

# Candidates' Pack

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# Introduction

Each year members of Imperial College Union elect a team of students that lead the organisation. Students either take a year out of their studies to hold a Officer Trustee position or continue with their studies taking up a Part-time Officer position.

This year, we are electing most of these positions in one big election. The Leadership Elections 2016 include all Officer Trustee positions as well as important positions from your Constituent Unions, including the Presidents of the City & Guilds College Union (CGCU), Graduate Students' Union (GSU), Imperial College School of Medicine Students' Union (ICSMSU), Royal College of Science Union (RCSU) and Royal School of Mines Union (RSMU).

We are also electing two Student Trustees to be part of the Union's Board of Trustees, Union Council Chair, our team of Liberation Officers, Departmental Representatives, and a number of Club, Society & Project (CSP) committees.

We need you to run for one of the positions! It takes you, a member of Imperial College Union, to stand for election and, if successful, take up that role for the next academic year.

You can see a list of all the positions available in the Positions section of the website, and in this pack, including more information about what the roles entail and some thoughts from people currently in each role. The Leadership Elections 2016 are open to all students. There are a few exceptions: Constituent Union positions are only open to students of that particular Union, and



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Deputy Returning Officer  
elections@imperial.ac.uk

CSP elections are only open to the members of that group. Full-time positions require successful candidates to take a year out of their studies or at the end of their degree. Full-time positions are paid and we can help you find accommodation for the year. All candidates running for positions in The Leadership Elections 2016 are recommended to talk to their personal tutor before deciding to stand.

A version of this document is available online, alongside all other candidates' resources at:

**[imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections)**



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29 February 2016  
Always check online  
for the latest version!

# Timetable

## February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 February	2	3	4	5	6	7
		<b>Nominations open 00:01</b>				
8	9	10	11	12	13	14
	<b>Learn more about Student Trustees and Council Chair</b> Meeting Room 3, Union Building, 12:30-13:30		<b>Writing to Win</b> Meeting Room 3, Union Building, 12:30-13:30  <b>Learn more about Liberation Officers</b> Room G65, sir Alexander Fleming Building, 12:30-13:30  <b>Learn more about Full-Time Positions</b> Meeting Room 3, Union Building, 18:00-19:00			
15	16	17	18	19	20	21
	<b>Campaigning to Win</b> Meeting Room 3, Union Building, 12:30-13:30		<b>Campaigning to Win</b> Meeting Room 3, Union Building, 12:30-13:30  <b>Learn more about Full-Time Positions</b> Room G65, sir Alexander Fleming Building, 12:30-13:30			
22	23	24	25	26	27	28
<b>Learn more about Full-Time Positions</b> Meeting Rooms 1&2, Union Building, 12:30-13:30	<b>Writing to Win</b> Meeting Room 3, Union Building, 18:00-19:00	<b>Writing to Win</b> Meeting Room 3, Union Building, 12:30-13:30	<b>Campaigning to Win</b> Meeting Room 3, Union Building, 18:00-19:00			<b>Nominations close 23:59</b>

## March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	1	2	3	4	5	6
<p><b>Your Candidates Revealed: The nuts and bolts</b> Monday 29 February, Physics Lecture Theatre 1, 13:00 - 13:50</p> <p><b>Manifesto deadline 17:00</b></p>		<p><b>Meet the Candidates hustings online</b> (TBC)</p>		<p><b>Manifestos published in Felix</b></p> <p><b>Voting opens 12:00</b></p>		
7	8	9	10	11	12	13
				<p><b>Voting closes 12:00</b></p> <p><b>Results Party Metric from 20:00</b></p>		
14	15	16	17	18	19	20
21	22	23	24	25	26	27
		End of term				



Read more about the Union in our Annual and Impact Reports at

[imperialcollegeunion.org/impact](http://imperialcollegeunion.org/impact)



# Thinking of standing?

You might have a few queries or worries about taking part in our elections. Are you an International student and not sure if you can run because of your visa? Not sure if you can do it because you're a Postgraduate student? Worried you don't have enough experience? **Don't worry - it's no problem for you to stand in our election.**

## Some Election Myths Debunked

### 1 **"I'm not the right sort of person...I'm not political enough and I don't have the right experience."**

There is no such thing as the "right sort of person" to put themselves forward or vote in elections. There's no such thing as "lack of experience" either. Enthusiasm and passion are the main criteria to win an election or to be a successful Officer. Every member of the Union has the right to vote and every year different people with different views, ideas and experience win. It is up to students to decide who has the best suggestions and enthusiasm.

Experiences through Clubs, Societies or Projects, working at the Union or being an Academic Representative can provide a useful insight into how the Union and College function, but they are by no means essential. The Union provides training and support to help elected Officers achieve their goals and each Officer can really make their role their own.

In recent years some successful candidates have never been involved with Union committees of governance. Some have never held a position in a Club, Society or Project or been an Academic Representative within their department. The candidates that win elections run on good manifestos and campaign effectively.

### 2 **"I can't run for a Sabbatical position as an International Student because of my visa."**

If you are going to hold a post as an Officer, you can get an extension of your Tier 4 visa without having to return home. All you'll need to do is apply for an extension. The International Office is able to assist with these applications. (<http://www.imperial.ac.uk/study/international-students/visas-and-immigration/>).

For any of the part-time positions (Student Trustee, Constituent Union President or Executive Committee member), you won't need any visa extensions or changes to take up the role if elected.

### 3 **"I'm not in my final year, so my department might not allow me to take a year off."**

Imperial College Union has had Sabbaticals from every faculty in College, including Medicine. Every year we have elected officers who still have one or more years of study left to complete. In the 46 years that we have had Sabbatical Officers, departments have become experienced in supporting students who are taking years out.

If you want to have a chat with your department about their procedures, get in touch with your Senior Tutor – or ask us here in the Union and we'll check for you.



## 4 **“I’m not that popular – no one would vote for me.”**

There are no guarantees or certainties with elections. Knowing people that you can talk to and try to persuade to vote for you can help but there are thousands of votes cast in some elections - no one can know that many people!

There are a number of different things you can do to persuade people to vote for you (e.g. hand out flyers, speak in lectures and seminars, using social networking). These will all be detailed in Candidate Training before campaigning and voting begins.

Sometimes candidates end up helping each other out and it can be a great way to get to know other people who might be your future colleagues, so don't worry about not knowing a lot of people. As much as someone does need to win, it can be the taking part that makes the experience very beneficial and worthwhile.

## 5 **“I’m a Postgrad...it’s not for us.”**

Being a Postgraduate didn't stop Alex Savell, Deputy President (Finance & Services) last year or Nat Kempston, coming to the end of her Masters course, becoming Deputy President (Education) the year before. It didn't stop Stefan Nubert either, who was elected Deputy President (Finance & Services) in 2012 as he was completing his PhD in Civil Engineering.

When we say any student can run, we mean it - doctoral researchers and taught Masters students as well as Undergraduates. We have a long track record of postgraduate sabbaticals, and since Postgraduates are around 45% of the student body, why shouldn't they be 45% of the elected officers as well?

That said, it's a good idea to chat with your department's Postgraduate Tutor about running for election and how your funding could be rearranged. If you need support in this, ask the Union and we'll give you help and advice.

## 6 **“It won’t look good on my CV.”**

Running for and being in an elected position can provide you with great experience that will sit perfectly alongside your degree on your CV. Previous Sabbaticals have gone to work for BBC, top finance and consultancy firms, Higher Education Funding Council for England (HEFCE), and even started their own businesses after finishing their terms.

## 7 **“I’ll never be able to change anything, so there’s no point.”**

Our current Officer Trustees are in the midst of making changes at the Union and also the College. However big or small, these changes go towards improving the student experience.

You just need to take a look at the Officer Trustee Blogs to see what changes this year's team have already made. From launching the new website, lobbying College on clearer fees for International students and securing more money from the IC Trust for student activities to reducing the entry costs to the Union on Wednesday nights, securing student discounts with local businesses and launching the new online Rep Finder: student officers are making real differences to College everyday.

There are also lots of examples of smaller changes that improve things for students in our You Said, We Did campaign, and many of these have been led by elected students.

# You can stand... and we can help.

**Our information and training sessions will give you all the information you need about running in the election or build on the knowledge you already have.**

Each session will help you to understand what positions are available and how to put together a successful campaign and winning manifesto. Each of the information sessions is open to all students and are a great way to learn about the roles available and which might be suitable for you to run for. They are not compulsory but will certainly give you a head-start in The Leadership Elections.

**Don't worry if you can't make one of the sessions - we will be making the slides available online for all to see.**

## Learn more about Full-Time Positions

- ▲ Thursday 11 February, Meeting Room 3, Union Building, 18:00-19:00
- ▲ Thursday 18 February, Room G65, Sir Alexander Fleming Building, 12:30-13:30
- ▲ Monday 22 February, Meeting Rooms 1&2, Union Building, 12:30-13:30

Each year we elect seven students to lead the Union full-time. All students are eligible to stand, by taking a break from their studies or at the end of their course, both Undergraduates and Postgraduates. Find out more about these positions and what each role entails.

## Learn more about Student Trustees and Council Chair

- ▲ Tuesday 9 February, Meeting Room 3, Union Building, 12:30-13:30

The Board of Trustees is the sovereign and governing body of Imperial College Union. Through the board, and its three sub-committees, it sets the strategy, budget and policies for the organisation. The board is made up of elected students, appointed students and external trustees, selected for their expertise.

## Learn more about Liberation Officers

- ▲ Thursday 11 February, Room G65, Sir Alexander Fleming Building, 12:30-13:30

There are eight Liberation Officers who are essential to ensuring the voices of all out members are heard. This session will run through who they are and what they do and you can see which of these are the best fit for you.

## Writing to Win

- ▲ Thursday 11 February, Meeting Room 3, Union Building, 12:30-13:30
- ▲ Tuesday 23 February, Meeting Room 3, Union Building, 18:00-19:00
- ▲ Wednesday 24 February, Meeting Room 3, Union Building, 12:30-13:30

Your manifesto is your chance to let the electorate know more about you and what you stand for. Your manifesto, and photo, will be the only things many voters will know about you when they are in the process of voting.

## Campaigning to Win

- ▲ Tuesday 16 February, Meeting Room 3, Union Building, 12:30-13:30
- ▲ Thursday 18 February, Meeting Room 3, Union Building, 12:30-13:30
- ▲ Thursday 25 February, Meeting Room 3, Union Building, 18:00-19:00

Effective campaigning is the key to winning an election. It's not about who makes the most noise or who has the biggest campaign team, its about great ideas, effectively communicating them and engaging the electorate.

