opportunity profile is subject to MUSU executive approval.**

## Opportunity Profile: Vice President Student Activities

**Preamble:** This profile is a brief outline of the opportunity, which may be used to give an indication of the likely areas of responsibility for the officer. The profile should not be seen as a prescriptive description of all the duties and responsibilities of the office holder.

### Responsibilities:

- To engage and work with ALL students groups to ensure wide participation at all MUSU activities
- To develop the range of activities on offer by MUSU, such as the 'Give it a go Programme' ensuring that activities match the needs of a diverse student population.
- To ensure Campus Committee members are trained on planning and running events and activities in conjunction with the MUSU Activities Development Co-ordinator.
- Work with societies and student groups to put on events & activities with MUSU members.
- To gather student feedback on entertainments provision across all campuses and represent their views at the relevant forums.
- Liaise with the Entertainments provider at Middlesex University when planning any events that may require their assistance.
- Actively find and encourage students to perform as part of Middlesex University's Entertainment provision.
- To ensure all MUSU events are well advertised in conjunction with VP (Student Publications) and VP (Student Services)
- To Chair Entertainments forums on Campuses, at least once every 2 weeks.
- Ensure the running and promotion of societies across all campuses.
- To help administer the societies budget in conjunction with the Activities Development Co-ordinator
- To prioritise supporting societies at the beginning of the year.
- To work with and support MUSU Staff members in organising Freshers Fayre/ Induction week

### Campus Responsibilities

- To address the complaints of students with regard to campus-based problems, or, to give an appropriate referral.
- To attend their own campus committee meetings, or, arrange for another sabbatical officer to attend.
- To give basic advice to students with regard to problems regarding University or programme provision, or to make an appropriate referral if further advice is needed.
- To ensure that there is appropriate student representation on all University campus-based committees.
- To meet with the relevant campus committee chairs on a regular basis and to ensure that all relevant information concerning developments within either the University or MUSU is passed on to the campus committee.
- At least three days per week must be spent on the base campus and attendance should be recorded by the campus administrator.
- The Vice President Student Activities will be based at Enfield and represent the students on that campus.

**Experience:** No previous experience is needed – although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

**Time Commitment:** The sabbatical 'Agreement of Office' contract indicates that the weekly hours required for the office holder should be no less than 35 hours, but flexibility will be required. Attendance at some evening meetings and occasional weekends may also be required.

**Support and Training:** Support will be offered by the Union's staff, especially Activities Development Co-ordinator, HR Co-ordinator and Campus Administrator. Additional support can be gained from NUS and its regional officer along with other external organisations.

You must undertake training in order to take up office. Training offers the opportunity to develop a variety of skills and knowledge areas and will be available from MUSU, NUS and a variety of other voluntary and statutory organisations. Additional training will be delivered through the 'sabbatical handover'. Training will offer the facility to develop skills relevant to the job and network with your fellow MUSU Sabbaticals and other union officers undertaking a similar role. Knowledge based training will cover areas that have been identified as priority areas for the post holder.

**Rewards:** The post offers the opportunity to gain experience in a wide range of areas such as Student Activities, project management, policy development and implementation and events management. There will be the opportunity to develop a wide range of transferable skills including; time management, negotiation, meeting, public speaking. Remuneration of £14,932 pa inc OLV is awarded to the office holder, Pro-rated on a monthly basis.

**Please note: This is a new officer, replacing VP Entertainment and Societies. This Opportunity profile is subject to MUSU executive approval.**

## Opportunity Profile: President

**Preamble:** This profile is a brief outline of the opportunity, which may be used to give an indication of the likely areas of responsibility for the officer. The profile should not be seen as a prescriptive description of all the duties and responsibilities of the office holder.