## Your Candidates Revealed: The nuts and bolts

- ▲ Monday 29 February, Physics Lecture Theatre 1, 13:00 - 13:50

Understanding how your ideas and campaign differs to your fellow candidates is essential to running a successful campaign. All candidates in The Leadership Electionsn 2016 will be announced during this meeting. You will also get a chance to meet the Returning Officer for the elections, Jim Dickinson, Jim will run you through the rules and highlight the common campaigning mistakes and pitfalls.

There will be more information and training sessions from our Constituent Unions added online! Visit our elections website for more details.

[imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections)



## How to Stand

To stand for a position in The Leadership Elections is easy! Just visit [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) and...

- ▲ **Pick your Position**                      Pick the position you want to run for by browsing on the elections website.
- ▲ **Click on the Stand button**                      Click on the big button on the top right of the webpage and follow the steps.
- ▲ **Select your Seconder**                      If need be, enter the username of someone to support your nomination.

## When will the candidates be announced?

Your first chance to see the full list of Leadership Elections 2016 candidates will be at Your Candidates Revealed, a special event on Monday 29 February, after the close of nominations.

Before this event, no official details of candidates will be revealed by the Returning Officer. Candidates are free to discuss their decision to stand with others, but only as planning for their campaign; any campaigning for votes outside of the campaigning period is not permitted. Student media outlets are free to report on who they believe is standing, but no official confirmation of the full list of candidates will be made by the Returning Officer until the Your Candidates Revealed event.

**Your Candidates Revealed will be held on Monday 29 February in Physics Lecture Theatre 1, 13:00 - 13:50**, with all welcome to attend; the full list will be posted online soon afterwards as well.

## Rules of the Elections

These elections have two sets of the rules that help make it fair for everyone to stand. These rules can be found on pages 38-41 of this booklet, and you'll also find them on our elections website.

**It is very important that you read and understand these rules before you stand and that you adhere to them as you campaign.** Failure to follow the rules can lead to restrictions around campaigning and even disqualification from the election all together. Ignorance of the rules is not accepted as an excuse at any time.

## Full-time Positions

The Full-time Positions include:

- ▲ Union President
- ▲ the four Deputy Presidents for Student Activities, Finance & Services, Education and Welfare
- ▲ ICSMSU President
- ▲ Felix Editor.

Officer Trustee positions start in July (Felix Editor starts in September). If successfully elected as President or Deputy President for Imperial College Union, you will be required to attend the Board of Trustees Residential on 21 and 22 April 2016.

Brief descriptions of what each role entails are on the next few pages. For more information, you can read what the current Officers have to say about their roles by heading to the Union website: [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections).

Alternatively, you can get in touch with the current Officers by sending them an email to the address located at the end of each section. They'll be over the moon to hear from you!

Here's what you can expect to be doing next year should you win...



## What is an Officer Trustee?

The President and Deputy Presidents of the Union are called Officer Trustees, as they sit on the Union's Board of Trustees.

Officer Trustees are there to deliver and adhere to the Charitable objectives which are:

- ▲ The advancement of education of Students at Imperial College London for the public benefit by promoting the interests and welfare of Students at Imperial College London during their course of study and representing, supporting and advising Students;
- ▲ Being the recognised representative channel between Students and Imperial College London and any other external bodies; and
- ▲ Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

Trustees of an organisation accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. If you decide to stand for one of these roles, you will be expected to sign a Trustee Declaration (see the appendix after the Rules).

## President

The Union President is ultimately responsible for the direction of the Union, all Union activity and its finances. Tasks vary from simple things such as chairing a meeting to managing a multimillion pound project such as refurbishing the Union's bars. The President sits on numerous committees within College including the College Council, making them a Trustee of the College. They also sit on a number of committees in the Union, and meet regularly with the President and Rector and other senior College staff to provide student input in decision making processes and to raise any immediate concerns that the student body might have.

The President also works closely with the Union's Managing Director who is in charge of the Union's permanent staff. It's not all work and no play though; perks of the job include lunching at College's handful of swanky campus restaurants, the opportunity to give a speech in a packed Royal Albert Hall and having your very own President's dinner.

For more information contact Lucinda Sandon-Allum by emailing [union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk).

## Deputy President (Clubs & Societies)

The DPCS is here to look after the 340+ Clubs, Societies & Projects at Imperial College Union. As you can imagine, this makes the job hugely broad; we have everything from Archery to Software! The role involves duties such as helping individual clubs with issues they face to working with national organisations to represent Imperial students. You will learn how to problem-solve at every level and have the opportunity to effect real change in the direction of Student Activities at Imperial. Your decisions have the potential to directly improve the experience of thousands of Imperial students who take part in Clubs, Societies & Projects at Imperial.

For more information contact Ben Howitt by emailing [dpcs@imperial.ac.uk](mailto:dpcs@imperial.ac.uk).

## Constitutional Job Description

The Union President shall:

1. Act as a Trustee ex-officio,
2. Fulfill all Presidential and constitutional responsibilities,
3. Execute and develop policy and further the aims and objectives of the Union,
4. Ensure that all members of the Union are equally represented,
5. Chair relevant Union Committees,
6. Liaise with Union and College staff as appropriate,
7. Represent the Union on external committees as appropriate,
8. Report to Union committees as appropriate,
9. Negotiate extra duties where appropriate,
10. Coordinate the work of the non- Trustee officers of the Union,
11. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
12. Campaign, where appropriate, on issues relevant to the membership.
13. Be the chief executive officer of the Union,
14. Be responsible for constitutional development and preliminary interpretation,
15. Be responsible for the Managing Director,
16. Be responsible for coordinating the work of the officer trustee team,
17. Take on or delegate Presidential duties where appropriate,
18. Be responsible for representing the Union to the local community and external bodies,
19. Be responsible for the effective coordination of activities and representation at non-South Kensington Campuses in conjunction with the relevant officers and Union committees,
20. Ensure the adherence to the Complaints and Discipline procedures set out in Section E of the Bye-Laws.

## Constitutional Job Description

The Union Deputy President (Clubs & Societies) shall:

1. Act as a Trustee ex-officio,
2. Fulfill all Presidential and constitutional responsibilities,
3. Execute and develop policy and further the aims and objectives of the Union,
4. Ensure that all members of the Union are equally represented,
5. Chair relevant Union Committees,
6. Liaise with Union and College staff as appropriate,
7. Represent the Union on external committees as appropriate,
8. Report to Union committees as appropriate,
9. Negotiate extra duties where appropriate,
10. Coordinate the work of the non- Trustee officers of the Union,
11. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
12. Campaign, where appropriate, on issues relevant to the membership.
13. Take on Presidential duties as appropriate,
14. Be responsible for the effective coordination and representation of Clubs, Societies & Projects, in conjunction with the relevant Union committees,
15. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,
16. Represent Union Clubs and Societies to British Universities & Colleges Sports (BUCS).
17. To be jointly responsible for the sustainability, training and support of volunteers.

## Deputy President (Education)

The DPE role is simply summarised as “making sure the academic experience at Imperial is one of the best in the world”.

The Deputy President (Education) is the go-to person for all academic needs. They sit on top of the representation structure (Year Rep - Dep Rep - Academic Affairs Officer - DPE) so they're usually directly involved when things that can't be resolved at lower levels, need urgent attention, or are of significant importance. For example, BioChemistry preliminary grades being unavailable for students.

In addition to working directly with students on their representation issues, the DPE is also the main contact for College when they are planning to run projects or do anything academia related.

For more information contact Chun Yin San by emailing [dpeducation@imperial.ac.uk](mailto:dpeducation@imperial.ac.uk).

## Deputy President (Finance & Services)

As DPFS, you will have oversight over the Union's finances; from clubs and societies through to the annual union budget. It's great because it touches on so much of what the Union does. You'll also interact regularly with our commercial operations having input into our licensed spaces and what we offer in Metric, FiveSixEight and the Union bar not to mention h-Bar and the Reynolds. It's particularly fun to get involved with some of our big events like the summer ball and the Fresher's week events. More and more the DPFS is becoming the go to Officer when it comes to student finance issues too so there ever increasing variety to the role.

For more information contact Chris Kaye by emailing [dpfs@imperial.ac.uk](mailto:dpfs@imperial.ac.uk).

## Constitutional Job Description

The Union Deputy President (Education) shall:

1. Act as a Trustee ex-officio,
2. Fulfill all Presidential and constitutional responsibilities,
3. Execute and develop policy and further the aims and objectives of the Union,
4. Ensure that all members of the Union are equally represented,
5. Chair relevant Union Committees,
6. Liaise with Union and College staff as appropriate,
7. Represent the Union on external committees as appropriate,
8. Report to Union committees as appropriate,
9. Negotiate extra duties where appropriate,
10. Coordinate the work of the non- Trustee officers of the Union,
11. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
12. Campaign, where appropriate, on issues relevant to the membership.
13. Take on Presidential duties as appropriate,
14. Be responsible, for reporting to the College student opinion on academic affairs, suggesting areas for development, and enhancing the student experience and provision for students,
15. Be for responsible for the training and running of a Representation Network for the Academic Representatives of the Constituent Unions and other student bodies,
16. Liaise with the Constituent Unions on all academic matters concerning students,
17. Support Student Enterprise and Innovation within the Union and the College.

## Constitutional Job Description

The Union Deputy President (Finance & Services) shall:

1. Act as a Trustee ex-officio,
2. Fulfill all Presidential and constitutional responsibilities,
3. Execute and develop policy and further the aims and objectives of the Union,
4. Ensure that all members of the Union are equally represented,
5. Chair relevant Union Committees,
6. Liaise with Union and College staff as appropriate,
7. Represent the Union on external committees as appropriate,
8. Report to Union committees as appropriate,
9. Negotiate extra duties where appropriate,
10. Coordinate the work of the non- Trustee officers of the Union,
11. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
12. Campaign, where appropriate, on issues relevant to the membership.
13. Take on Presidential duties as appropriate,
14. Be responsible for providing support on Financial matters to Clubs, Societies & Projects,
15. Be responsible for the adherence of Clubs, Societies & Projects to the Union's Financial Procedures,
16. Be responsible for the effective coordination and representation of student skills development and accreditation programmes operated by the Union,
17. To be jointly responsible for the sustainability, training and support of volunteers.

## Deputy President (Welfare)

The DPW coordinates campaigns and information concerning student wellbeing and welfare, working closely with the Liberation and Welfare Officers, student volunteers, and College services. They support students in running campaigns on almost any issue that affects students, represent students' welfare needs to College and external organisations, and provide the student voice on a number of College committees – such as accommodation, disability support and equal opportunities.

In the last year, the DPW has led on campaigns covering topics such as mental health, supporting student parents, protecting the rights of international students, dyslexia awareness, alcohol-free social events, and more.

For more information, contact Jennie Watson by emailing [dpwelfare@imperial.ac.uk](mailto:dpwelfare@imperial.ac.uk).

## Felix Editor

Felix is the weekly student publication of Imperial College London, and was founded in 1949. The Editor oversees the production of the paper throughout the year and ensures that it goes to print every week; tasks include design, writing and photography. The Editor must seek out contributors and editors for other sections, not to mention encouraging students to write!

For more information contact Grace Rahman by emailing [felix@imperial.ac.uk](mailto:felix@imperial.ac.uk).

## ICSMSU President

Taking on the role of Medic President is no mean feat, but it's one of the most life-enriching experiences you may ever be offered during your time at Imperial School of Medicine.

You are ultimately responsible for all ICSMSU activities and oversee the actions of all the ICSMSU Exec Officers and chair all your regular Exec meetings that decide on what the Union can do to effect change and ensure students get the most out of their time at Imperial. You are also the first point of call for welfare advice as well as other queries.

As President, you represent all 2,300+ students on all Faculty of Medicine committees. Each term, you are given the amazing opportunity to chair the three separate Staff-Student Liaison Groups (Early/Clinical/Science Years). Finally, you represent all School of Medicine students on various Imperial College Union committees (including Union Council) as well as many various external meetings.

It is one of the most varied and fun positions available; ICSMSU President is definitely a role to be considered.

For more information, please contact Maredudd Harris by emailing [icsm.president@imperial.ac.uk](mailto:icsm.president@imperial.ac.uk).

## Constitutional Job Description

The Union Deputy President (Welfare) shall:

1. Act as a Trustee ex-officio,
2. Fulfill all Presidential and constitutional responsibilities,
3. Execute and develop policy and further the aims and objectives of the Union,
4. Ensure that all members of the Union are equally represented,
5. Chair relevant Union Committees,
6. Liaise with Union and College staff as appropriate,
7. Represent the Union on external committees as appropriate,
8. Report to Union committees as appropriate,
9. Negotiate extra duties where appropriate,
10. Coordinate the work of the non-Trustee officers of the Union,
11. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
12. Campaign, where appropriate, on issues relevant to the membership.
13. Take on Presidential duties as appropriate,
14. Be responsible for identifying and informing College of student opinion on welfare issues and suggesting areas for development, and for coordinating and publicising all campaigns concerning:
  - equal opportunities and welfare issues,
  - volunteering opportunities.
15. Be responsible for representing the welfare needs of all students, especially minority or under-represented groups to the College,
16. Be responsible for maintaining and running a Welfare Network with the Union and Constituent Union Liberation Officers,
17. Be responsible for providing support to student led campaigns.

# Seven Reasons to Run

# 1

## **Make Imperial better**

**This is your chance: What would you give to future Imperial students?**

Past student officers brought you Wednesday afternoons off, over 340 Clubs, Societies & Projects, one of the UK's best bursary programmes, and more.

# 2

## **Be part of the decision**

**You could be one of the decision-makers that helps run College. Or you could read about them in Felix.**

The National Student Survey shows that Imperial students want a better Imperial. Make sure you are part of that process.

# 3

## **Represent Imperial**

**Do you want MPs, journalists and policymakers to know your first name? Represent Imperial students to College, and to the nation.**

Elected Officers influence College and national policy every day; be the voice of the Imperial students.

# 4

## **Upgrade your career**

**Get the personal & professional skills that will help you for the rest of your life.**

Graduate Recruiters are always looking for more than a degree. The skills you will develop during your year as an elected Officer will put you a step ahead.



5

## **Run a unique and amazing organisation**

**Start your career at the top of the tree, not at the bottom. Be a key part of this exciting and important organisation.**

The Union is an organisation with a turnover of over £3.5m, a staff team of over 40, and 2,500 volunteers; all led by student officers, elected every year.

6

## **Live the most fun and challenging year of your life**

**Every day is different, each challenge unique.**

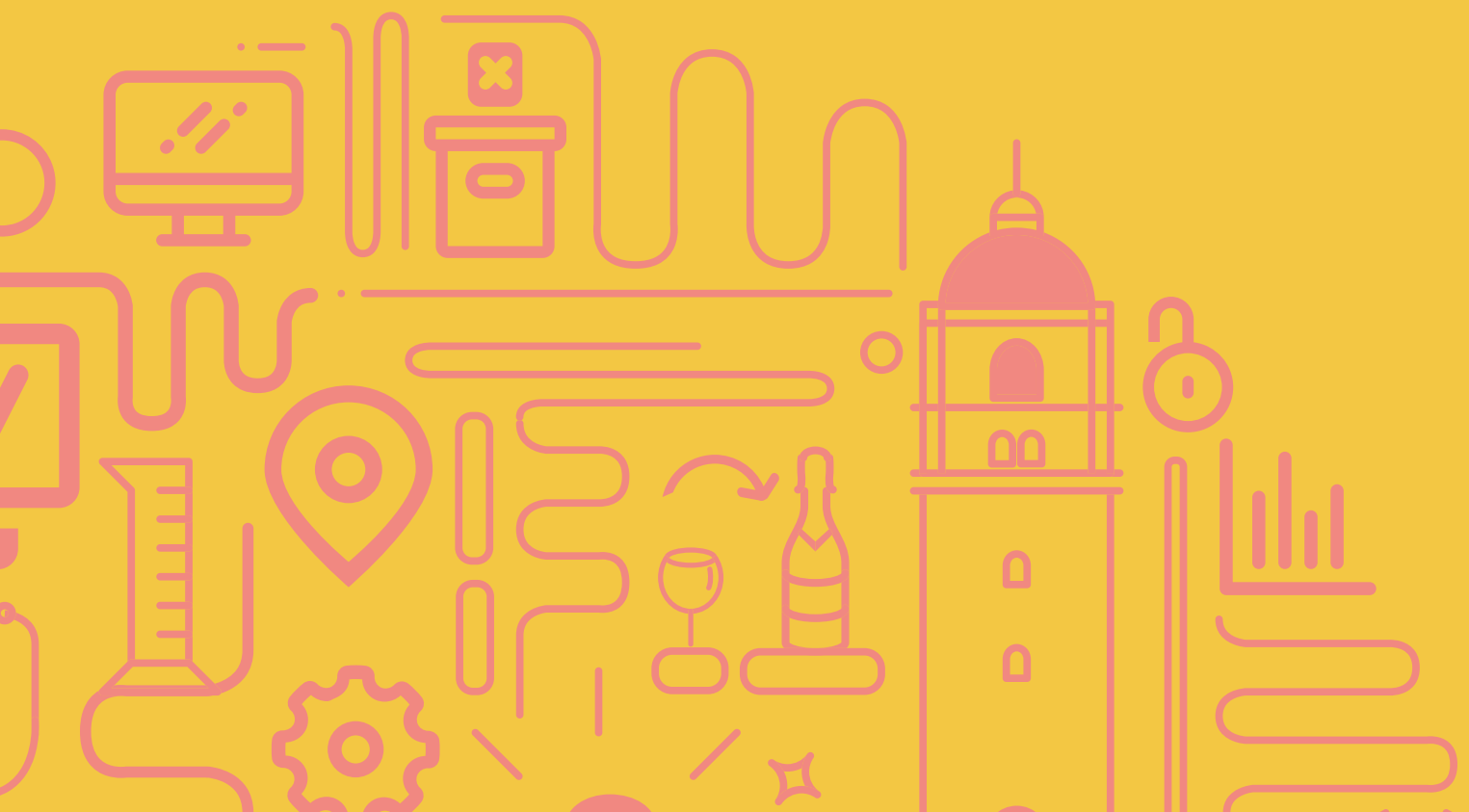
From running Freshers' Fair to sitting on College Council, editing a sixty-year-old newspaper to organising the RCSU Science Challenge.

7

## **Experience the thrill of campaigning**

**Every candidate that has ever taken part in elections has enjoyed the campaign process, whether they were successful or not.**

Getting a campaign team together, writing your manifesto, chatting to your fellow students and presenting in front of a packed lecture theatre is all part of the experience of running for election.



## Liberation Officers

The Liberation Officers are an essential part of the Union as they ensure the voices of underrepresented students and interest groups are heard. They work with members of the Imperial community so that any issues these groups may face effectively dealt with. All Liberation Officers:

- ▲ Are encouraged to run campaigns on behalf of the students they represent;
- ▲ Work with the Deputy President (Welfare);
- ▲ Are members of the Union Council and Community & Welfare Board;
- ▲ Support Clubs, Societies & Projects that have complementary aims and objectives;
- ▲ Frequently consult their interest groups;
- ▲ Are provided with training specific to their roles.

For more information about getting involved with any Liberation Officers position, contact the Deputy President (Welfare), Jennie, at [union.welfare@imperial.ac.uk](mailto:union.welfare@imperial.ac.uk).

## Ethics & Environmental Officer

The Ethics & Environmental Officer is responsible for promoting green and ethical initiatives and issues to all Imperial students. This involves organising conferences, summits and events raising awareness of green issues, liaising with relevant charities and College bodies which includes the organisation of termly Fairtrade steering group meetings. They liaise with green student representatives from Halls as well as the Environmental Society, feeding back ideas for improvement to the building managers of Halls and helping to enact green initiatives with the support of the Deputy President (Welfare).

They also follow up on individual student issues and sit on College and Union committees (Community & Welfare Board and Union Council) developing and proposing new ideas for policy to make Imperial as sustainable as possible.

## Constitutional Job Description

The Ethics & Environmental Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Engage students in the environmental activity of the Union,
3. Represent the views of students on environmental issues to the Community & Welfare Board,
4. Liaise with the Environmental Society, and Environmental Representatives for Halls of Residence,
5. Liaise with the Operations and Commercial Service Managers of the Union
6. Be partially responsible for the maintenance and implementation of the Environmental Policy and any operational policies attached to it
7. Organise a termly fairtrade steering group.
8. Organise and support environmental awareness campaigns as appropriate to inform, engage and promote, relevant environmental issues to the student body.
9. Organise any conferences, summits or events related to student green activities.



## Disabilities Officer

The Disabilities Officer represents the needs of all students with disabilities at Imperial, whether diagnosed or undiagnosed. They monitor disability-related equality on campus and are a point of contact for any student with a disability, particularly discrimination, resolving issues with the support of the Deputy President (Welfare). They also represent this group at the Community & Welfare Board and Union Council.