### Responsibilities:

- Ultimately responsible for both internal and external liaison and representation between the MUSU and other bodies, including Middlesex University.
- Attend University Meetings as required. This includes Board of Governors and regular meetings with the University Directorate.
- Keep in review MUSU's strategic development plans.
- Be responsible for the discipline and conduct of fellow sabbatical officers.
- Lead MUSU's delegation to NUS Conference.
- Ensure that the MUSU Constitution is upheld at all times.
- Take a lead role in ensuring that the Union's democratic structures are upheld and active, and that regular reviews are made of their use and function.
- Set budget allocation for all areas in conjunction with the Union Finance Manager.
- These allocations should be proposed to the Executive Committee for ratification.
- Take a lead role in organising and delivering campaigns within the Students' Union and in consultation with the Vice President (Communications) ensure that effective publicity accompanies all campaigns.
- Ensure that officers are made aware of the financial position of the Union, and that the Finance Committee and the Union's trustees meet on a regular basis.
- Co-ordinate the work of the Union's Campus Committees and ensure that appropriate support is given to their officers.
- Undertake responsibility for designated campus as listed below.

### Campus Responsibilities

- To address the complaints of students with regard to campus-based problems, or, to give an appropriate referral.
- To attend their own campus committee meetings, or, arrange for another sabbatical officer to attend.
- To give basic advice to students with regard to problems regarding University or programme provision, or to make an appropriate referral if further advice is needed.
- To ensure that there is appropriate student representation on all University campus-based committees.
- To meet with the relevant campus committee chairs on a regular basis and to ensure that all relevant information concerning developments within either the University or MUSU is passed on to the campus committee.
- An open surgery must be held for at least two hours every week.
- Three days per week must be spent on the base campus and attendance should be recorded by the campus administrator.
- The President will be based at Trent Park on an equal basis and will represent the students on that campus.

**Experience:** No previous experience is needed – although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

**Time Commitment:** The sabbatical 'Agreement of Office' contract indicates that the weekly hours required for the office holder should be no less than 35 hours, but flexibility will be required. Attendance at some evening meetings and occasional weekends may also be required.

**Support and Training:** Support will be offered by the Union's staff, especially: **Permanent Union Secretary**, HR Co-ordinator and Campus Administrator. Additional support can be gained from NUS and its regional officer along with other external organisations.

You must undertake training in order to take up office. Training offers the opportunity to develop a variety of skills and knowledge areas and will be available from MUSU, NUS and a variety of other voluntary and statutory organisations. Additional training will be delivered through the 'sabbatical handover'. Training will offer the facility to develop skills relevant to the job and network with your fellow MUSU Sabbaticals and other union officers undertaking a similar role. Knowledge based training will cover areas that have been identified as priority areas for the post holder.

In previous years knowledge based training has included budgeting, campaigning skills, 'recruitment and selection' and HR procedures.

**Rewards:** The post offers the opportunity to gain experience in a wide range of areas such as **advice giving, project management, policy development and implementation**. There will be the opportunity to develop a wide range of transferable skills including; time management, negotiation, meeting, public speaking. Remuneration of £14,932 pa inc OLV is awarded to the office holder, Pro-rated on a monthly basis.

## Opportunity Profile: Campus Committee Officers

**Preamble:** This profile is a brief outline of the post which may be used to give an indication of the likely areas of responsibility for the post holder. The profile should not be seen as a prescriptive description of all the duties and responsibilities involved with the post.

### **Campus Committee:**

The Campus Chair plus eight Campus Committee Officers share responsibility for the following areas: entertainments, welfare, academic, societies, communications, women's issues, anti racism and the environment.

### **Responsibilities:**

#### **Campus Chair.**

- Member of the Executive Committee and relevant campus-based committees. Responsible for calling open Campus Meetings and Campus Committee meetings at least once every two weeks. The Campus Chair chairs these meetings and arranges for the distribution of publicity. The Campus Chair is expected to attend Executive Committee Meetings, which are held once two weeks, and Student Government held twice every semester.

#### **Campus Committee**

- Campus Committee can call open campus meetings.
- A major responsibility for all Campus officers is a point of contact between students and the Students' Union. Feeding back information from students to sabbatical officers and Students' Union staff is a key aspect of the role.
- The Campus Committee has responsibility for promoting the Union's campaign work at campus level.
- The Campus Committee has the right to carry out campus-based campaigns as long as they do not contravene Union policy or run in opposition to existing Union campaigns.

### **Experience**

- No previous experience is needed-although a willingness to attend training events and use the support services within the Union, the University and those that are available externally is essential.