They liaise with the Deputy President (Welfare) and College's Disability Advisory Service to improve the student experience for these students, including organising and supporting campaigns, conferences, summits or events to discuss the needs and issues facing disabled students.

## LGBT Officer

The LGBT (Lesbian, Gay, Bisexual and Transgender) Officer represents the sexuality-related needs of all students at Imperial. They monitor sexuality-related equality on campus and are a point of contact for any student with a sexuality-related issue, particularly discrimination, resolving issues with the support of the Deputy President (Welfare). They also sit on the Community & Welfare Board and Union Council, where they represent this group. They liaise with the Deputy President (Welfare), IQ (Imperial's LGBT society) and Imperial 600 (Imperial's LGBT staff group) to improve the student experience for these students.

A key aspect of this role is to organise and support campaigns based on international issues and/or racial equality as well as conferences, summits or events to discuss the needs and issues facing LGBT students.

## Constitutional Job Description

The Disabilities Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Facilitate the engagement of students with all disabilities in Union activity,
3. Represent the views of students on disability issues to the Community & Welfare Board,
4. Liaise with the Head of the Disability Advisory Service of Imperial College,
5. Organise and support campaigns on disability issues
6. Organise any conferences, summits or events to discuss the needs and issues facing disabled students.

## Constitutional Job Description

The LGBT Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Facilitate the engagement of students of all sexual orientation in Union activity,
3. Represent the views of students on LGBT issues to the Community & Welfare Board,
4. Liaise with Imperial 600, the LGBT network for Imperial College Staff,
5. Liaise with IQ,
6. Organise and support campaigns specifically related to LGBT issues
7. Liaise with IQ to organise LGBT History Month
8. Organise any conferences, summits or events to discuss the needs and issues facing LGBT students.

## Gender Equality Officer

The Gender Equality Officer represents the gender related needs of all students at Imperial. They monitor gender-related equality on campus and are a point of contact for any student with a gender-related issue, resolving issues with the support of the Deputy President (Welfare). They also represent this group at the Community & Welfare Board and Union Council. They liaise with the Deputy President (Welfare), Women In Science, Engineering and Technology and the Equality and Diversity Unit to improve the student experience for these students.

A key aspect of this role is to organise and support campaigns based on gender issues, as well as conferences, summits or events to discuss the needs and issues around gender equality.

## Interfaith Officer

The Interfaith Officer represents the faith needs of all students at Imperial. They are Chair of the Interfaith Committee, comprised of dedicated representatives from each faith society. Their role is to facilitate dialogue between the religious societies at Imperial, promoting a culture of tolerance and understanding. They liaise with the Deputy President (Welfare) and the Chaplaincy to resolve issues and organise awareness campaigns. They also sit on the Community & Welfare Board and Union Council, where they represent this group and where they can raise issues relating to faith.

They are required to maintain a mailing list of all Faith society Chairs for use to communicate upcoming events, issues and dates of particular importance to different faiths. A key aspect of this role is to organise and support campaigns related to faith issues well as conferences, summits or events to discuss the needs and issues of around students of faith.

## Constitutional Job Description

The Gender Equality Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Facilitate the engagement of students of all genders in Union activity,
3. Represent the views of students on gender equality issues to the Community & Welfare Board,
4. Liaise with the Women in Science, Engineering and Technology society,
5. Organise and support campaigns specifically related to gender equality
6. Organise any conferences, summits or events to discuss the issues facing gender equality.

## Constitutional Job Description

The Interfaith Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Facilitate the engagement of students of all faiths in Union activity,
3. Represent the views of students on faith issues to the Community & Welfare Board,
4. Liaise with the Chaplain of Imperial College,
5. Liaise with Imperial College Union's faith societies and encourage them to have an Interfaith representative on their committee,
6. Organise and support campaigns specifically related to faith issues
7. To form and chair an Interfaith Committee, the membership of which shall include one Interfaith Representative from the faith societies, who have Interfaith Representatives.
8. To maintain a mailing list of all faith society Chairs for us in communicating upcoming events, issues and dates of particular importance to different faiths.
9. Organise any conferences, summits or events to discuss interfaith issues.

## BME (Black, Minority, Ethnic) Officer

The BME Officer facilitates the engagement of all BME students in Union activity and represents the views of students on BME issues to the Community & Welfare Board and Union Council.

A key aspect of this role is to organise and support campaigns, conferences, summits or events to discuss the needs and issues relating to ethnic diversity at the College.

## Campaigns Officer

The Campaigns Officer is responsible to the Deputy President (Welfare) and works in conjunction with them to organise and support campaigns approved by the Community & Welfare Board and Union Council.

## International Officer

The International Officer represents the needs of all international students at Imperial, whether from the EU or further overseas. They monitor nationality-related equality on campus, resolving issues with the support of the Deputy President (Welfare). They also represent this group at Community & Welfare Board and Union Council.

They liaise with the Deputy President (Welfare), College's International Student Support team, and any Clubs, Societies & Projects catering to different nationalities. They organise and support campaigns, conferences, summits and events to discuss the needs and issues facing international students.

## Constitutional Job Description

The BME Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Facilitate the engagement of all BME students in Union activity,
3. Represent the views of students on BME issues to the Community & Welfare Board,
4. Organise and support campaigns specifically related to BME issues
5. Organise any conferences, summits or events to discuss the needs and issues facing BME students.

## Constitutional Job Description

The Campaigns Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Organise and support campaigns approved by the Community & Welfare Board and Union Council.
3. Organise any conferences, summits or events to discuss the needs and issues facing students as a result of these campaigns.

## Constitutional Job Description

The International Officer shall:

1. Be responsible to the Deputy President (Welfare),
2. Facilitate the engagement of students of all nationalities in Union activity,
3. Represent the views of students on international, cultural and ethnic issues to the Communities and Welfare Board,
4. Liaise with the Overseas Societies Committee and the Interfaith Officer.
5. Organise and support campaigns based on international issues and/or racial equality
6. Organise any conferences, summits or events to discuss the needs and issues facing international students.

## Part-time Positions

If you want to stand for a part-time position, located below are brief descriptions of what each role entails. For more information, you can read what the current Officers have to say about their roles by heading to the Union website: [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections). Alternatively, you can get in touch with the current Officers by sending them an email to the address located at the end of each section.

### Student Trustees

The Board of Trustees is there to ensure that the Union is meeting its aims and objectives, sets the long term strategy, ensures that the Union is using its financial resources correctly and is financially viable and ultimately is acting within the law. Being a Student Trustee is a serious responsibility which requires those on the Board to take an active role in the governance and direction of Imperial College Union.

The time commitment is not demanding; 4-5 meetings a year with the opportunity to sit on various sub committees; the Governance Committee, Finance & Risk Committee, Appointments & Remuneration Committee and our new Communications & Campaigns Committee. If successfully elected, you will be required to attend the Board of Trustees Residential on 21-22 April 2016. The role is a fantastic opportunity to learn skills that are not part of your degree and to get your input into key decisions directing the Union.

For more information, contact one of our current Student Trustees:

Serena Yuen  
[serena.yuen12@imperial.ac.uk](mailto:serena.yuen12@imperial.ac.uk)

Zain Rizvi  
[zain.rizvi13@imperial.ac.uk](mailto:zain.rizvi13@imperial.ac.uk)

Alex Raposo  
[alexandra.raposo15@imperial.ac.uk](mailto:alexandra.raposo15@imperial.ac.uk)

Tim Seers  
[timothy.seers11@imperial.ac.uk](mailto:timothy.seers11@imperial.ac.uk)

### Council Chair

The Chair manages the Union's monthly Council meetings, which involves over 50 student representatives. They are responsible for steering the meeting; ensuring that it stays on topic and that all people get a chance to voice their opinion.

Council is the Union's policy making body. This means it decides on the Union's stance on wider issues which can range from the College Working Day, Student Accommodation and Safety to Government Policy and national issues. The Officer Trustees are accountable to Council. They present reports detailing what they have done, answer questions about their plans and are quizzed about fulfilling their election pledges.

Council itself is a democratic committee made up of Union Officers and Ordinary Members of the student body, each with the power to vote. The Council Chair is responsible for deciding when a policy has been discussed fully enough and when it is time to move to a vote. The Council Chair is also a member of the Board of Trustees which is the ultimate governing body of the Union.

If successfully elected, you will be required to attend the Board of Trustees Residential on 21-22 April 2016.

For more information contact the current Council Chair, Richard Cameron, by emailing [chair@imperial.ac.uk](mailto:chair@imperial.ac.uk).

### Constitutional Job Description

The Council Chair shall:

1. Act as a Trustee ex-officio,
2. Chair Union Council and other relevant Union committees,
3. Uphold the Constitution and Bye-Laws in Union Council,
4. Be independent and impartial in all proceedings and duties as Council Chair,
5. Not sit as an ordinary member of the Executive Committee,
6. Carry out such duties and responsibilities as may, from time to time, be laid down by the Council.

## Departmental Positions

For The Leadership Elections 2016, we are including the volunteer positions that help run your Department.

On the academic side, **Departmental Representatives** (known as Dep Reps) are key figures in the Union's Academic Representation Network, a system of 500+ student volunteers that spans all of College. Dep Reps manage the Year Representatives in their department, and have close working relationships with key academic staff – such as the Head of Department and the Director of Undergraduate Studies. The role's main responsibilities include acting as the voice of students in staff-student committees, lobbying members of staff for changes to learning & teaching, and keeping an ear to the ground for any problems that students might be facing.

On the social side, **Departmental Societies** (known as DepSocs) look after welcome, career and social events throughout the year. If you are elected to your DepSoc Committee, you might be organising a social for Freshers; arranging a famous speaker from industry or research; working on outreach to schools; or chairing all of the above work. Every student within a department is automatically a member of their DepSoc for free.

DepSocs and Dep Reps work together to make sure that departments listen to their students and provide events and opportunities for all. Together, they're an excellent opportunity to get an inside view of how College works, and to get to know senior members of staff and top academics.

For more information, contact your current Dep Rep. You can find their contact details by signing in to [imperialcollegeunion.org](http://imperialcollegeunion.org) and looking in your My Reps information on the right hand side.

## RAG Positions

RAG co-ordinates the development and provision of student-led charitable fundraising within Imperial College with an aim to fund-raise mountains of cash for charities using some of the most creative and innovative ideas around.

### RAG Chair

Manages and coordinates RAG as a whole. Responsible for the finances, Health & Safety and all activities of RAG and making sure that things are all running smoothly. Manages partnerships with College, externals and the Union.

### The Vice Chair (Operations)

Works alongside the Vice Chair (Activities) to make sure that RAG is functioning and everything is working the way that it should be.

### The Vice Chair (Activities)

Work alongside the Vice Chair (Operations) and is responsible for overseeing the RAG Week planning and other flagship RAG events.

### The Secretary

Is responsible for the efficient administration of the Committee by recording and preparing minutes for the Group and Executive committees of the Committee. Also responsible for the coordination of RAG's volunteers and General Committee Members. Will also draw up volunteer rotas and schedules where needed.

### The Treasurer

Is responsible to the Chair for the efficient administration of the finances of the Committee, including Annual Budgeting whilst assisting clubs in preparing IC Trust & Harlington Trust applications. It is the responsibility of the Treasurer to handle collection and deposition of donations.

## CGCU President

Engineering is the biggest faculty at Imperial and as President you are ultimately responsible for approximately 3,700 Undergraduate students. The President must ensure the large Executive Committee is run smoothly through regular meetings and is also responsible for overseeing the Departmental Societies and other clubs within the Guilds in their role as Management Group Chair.

As President you oversee all of the different subsections of the CGCU's work including events, industrial relations, alumni relations, finance and sport. You're also responsible for representing engineers to both College and ICU, where you'll hold positions on Union Council and other boards. This means that the President will be heavily involved with all aspects of the Constituent Union from securing and managing relationships with sponsors and companies, budgeting and maintaining a strong relationship with the College, Union and Alumni.

The CGCU President is also a paid position and the successful candidate needs to be prepared to work on CGCU matters for 8 weeks in the summer holidays. It is suggested that these are taken towards the end of summer leading in to the new term. During this time, you will also receive a John Elliot bursary (for the amount this will be, please contact the CGCU President on the email address below), have access to an office in College and get invited to represent the Guilds at various delightfully catered functions.

The role requires a natural leader who is very good at building strong relationships and managing their time effectively (oh and you will be required to lead a BOOMALAKA from time to time). It is a demanding role however also extremely rewarding and one which will open doors for you!

For more information contact Andrew Olsen by emailing [cgcu.president@imperial.ac.uk](mailto:cgcu.president@imperial.ac.uk).

## GSU President

The GSU President's role is to ensure the smooth running of the GSU Executive Committee and co-ordinating the work of the committee members with the GSU Deputy Presidents. The President will typically be in close contact with key staff within the College's administration, the Graduate School and Imperial College Union, in order to further student-related policy and influence decisions for the benefit of Imperial College's Postgraduate students. As head of the GSU, the President is financially and politically responsible for the activities of the GSU to the Union President and Deputy Presidents.

Along with the representation branch of the GSU, the President represents the interests of the Postgraduate students on decision-making committees within the faculties, the College and Imperial College Union. Furthermore, the President will collaborate with the operations branch of the GSU in order to bring exciting social events to the Postgraduate student population and ensure that decisions and achievements of the GSU are clearly communicated to the College.

For more information contact Liuchung Guo by emailing [gsu.president@imperial.ac.uk](mailto:gsu.president@imperial.ac.uk).

## RCSU President

The RCSU President controls a budget of over £50,000, organising a range of academic, social, careers and pastoral events representing the interests of over 3200 Undergraduate students. You directly liaise with senior members of staff and sit on various College and Union committees. These include the Faculty of Natural Sciences Teaching Committee, Community & Welfare Board, Union Council, as well as others.

You are also directly responsible for managing a committee of 19 people to ensure the RCSU works to its best capabilities in representing students and working closely with the Faculty of Natural Sciences. Joint with the Honorary Treasurer, you will also manage the five departmental societies in the Faculty of Natural Sciences and ideally ensure inter-departmental relations are maintained. The President is also responsible for securing sponsorship with the VPO and developing strong bonds with sponsors, maintaining ties with the RCSA and ultimately oversees the work of the Executive Committee.

This position is ideal for a confident team member and natural leader. It is imperative that you work professionally and with integrity, and are clear of what is required of each team member. You will also need excellent time management, especially if you wish to balance the presidency alongside your degree. This role requires a significant amount of work; however it is an exceptional learning experience and can be highly rewarding.

For more information contact James Badman by emailing [rctu.president@imperial.ac.uk](mailto:rctu.president@imperial.ac.uk).

## RSMU President

The President is the person who oversees all RSMU activities, and is in charge of making sure the Royal School of Mines Union runs like a well-oiled machine.

This is done by keeping track of everything that is going on, prompting other committee members on actions that need to be performed and helping them along the way if any problems arise. It is a busy committee position, and is of the utmost importance to the RSMU.

The President deals with Imperial College Union, the Royal School of Mines Association, and multiple other Boards at the Union; alongside the meetings set by the above, the President chairs the RSMU General Committee and Exec meetings.

For more information contact Sam Argyle by emailing [rctu.president@imperial.ac.uk](mailto:rctu.president@imperial.ac.uk).

## CGCU Committee

### Vice President (Activities)

Being Vice-President (Activities) is a commitment to showcasing the City and Guilds College Union. The events you will organise will be the most visible side of the actions led by CGCU, they are the face of the Union, what people see and remember. From formal dinners to club nights to sports-days, you can let your imagination take control to come up with the best events.

The role gives you a substantial amount of autonomy to organise events that you believe will please your fellow engineers, and it doesn't even require much – if any – experience. Two major attributes are necessary though; you must be fairly outspoken and believe in what you want. But do not fear, if you want to do this, you can; whoever you are. This role requires planning events for Fresher's week over the summer, so be ready to help around during September.

### Honorary Secretary

The Honorary Secretary is more than just minute-taking - they are one of the core members of the Executive Committee. If you happen to be in this position, you are expected to liaise with all committee members. You will be managing a lot of emails on a daily basis, and our reputation lies in your prompt and succinct responses. Your vigilance is equally required - plus your English competency and communication skills will come to their tests, as various materials (both in professional communication and internal publicity) will await your cautious proofreading.

### Chairman

The primary role is to schedule and arrange meetings for the CGCU Executive Committee. As Chairman, he/she has to ensure the agreed action points during these meetings being delivered properly. This involves regularly making minutes of each meeting and following up the progress of each Officer.

### Sports Officer

The Sports Officer role is a fun and enjoyable one. The responsibilities are much lower than when compared to some of the other roles, but this does not mean that people do not take you seriously. You have a say in many of the happenings within the CGCU and you are offered the chance to make a difference. This role is perfect for either a final year who wants to have a say in how the Guilds works, or for a second or third year, who wants some experience before running for a major position within the Guilds.

### Vice-President (Finance & Societies)

Serving as the CGCU Vice-President of Finance & Societies means that you are the de facto financial guru for our Constituent Union. This is not a role to be taken lightly since you will be charged with two functions, firstly as the CGCU Exec Treasurer and secondly the CGCU Management Group Treasurer responsible for overseeing the income and expenditure of all our Clubs, Societies & Projects.

You will be challenged to process claims for reimbursements, assess event budget plans, raise purchase orders, chase up late invoices etc, but most importantly being the first port of call to answer any questions Junior Treasurers within the management group may have. In spite of all this, once you make it through the initial steep learning curve, the rewards are endless as you learn to deal with multiple issues simultaneously, develop your interpersonal skills and not to mention the respect associated with the role! My genuine advice to you is to familiarise yourself with the Union's finance operations procedures if you plan to stand for this position.

### Academic Affairs Officer

The heart of CGCU-AAO position is to solve academic issues and help to improve teaching standards across the Faculty of Engineering, working closely with Dep Reps and Faculty staff. The role also includes constant communication with the Deputy President (Education) to ensure that the Faculty of Engineering is heading in the right direction compared to other Faculties. This role will be great for you if you have had previous experience of student academic representation and now feel keen to widen your perspective from your Department to the entire Faculty.

In the role of CGCU-AAO you are thrown into several committees. Following is a list of committees that you will have some relation to: City and Guilds College Union Executive Committee, Union Council, Education & Representation Board, Faculty Representation Committee, Engineering Studies Committee, Student Staff Committees, City and Guilds College Association events and Faculty Teaching Committee.

### Sponsorship Officer

Your main responsibilities will be to always be on the search for sponsorship opportunities from corporates for the CGCU and DepSocs. You will also sit on the CGCU Exec and have a key role in decision making. The success of this position is based on your ability to communicate, negotiate and be innovative.



## Alumni Officer

Implied by name of this position, its major role is to liaise with CGCA (City and Guilds College Association), Association of IC Engineering alumni. The responsibility includes going along with the CGCU President to attend both CGCA Executive and General Committee meetings, which are held monthly. In meetings, we discuss about the organisation of new events, which aim to strengthen the close relationship between CGCU and CGCA.

This year, we successfully organised three joint events with CGCA including the CGCA Debate, Meet Union and the Alumni Careers Lecture and Reception. In addition, CGCA representative will be representing CGCU in a number of events organised by CGCA such as Decade Reunion and Annual Dinner.

## Event Officer x2

The position of CGCU Events Officer is a fun one, your opinions and views are listened to and considered by both the Vice President (Activities) and the President. There are two positions and essentially you are there to help in both organising the events and running them on the night.

The events vary from Freshers' Fair to the Annual Dinner. It is an exciting role and allows you to get an insight into organising dates, analysing venues, and making the events a success on a budget - all of which are made that much better by being in London, as quite often the options are endless.

## RAG Co-ordinator

RAG Co-ordinator is responsible for liaising with IC RAG. Its job is to create exciting and interesting events for the CGCU and raise money for charity. This is a very important role and will be involved in high profile events such as Prison Break, Lost and mascotry. This year CGCU RAG has been the best it has been for years, and we would like this to continue.

## Media & Marketing Officer

The role of the Media & Marketing Officer is to manage and care for the City & Guilds College Union as a brand and identity within Imperial College London. Whether that means maintaining the CGCU's presence within social networks, producing posters and leaflets or designing the Freshers' Handbook, this role requires a dash of creativity. So if you think you have the potential to drive the CGCU's publicity machine and an eye for design then sign up to be next year's Media and Marketing Officer!

## Welfare Officer

You sit on the CGCU Exec and have input into its day-to-day running. With training from the Union and handover from the previous Officer you are able to advise engineering students on any welfare problems from finance to illness.

As Welfare Officer you represent the Faculty of Engineering on both the Imperial College Union Council and the Community & Welfare Board. Union Council gives you an insight into what the Sabbatical Officers do and allows you to have a vote on passing important papers for the future of the Union. The Community & Welfare Board is comprised of all other Welfare Officers and as a member you are charged with deciding on the main Union welfare events, working with the Deputy President (Welfare).