### **Time Commitment:**

- This may vary throughout the year and much depends upon the demands of a Campus Committee member's academic course. It is suggested that a minimum of three-four hours should be contributed each week, however this may be higher during induction periods and for Campus Chairs. It is recommended that Campus Committees establish a rota publicising times of availability to students.

### **Support and Training:**

- Support will be offered by the Union's staff, especially: HR Co-ordinator, Student Activities & Development Co-ordinator, and the Campus Administrator. The Campus Administrator is your first line of contact and will be able to offer advice and information regarding your campus and the facilities that are available.
- Training offers the opportunity to develop a variety of skills and knowledge areas and will be available through NUS and Union staff. Training will offer the facility to develop skills which are largely based on interpersonal and organisational issues. Knowledge based training will cover issues which have been identified as priority areas for the post holder.

### **Rewards:**

- The post offers the opportunity to gain experience in a wide range of areas, such as: time management, public speaking, interpersonal, negotiation and meeting skills, of course, it could be very useful for your CV.

## Opportunity Profile: Student Government Member

**Preamble:** This profile is a brief outline of the post which may be used to give an indication of the likely areas of responsibility for the post holder. The profile should not be seen as a prescriptive description of all the duties and responsibilities involved with the post.

### **Student Government:**

Student Government is the premier debating chamber of the Students' Union and has principle responsibility for the formulation of policy. Government has 39 voting members made up of the Executive Committee, five elected reps from each campus, and two reps from Societies Council.

### **Elections:**

The only directly elected positions on Student Government are the following:

- 5 reps from each campus (HE, EN, CH, TP, AH)

### **Responsibilities:**

Attending meetings of Student Government of which 3 evening meetings are held each semester. Student Government considers reports, considers and passes the Union's audited accounts and debates policy. Members may stand for election onto the sub-committees of Government such as Disciplinary and Finance Committee. These elections take place at the first meeting in the Academic Year.

Members of Student Government have the responsibility for consulting the students in the body from which they were elected and putting forward their opinions and concerns in the form of motions to the meeting. Members also have the responsibility of feeding back the outcome of meetings to the student body.

### **Experience:**

No previous experience needed although a willingness to attend training events and use the support services within the Union is essential.

### **Time Commitment:**

A minimum of two evenings per semester although those elected onto sub-committees will need to commit more.

### **Support and Training:**

The Union's staff will offer support, especially: HR Co-ordinator and Student Activities and Development Co-ordinator. You will receive an induction at the first meeting of the Student Government and you will also have access to the Students' Union's skills training programme which covers interpersonal and organisational issues.

### **Rewards:**

The post offers the opportunity to gain experience in a range of areas such as meeting skills, public speaking, debating, and interpersonal skills. And don't forget – it can be a very useful addition to your CV!

## Opportunity Profile: NUS Conference Delegate

**Preamble:** This profile is a brief outline of the post which may be used to give an indication of the likely areas of responsibility for the post holder. The profile should not be seen as a prescriptive description of the duties and responsibilities involved with the post.

### **Responsibilities:**

Delegates to NUS Conference have the responsibility of representing the students of Middlesex University Students' Union at the Annual Conference of the National Union of Students which takes place every spring. About 1500 people attend and MUSU sends 12 delegates. MUSU delegates must vote in line with MUSU policy on issues where policy has been passed. Annual Conference determines the policy for NUS, sets the campaigning agenda for the following year and elects the National Executive and approves the budget.

### **Time Commitment:**

The conference usually takes place over three days in Blackpool Accommodation, travel and conference expenses are paid for and meals are provided. This year's conference will take place on 28<sup>th</sup> – 30<sup>th</sup> March 2006.

### **Experience:**

No previous experience is needed although a willingness to attend pre conference training if offered is required.

### **Support and Training:**

Support will be offered by the Students' Union President, who will act as delegation leader.

### **Rewards:**

The post offers the opportunity to gain experience in a range of areas such as meeting skills, public speaking, debating, and interpersonal skills. And don't forget – it can be a very useful addition to your CV!