## Bolt Bearer

As a mascot bearer, your job is mainly focused on the pride of the CGCU, our mascot Bolt. You'll be responsible for our much adored 68lb of metal at all of our events. You'll have to watch out though to stop RSMU and RSCU from stealing our mascots for ransom. There is reciprocal, however, as a bearer and you will also attend the events of the other Constituent Unions to try to steal their mascots to ransom. This is an incredibly fun and social position and requires people of cunning to run for it.

## Spanner Bearer

You'll be responsible for our other mascot, the Spanner. You'll work closely with the Bolt Bearer on securing the mascots safety at our events. While its not strictly a requirement be prepared to be taunted by Alumni to lift the Spanner above your head during the BOOMALAKA, no easy feat with it weighing 64lb. You'll also be involved with all the fun of mascotry, in which you should aim to bring pride and glory to the CGCU.

## Regalia Officer

The CGCU has a stock pile of regalia. Ties, scarves and other goodies that are being sold online at the Union Shop. The Regalia Officer's responsibility is to manage the stock level, ship goods, deal with enquires and order new stock. This Officer is required to work closely with the Vice President (Finance & Societies).

## Webmaster

The webmaster is responsible for the IT side of CGCU, namely the website cgcu.net. The person who wishes to run for this position should be familiar with the software WordPress as well as internet protocol like FTP.

## ICSMSU Executive Committee

### Deputy President

You will be required to deputise for the President in their absence and your main role is to ensure that all other Officers are performing their roles to the best of their ability. Previous Union experience is recommended but not required. All you need is passion, drive and commitment. Due to the flexibility of the Deputy President's portfolio, it is generally suggested that each new Deputy focuses on one year-long project to complete throughout their term.

### Sites and Services Officer

As S&S Officer, you are the single utmost important person on representing what students want and need at our various medical campuses. You will look after all the ICSMSU rooms as well as their bookings. You are given the opportunity to chair the Bar Steering Group with key staff members and Bar Managers present. The ICSMSU Shop also falls under this role!

### Treasurer

If you love money, you're looking at the right position. You will be responsible for overseeing the budgeting of all ICSMSU events as well as Clubs & Societies. You are the go-to-person for all financial queries and will also co-ordinate sponsorship for the ICSMSU.

### Welfare Officer

This role is one of the most respected roles in the ICSMSU. As Welfare Officer, your job is split into two major parts: Being proactive and reactive. In terms of being proactive, you ensure all relevant welfare information is distributed as well as co-ordinate all ICSMSU campaigns. This includes representing the School of Medicine on Imperial College Union and Faculty meetings. However the major part of the role will require you to be reactive i.e. you will either be emailing, calling or meeting with students who require assistance. You are an important first port of call for many students.

### Communications Officer

The newest addition to the ICSMSU is our beloved Communications Officer. They are fundamentally responsible for the upkeep and development of our brand-spanking-new ICSMSU website, so having some level of web design skills is highly recommended! They also co-ordinate publicity via our social media accounts and ICSMSU Newsletters to ensure students know what is going on. The Communications Officer role is for anyone that loves getting involved in almost any aspect of the ICSMSU.

### Alumni and Careers Officer

The ICSMSU lives on even after graduation and this is achieved by the hard work and dedication of the A&C Officer. You are the vital link between the Alumni and Students. You will be given the awesome opportunity to chair the ICSM Alumni Association Executive Committee meetings. Your work will also include promoting the Association to final years. The second half of the job entails being the ex-officio ICSM Careers Society Co-ordinator. This involves working with all the various careers societies and the FEO to organise careers talks, the inspirational lecture, the Careers Fair and Alumni evenings. If these two aspects of the work appeal to you, definitely consider running for A&C Officer.

### Secretary

The role of Secretary is generally underrated. Whilst they do take the minutes of various meetings - including the ICSMSU Exec, Academic Societies, Management Group and Bar Steering Group meetings - they hold all Union Officers to account by ensuring they complete all their meeting actions. They work together with the Communications Officer to produce the ICSMSU newsletter and update the ICSMSU calendar on a regular basis.

### Clubs and Societies Officer

Clubs & Societies are the life-blood of ICSMSU. They define us and it's no surprise that we have one of the highest participation rates across the College. As C&S Officer, you will support the day-to-day activities of all ICSMSU Clubs and Societies where possible. In addition, you will chair the termly management group meetings with all club captains and treasurers. The fantastic work and continuous dedication of our members are celebrated at the annual ICSMSU Sports Dinner and Arts Dinner, which you co-ordinate and organise. Finally if you run for this position, you will also represent us at Imperial College Union's Clubs, Societies & Projects Board to Sport Imperial.

### Academic Officer (Clinical Years)

The first of our three esteemed Academic Officers, who looks after all the clinical years of the MBBS course. As well as electing Years reps, you collect and co-ordinate feedback for the Student-Staff Liaison Group meetings. You represent all clinical students on relevant Faculty Education Meetings and Imperial College Union committees. In addition, you chair the termly academic societies meeting and co-ordinate their activities.

### Academic Officer (Early Years)

The early years provide the essential knowledge for any medical student to progress, hence a full committee position dedicated to ensuring the quality of teaching is of a high standard. Your tasks are similar to the other Academic Officers in terms of electing Year Reps, collecting & co-ordinating feedback for the SSLGs and representing students on all relevant Faculty Education meetings and Imperial College Union committees. In addition, you are one of the first faces to welcome the new cohort of first years in!

### Social Secretary x 1

No matter what year you are in, this is one position you should definitely apply for! You organise Freshers' Fortnight with the Entertainment Chair and are responsible for all ICSMSU Event Publicity. Other tasks may include organising sponsorship and trialling new events for the ICSMSU Social Calendar.

### RAG Chair

RAG Chair is probably the position that is synonymous with the word 'Fun'. 'Fun-raising', that is. You have the fantastic opportunity to choose the charity that ICSMSU RAG collects for in the next academic year. There are not many opportunities in life where you can make a considerable difference to a charity and influence so many students to raise funds and awareness. It is an extremely worthwhile position. You get to elect a RAG committee to help you running all the ICSMSU favourites including all the Collects, RAG Week, RAG Valentine Ball, RAG Fashion Show and RAG Dash.

### Academic Officer (Science Years)

If you are going to be undertaking a BSc Pathway next year, definitely consider running for Academic Officer (Science Years). You represent all students on the Biomedical Course, all intercalating students and any students undertaking PhDs. In addition to electing Year Reps, collecting & co-ordinating feedback, you sit on all the relevant Faculty Education meetings and Imperial College Union committees.

### Entertainments Chair

If there's anything ICSMSU does really well, it is our socials. If you think you are up for the challenge of putting on the best Freshers' Fortnight ICSMSU has ever seen, step right up. As Ents Chair you oversee all ICSMSU events through the year, including but not limited to Freshers' Fortnight, Snow Ball, all our dinners and RAG. You chair regular meetings with the Ents Team, Dinner Chairs and the Reynolds Bar Managers.

### Summer Ball Chair

One of the biggest nights of the School of Medicine calendar is the ICSMSU Summer Ball, where previously over 1000+ guests have celebrated the achievements of our newly qualified doctors on their results night! You will be responsible for electing a strong committee to organise next year's Ball. There will be apt time throughout the year to run various events to raise funds and promote the ICSMSU Summer Ball.

### Sponsorship Officer

The role of the newly created Sponsorship Officer is an exciting and engaging one. In general ICSM finds it hard to gain significant sponsorship compared to our counterparts at Imperial. The Officer will not only be part of the ICSMSU Exec, but will also liaise with companies and seek sponsorship for the ICSMSU Exec as well as our Clubs and Societies.

## RCSU Committee

### Vice President (Operations)

The VPO is responsible for coordinating the procurement of sponsorship for the RCSU. In addition, the VPO chairs the Operations Board to ensure the services the RCSU provides - such as our website, social media and our magazine, Broadsheet - are the best they can be. You also oversee the academic and welfare branches of the RCSU. Please note that due to the timeframe in which several companies review sponsorship applications, you will be required to start work on this from Easter as the VPO-elect alongside the current VPO.

### Vice President (Activities)

The VPA is in charge of organising events for the RCSU and encourages coordination between the Departmental Societies. You are also responsible for upholding the traditions of the Union. You chair the Entertainments Board, oversee all social events and liaise with the President and the Treasurer to ensure events stay within budget.

### Honorary Secretary

The Hon. Sec. keeps minutes for all RCSU Meetings, and chairs any General Committee meeting. They also help with the organisation of activities of the Union, assist the Executive and any societies with any administration work, and assist with the running of the office. You are a key member of the team, so time management, organisational and communication skills are necessary.

### Honorary Junior Treasurer

The HJT looks after the finances of the RCSU Exec and gives advice to the Departmental Society Chairs and Treasurers. You will also be required to do invoicing, budgeting and dealing with payment requests from suppliers. You will also oversee the expenditure and accounts of the Departmental Societies. You will be managing a huge budget so integrity, financial responsibility and enthusiasm to learn the Union's finance system is necessary.

### Welfare Officer

As Welfare Officer you will be required to organise welfare events across the year as well as the annual 'RCSU Welfare Week'. You will work closely with the Deputy President (Welfare) and represent students on relevant Imperial College Union committees (Union Council and Community & Welfare Board). You will meet with students who require assistance individually, whilst ensuring any relevant welfare information is distributed to all students.

### Academic Affairs Officer

The AAO sits on Union Council, Faculty of Natural Sciences Teaching Committee and Staff-Student committees, ensuring that the students of the Faculty are being fairly represented academically. You work closely with the Deputy President (Education), Dep Reps and academic staff to improve teaching standards across the faculty. You will meet the Dep Reps frequently, and chair an Academic Affairs Committee to keep things ticking along smoothly.

### Science Challenge Chair

The Science Challenge Chair is responsible for the organisation and supervision of Science Challenge, the RCSU national essay writing competition. This includes organisation of the launch and final, creating a Science Challenge Committee and contacting potential judges.

It will require you to heavily liaise with the Faculty of Natural Sciences and you should expect to start some groundwork for the event before your role officially begins. This requires significant time management, organisation and commitment, but is highly rewarding. Please note that due to the limited availability of high-profile judges, you will be required to start work in Easter to start planning next year's competition.

### Web Communications Officer

The WCO maintains the RCSU website as well as designing the emails and other web-based communications of the RCSU. You will also be responsible for utilising the latest and most innovative frameworks to develop our online media. Excellent problem solving skills and an understanding and interest in web development is essential.

## Broadsheet Editor

The Broadsheet Editor is responsible for the RCSU's termly magazine, Broadsheet, produced with the assistance of a team you will recruit. You will also need to prepare the Freshers' Handbook which is to be distributed before the start of the academic year. Access to a modern iMac with Adobe Photoshop, InDesign, and Illustrator is available to help you with your very own publication.

## Sports Officer

It is the role of the Sports Officer to help gather teams for Faculty competitions and tours across a range of sports. You will be responsible for organising fixtures and liaising with other faculties and sports clubs so organisation, teamwork and communication skills are necessary.

## Events Officer

The Events Officer is responsible for helping to organise events. You'll get to both improve the RCSU's existing events, and come up with brand new events. You will play a key part in coming up with exciting ideas for the RCSU's events, and will need to solicit opinions and feedback from the wider student body to make sure the RCSU's events are what they are looking for.

## Publicity Officer

The Publicity Officer is responsible for ensuring that all events are well attended and well publicised. Creativity, imagination, professionalism and organisation skills are necessary as although this role requires a significant amount of time, your work will be displayed to over 3,200 Undergraduate students. Access to a modern iMac with Adobe Photoshop, InDesign, and Illustrator is available to help you make some fantastic artwork.

## RAG Champion

The RAG Champion is the officer responsible for coordinating fundraising events to help raise money for ICU RAG and other charities the RCSU decides to assist. You also get to help organise all manner of other events and come up with some charity focused ones. You sit on, but do not have a vote on, the ICU RAG committee to represent the RCSU's members.

## Departmental Representatives

The Dep Reps sit on RCSU General Committee. They also attend Education & Representation Board meetings. They deal with their department in Staff-Student committee meetings and self-arranged meetings aimed at ensuring issues of students are resolved. They also meet frequently with and coordinate Year Reps, ensuring any issues are raised and resolved rapidly.

## Exploration Board Representative

The Exploration Board Representative attends the Exploration Board meetings throughout the year to decide which expeditions the Board should fund, alongside offering practical guidance and official recognition to those students who want to go on an expedition. You can find more about the Board and its work at [imperial.ac.uk/expeditions](http://imperial.ac.uk/expeditions). You should also be the first point of contact for all RCSU students who are thinking about approaching the Board regarding an expedition. You will not sit on any RCSU Committee.

## RSMU Executive Positions

### Vice President (Clubs & Societies)

The VPCS will be responsible for overseeing all clubs and societies (both sporting and departmental) and ensuring that they run smoothly. Perhaps the most important job that the VPCS has, however, is organising the annual varsity match against Camborne School of Mines – The Bottle Match, which is to be held in London in 2017. This event is one that puts the RSM in the history books as part of the second-oldest Varsity match in the world, and involves a huge amount of organisation and time to arrange. This is an unforgettable and exceptional event that makes the VPCS a crucial member of the Exec. The VPCS also sits on Imperial College Union's Clubs, Societies & Projects Board.

### Junior Treasurer

Unlike the above positions, the Treasurer doesn't have any major events to organise. However, they are in charge of running the financial side of the RSMU, and as a result, are essential to any event being a success and keep the RSMU out of debt! They also oversee the spending and allocation of money for all RSMU Clubs and Societies. The Treasurer role requires a surprisingly large amount of hard work and works closely with the President.

### Student Welfare Officer

The SWO is responsible for making sure that everyone in the RSM has as enjoyable an experience as possible during their time at uni. This involves working with the RSM departments and Imperial College Union's Deputy President (Welfare) to offer support and advice to the students of the RSM. The SWO sits on the Union's Community & Welfare Board and Union Council.

### Vice President (Activities & Events)

Social events are the heart and soul of the RSMU and it is the responsibility of the VP AE to oversee the organisation and running of all RSMU events throughout the year. The first, and probably most important, is to arrange the Freshers' Dinner at the beginning of the autumn term. After Freshers' dinner, the VP AE will be in charge of organising the Christmas and Spring Dinners. On top of organising these events, there are also the many bar nights and social outings for which the RSM is so famous to be taken care of. The VP AE will be working closely with and be assisted by the Balls Officers, and will be in charge of making all decisions related to event organisation.

### Honorary Secretary

The Hon Sec is second in command of the RSMU and is responsible for assisting the President and all other committee members as and when they need it. The Hon Sec is also responsible for organising and taking minutes at RSMU committee meetings throughout the year. While the Hon Sec does not have any clear major tasks unlike the other Exec positions, it is a very important role and be time consuming, but is vital to the smooth running of the RSMU and rewarding because of it.

## RSMU Committee Positions

### Academic Liaison Officer

The ALO is responsible for looking after the academic interests of RSMU students, working with Dep Reps, departmental staff and attending Faculty Teaching Committee meetings. The ALO provides a pathway for the communication of issues raised by the student body to reach relevant staff members and vice versa. The ALO sits on Union's Education & Representation Board and Union Council.

### Davy Bearer

Although the Davy Bearer has only one responsibility, it is imperative to the RSMU that it is performed. The Davy is a brass mining lamp (weighing in at approx 60kg) and is the official mascot of the RSMU. The Davy Bearer must protect our mascot from other thieving Unions (such as the CGCU) and present it at various events, for example the annual Hustings. The Davy Bearer is also chair of the sub-committee known only as SKINNERS BOTTOM – the RSMU mascot group, whose job it is to somehow obtain the other Constituent Union mascots.

### Regalia Officers x2

The two Regalia Officers provide the RSMU with clothing, ranging from hoodies, t-shirts and polo-shirts to ties, cuff links and hipflasks. Like our social events, the regalia supplied is among the best (if not THE best) in the College showing that the RSMU is once again a cut above the rest. For those of you with an eye for design and salesmanship, this could be the role for you! To run for Regalia Officers, please apply as a pair.

### Website Officer

If you can visit the webpage [union.ic.ac.uk/rsm](http://union.ic.ac.uk/rsm) then do so; it will show you the hard work of the Website Officer. It is their job to maintain and update the masterpiece which is the RSMU website. Our website allows you find out information on upcoming events, traditions, history and anything that's got something to do with the RSMU.

### Balls Officers x2

The two Balls Officers are responsible for assisting the VP&E in organising all of the events throughout the year. The workload becomes quite heavy running up to major events, but is generally very enjoyable and is a role that is very important to the RSMU as the events are what make the RSMU such an awesome place. Balls Officer is a really fun job, giving you the opportunity to show some flair in making our formal dinners the best they can be. To run for Balls Officers, please apply as a pair.

### Pitlicity Officers x2

This joint role is that of Pit Editor and Publicity Officers; the Pitlicity Officers will have the job of both putting together and publishing the RSMU newsletter 'The Pit', termly events flyers, the Snapchat account, and to let the people of the RSMU know that an event (social, academic or otherwise) is just around the corner by plastering our hallways with eye-catching posters and sending out emails. Between the two of them the Pitlicity Officers will be responsible for most of the promotion put out by the RSMU and are the main way that the RSMU communicates the upcoming events to undergrads, postgrads and staff. To run for Pitlicity Officers, please apply as a pair.

### Sponsorship Officer

The Sponsorship Officer works closely with the President, Balls Officers and Vice President (Clubs & Societies). They are expected to put many hours work into pestering big companies for much needed financial aid for RSMU's major events with the promise of promoting their company to our highly sought after students. The Sponsorship Officer must start work straight after being elected with their predecessor in order to maintain sponsorship for their elected year.

# Top Ten Campaign Tips

Campaigning around campus is only allowed during a two-week window after the close of nominations. You must not campaign before then otherwise you will have an unfair advantage over your rivals. Of course, you are free to tell your friends you are running but you are not allowed to put up posters around campus, hand out flyers, etc.

Here are our top tips for campaign success:

- ▲ Design some eye-catching posters: Posters are an essential part of a campaign. There's going to be plenty of them, so make sure yours stand out.
- ▲ Create strong, original policies: This one definitely goes without saying. It's easy to say you're going to completely overhaul the Union, but that's not necessarily possible or even realistic. Think where you can improve something, how you can do it and whether the electorate is going to take the policy seriously.
- ▲ Demonstrate your experience: If you've been a club captain or sat on one of the Union's Executive Committees, promote this to your advantage.
- ▲ Use social networking and construct a website or blog: Facebook and Twitter are great ways of extending your campaign message. (See Social media rules further along in the Candidates' Pack).
- ▲ Come up with an imaginative slogan: A witty slogan captures people's imagination and sticks in their mind.
- ▲ Make speeches in lecture theatres: Giving a quick shout-out to a lecture theatre is a daunting prospect, but a deeply rewarding way of canvassing hundreds of voters at once. You might even receive an applause!
- ▲ Hand out freebies and use costumes and placards: People might not remember your policies, but they'll remember your face if you give them a free sweet or two, or dress-up as a gorilla.
- ▲ Get friends to campaign for you: Get your buddies on the campaign trail to speak to as many members of the electorate as possible.
- ▲ Talk to people: Take the time to explain your policies to people and why you're the right person for the role. Answer their questions successfully and there's a good chance they'll head off to tell their friends to vote for you as well.
- ▲ Be inventive!: Aside from the freshers, many people will have heard all the usual campaign spiels before. Come up with a unique, original campaign to capture those jaded minds.

You'll find information about our **Campaigning to Win** information session on page 8 or on our elections website

[imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections)



# The Campaign Process

## Putting yourself forward for Nomination

To enter the election process, you first need to put yourself up for nomination. This is a simple online procedure that involves you logging into the Elections voting website using your College login and then choosing which position you would like to stand for. The link for this is [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote).

Once you have put yourself forward as a candidate, you may be asked for the username of a fellow student to second your nomination. Not all positions in The Leadership Elections require a seconder; you will be notified during the nomination process if one is required. Your seconder will receive an email notification and won't need to take any further action if they're happy to support your nomination. Nominations open at 00:01 on Wednesday 3 February and close at 23:59 on Sunday 28 February. Once the nomination period closes you are free to start your campaign!

## Campaigning

To win an election, you need to run a successful campaign to convince the rest of the student body that you're up to the task. You need to outline what you think needs changing or improving in the Union and then come up with a campaign strategy that is going to get you and your ideas noticed and taken seriously by the electorate.