**SECTION 1**

**NOMINATION FORM MUSU ELECTIONS 2006**

PLEASE STATE WHICH POSITION YOU ARE STANDING FOR:

\_\_\_\_\_

**To be completed by the candidate in block capitals:**

CANDIDATE'S NAME: \_\_\_\_\_

BASE CAMPUS/SCHOOL \_\_\_\_\_

COURSE & YEAR \_\_\_\_\_

TERM TIME ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

\_\_\_\_\_

TEL NO: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

E MAIL ADDRESS \_\_\_\_\_

DESCRIPTION/SLOGAN

\_\_\_\_\_

(No more than 6 words please note there are no longer "SLATES" ie. Each candidate must have an independent and individual slogan)

CANDIDATE'S SIGNATURE \_\_\_\_\_

CANDIDATE'S ADMISSION CARD NUMBER \_\_\_\_\_

THE CANDIDATE MAY SUBMIT A MANIFESTO OF NO MORE THAN 300 WORDS FOR PUBLICATION BY ELECTIONS COMMITTEE. YOUR MANIFESTO MUST BE SUBMITTED WITH YOUR NOMINATION FORM. SEE GUIDANCE IN YOUR NOMINATION PACK.

THIS NOMINATION FORM WILL ONLY BE VALID WHEN SUPPORTED BY 5 ENROLLED STUDENTS PLEASE COMPLETE THE REVERSE THE REVERSE WITH DETAILS.

**SECTION 2**

TO BE COMPLETED BY 5 ENROLLED STUDENTS WHO ARE SUPPORTING THE NOMINATION  
OF: \_\_\_\_\_

FOR THE POSITION OF:  
\_\_\_\_\_

**Please Use Block Capitals**

1. NAME \_\_\_\_\_ ID CARD NO: \_\_\_\_\_  
COURSE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_
2. NAME \_\_\_\_\_ ID CARD NO: \_\_\_\_\_  
COURSE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_
3. NAME \_\_\_\_\_ ID CARD NO: \_\_\_\_\_  
COURSE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_
4. NAME \_\_\_\_\_ ID CARD NO: \_\_\_\_\_  
COURSE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_
5. NAME \_\_\_\_\_ ID CARD NO: \_\_\_\_\_  
COURSE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**SECTION 3** (You do not have to complete information regarding an election agent. This is optional).

NAME OF CANDIDATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

APPOINTMENT OF ELECTION AGENT: \_\_\_\_\_

NAME: \_\_\_\_\_

COURSE AND YEAR: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

IF SENDING BY POST PLEASE SEND COMPLETED FORMS TO:

PAT AYLOTT  
SU OFFICE  
QUEENSWAY  
EN3 4SF  
LONDON N14 4YZ

**TEL NO: 0208 411 6480**  
**E-mail: [P.Aylott@mdx.ac.uk](mailto:P.Aylott@mdx.ac.uk)**

IF DELIVERING BY HAND:

THROUGHOUT THE NOMINATIONS PERIOD **PAT AYLOTT** IS AVAILABLE:  
9.30-4PM MONDAY-FRIDAY, **MUSU RECEPTION, ENFIELD**

**EXCEPT:**  
TUESDAY 28<sup>TH</sup> FEBRUARY WHEN PAT WILL BE AVAILABLE 11-3PM **MUSU RECEPTION HENDON**

CANDIDATES AT TRENT PARK MAY ALSO GIVE THEIR NOMINATION FORMS TO **JUDITH MOLULU** IN THE HR OFFICE DURING WORKING HOURS

PLEASE ENSURE THAT IF YOU ARE DELIVERING BY HAND THESE ARE THE ONLY PEOPLE YOU GIVE YOUR NOMINATION FORM TO. CANDIDATES ARE RESPONSIBLE FOR THE SAFE ARRIVAL OF THEIR OWN NOMINATION FORM.

ANY INCORRECT INFORMATION WILL INVALIDATE YOUR FORM.

NOMINATION FORMS MUST BE AT ENFIELD CAMPUS RECEPTION BY **WEDNESDAY 1<sup>ST</sup> MARCH 12pm**

PLEASE USE A SEALED ENVELOPE AND MARK 'CONFIDENTIAL'