## Campaign Materials

One of the most contentious points between candidates during an election can be campaign material. In order for this election to be successful, we have to lay down some ground rules that everyone must follow:

- ▲ The election publicity rules are formed from the standard Imperial College Union publicity rules plus additional rules imposed by the Returning Officer.
- ▲ All campaign material must be in English only or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
- ▲ All campaign material must include the pre-designed The Leadership Elections banner available at [imperialcollegeunion.org/elections/materials](http://imperialcollegeunion.org/elections/materials). Other use of the Union or College logo on campaign material is prohibited.
- ▲ Spamming is forbidden. No use of email lists (either College or Union) or any mass emailing of any form is allowed. If a candidate, or a member of their campaign team, sends an email and the receiver does not know the sender then lodges a complaint, the candidate may be penalised and/or disqualified.
- ▲ All campaign material must not contain offensive language, contain implied offensive language, or be libelous in nature.
- ▲ Campaign material must not be placed over other candidates' material; nor should other candidates' material be removed.
- ▲ Posters must be no bigger than A2 in size.
- ▲ Posters must not be placed on open brickwork and non-designated poster boards.
- ▲ Your posters must be at least five metres apart from one another.
- ▲ Posters must be put up using blu-tack or drawing pins (as appropriate) – do not use sticky tape.
- ▲ There must be no publicity in halls of residence unless express permission has been given by the Wardens or Sub-wardens for the posters to be placed in any designated areas.
- ▲ You are not allowed to use adhesive stickers as campaign materials.

Social media rules:

- ▲ Candidates may create Facebook groups.
- ▲ Candidates are not permitted to use for the purpose of campaigning any Facebook group created for any purpose other than the current election.
- ▲ A Facebook message is governed by the same rules as an email.
- ▲ Any candidate using Twitter must enter their Twitter handle at [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) when entering their manifesto.
- ▲ All tweets by candidates and their campaign team must include the hashtag #voteicu.
- ▲ Candidates must invite Imperial College Union Returning Officer ([facebook.com/icureturningofficer](https://facebook.com/icureturningofficer)) to any Facebook groups used for campaigning.

You can only place posters in the following places:

- ▲ The Junior Common Room pillars, but not glass, in the Sherfield Building;
- ▲ Union Building poster boards with the exception of the bar area, the Union Dining Hall, and those covered in plastic or glass;
- ▲ Stairway noticeboards at St. Mary's, on each floor;
- ▲ Glass notice boards at SAF and in UMO student post room;
- ▲ Reynolds First floor walls and basement walls.

## Manifestos

Manifestos give you the chance to show and convince the electorate why you are the best candidate for the role. Written versions will be displayed on the Union elections website, during voting and published in the Felix elections pullout\*. Manifestos often say more about a candidate if they are not submitted in time. Any manifestos submitted after the deadline below will not be published at all. Other student media may also use the submitted manifesto text or contact you to submit a further manifesto.

Manifesto specs are as follows:

Medium	Submit to	Maximum Word Count	Photo Needed	Deadline
Manifesto & Picture	Voting Website	250 words	Yes, .jpg	17:00 – 29/02/2016

**This year, you will be able to enter the following alongside your manifesto:**

- ▲ Link to a Facebook page for your campaign
- ▲ Link to a Twitter account
- ▲ Link to a website for your campaign
- ▲ YouTube video for your campaign
- ▲ A4 PDF - could be a long form manifesto or campaign poster

These will all be published on [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) as students vote in The Leadership Elections, and on [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections).

All campaign material is bound by the Student Staff Protocol (SSP). These regulations are contained within the SSP Policy online at [imperialcollegeunion.org/your-union/policies/47](http://imperialcollegeunion.org/your-union/policies/47). In a nutshell, the SSP states that you cannot comment on the performance of a Union Staff member or their department if they are the sole member of that department.

\*The manifestos of candidates for Full-Time Constituent Union President, Student Trustee, Liberation Officer and Council Chair positions will be published.

## Spreading your Message in the Student Media

All student media is open to candidates to advertise in and spread their campaign message. This will inevitably require you to spend some of your campaign budget to use them (see next section). You could have a section of a page in Felix, an advert on IC Radio or your face all over the televisions in the Junior Common Room courtesy of ICTV.

If you wish to advertise in any of the different student media, then you should contact them directly at one of the following addresses:

- ▲ Felix: [unioncoms@imperial.ac.uk](mailto:unioncoms@imperial.ac.uk)
- ▲ IC Radio: [info@icradio.com](mailto:info@icradio.com)
- ▲ ICTV: [ictv@imperial.ac.uk](mailto:ictv@imperial.ac.uk)

## Campaign Budgets

**Full-Time and Constituent Union President candidates may spend up to £100 inc VAT on whatever you require for your campaign.** This covers anything that can be construed as campaigning, except for travel costs incurred when travelling to other campuses. For all elements of your campaign, you must ensure that that you get a VAT receipt. It is a requirement that you declare your spending by 17:00 12 March 2015 to [elections@imperial.ac.uk](mailto:elections@imperial.ac.uk), including receipts for 100% reimbursement.

Please ensure that you collect VAT receipts so the Union can reclaim tax.

You may solicit sponsorship for your campaign. Any sponsorship income (or benefits in-kind) must be accounted for within your overall budget. You must submit a Sponsorship Agreement/Contract to the DRO in advance of placing any company logos on campaign materials.

Paper printing of posters (in College departments, at home, etc.) shall be accounted for at the costs below, regardless of where and for how much they were printed. Posters and flyers will be charged at the cost of the size of the distributed media; not the printed size.

	<b>A2</b>	<b>A3</b>	<b>A4</b>
Monochrome	12p	6p	3p
Colour	£1	24p	12p

**Candidates running for Student Trustees, Liberation Officer, Constituent Union committee, DepSoc, Dep Rep or a Club, Society or Project positions may spend up to £50 on their campaign.** No reimbursement from the Union will be given, but you will still need to declare your spend to [elections@imperial.ac.uk](mailto:elections@imperial.ac.uk). Candidates are not required to pay a deposit although they can be fined for a breach of rules.

## Meet the Candidates

For Full-Time, Constituent Union Presidents and Student Trustee positions\*, hustings will take place and is called "Meet the Candidates". It will be broadcast live on our website at 19:00 on Wednesday 2 March.

\*Exact line-up to be confirmed

## Voting

### Voting System

The voting system that the Union uses is Alternative Vote (AV) for one position, and Single Transferable Vote (STV) with Quota for multiple positions. This enables students to list their preferences for a position, using numbers, with 1 for the first choice, 2 for the second and so on. This means that students whose first choice is not elected still get a chance to state who they prefer to be in the position. It makes it possible that, while a student may not have much immediate support, they may have a larger base of support among the wider student body and still be elected. AV and STV ensures that the person with the largest base of support among the student body gets elected.

The Union's online voting system will be used as in previous elections. The Vote website is mobile-friendly as well.

### Re-Open Nominations (RON)

RON is an option available for every position RON's purpose is to give the electorate a chance to say that they believe no candidate is suitable for the post. The RON campaign is limited to the same budget as that of the real candidates and is also bound by the same publicity rules. You are also able to abstain from voting for a position if you wish. This option is given once you log in to cast your vote.

### Close of Voting

After the close of voting on Friday 11 March, the ROs decision on any outstanding complaints the count of the vote will be made.

The results of The Leadership Elections 2016 will be announced in the Results Party at Metric on that evening from 20:00. So, get all your campaign team together to help you celebrate the end of elections!

## If You Win a Full-time Position

### What is expected of you

If you win, you will be expected to abide by the following:

- ▲ To be present during handover from 18 July - 29 July 2016 (Felix handover TBC)
- ▲ To serve your term in office from 1 August 2016 to 31 July 2017 (Felix Editor office term: 1 September 2016 to 31 July 2017).
- ▲ If successfully elected as President, Deputy President, Student Trustee or Council Chair for Imperial College Union, you will be required to attend the Board of Trustees Away Residential on 21-22 April 2016.
- ▲ To work no less than 40 hours per week.
- ▲ Some out of hours commitments are expected, including work at weekends.
- ▲ No holiday can be taken in the last two weeks of September due to the start of the new academic year. Similarly, no holiday can be taken in July during handover.
- ▲ No external employment unless approved in advance by the Board of Trustees.
- ▲ Must obey the Union's Constitution and bye-laws: [imperialcollegeunion.org/your-union/how-were-run/constitution-and-regulations](http://imperialcollegeunion.org/your-union/how-were-run/constitution-and-regulations).

### What you will get from working with us

Working with us has a number of benefits. As one of our full-time Officers, you will get:

- ▲ An annual salary in the region of £29,800. We can even help you in finding and securing accommodation within Halls of Residence.
- ▲ 25 days holiday per year, plus College holidays.
- ▲ Full Officer training from the start of your handover, right through to the end of the year.
- ▲ Staff support from all teams and departments.
- ▲ Informal coaching from the Strategic Management Team to aid with your personal development.
- ▲ A lively, vibrant working environment where no day is the same.
- ▲ The chance to develop real life skills, earn valuable experience and build your confidence
- ▲ Ability to join the College's Pension Scheme
- ▲ Interest free travel card loan



Imperial College Union has joined an elite group of organisations that hold the Investors in People Gold award. The Investors in People standard accredits organisations that excel at leading, supporting and managing their staff and is recognised world-wide.

## The Rules (From Section F of the Bye-Laws)

### F. Major Elections

#### Application

1. These Bye-Laws shall apply for all elections conducted by cross-campus ballot, and for all elections of members referred to in the Constitution other than Management Group Chairs and Treasurers.

#### The Returning Officer

2. The Governance Committee will, at least once per academic year, appoint an appropriately qualified person to act as the Returning Officer, who may not be a current Member of the Union and whose appointment must be ratified by the Board of Trustees.
3. The Returning Officer shall:
  - 3.1. Be the final interpreter of the Major Elections Bye-Laws.
  - 3.2. Appoint (and dismiss if necessary) deputy returning officers and other officials to ensure the good conduct and administration of the elections.
  - 3.3. Oversee the count and declare the results of the elections.
  - 3.4. Set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election.
  - 3.5. Seek legal advice if he/she believes that statements made or the contents of publicity could leave the Union open to legal action.
  - 3.6. Rule out of order any statement or the content of any publicity which in the Returning Officer's view is in breach of the constitution, the law or any other appropriate rules and guidelines.
  - 3.7. Be empowered to issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
  - 3.8. Be empowered to issue fines to candidates up to a maximum set by the President, in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above.
  - 3.9. Deliver, or ensure the delivery of, appropriate training to all election candidates.
  - 3.10. Make available an information pack to potential candidates for each election outlining relevant rules and procedures.
4. The following powers shall be reserved by the Governance Committee having taken advice from the Returning Officer:
  - 4.1. Disqualifying a candidate,
  - 4.2. Ordering a re-run, and
  - 4.3. Setting aside ballot papers.

#### Complaints

5. The Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
6. Complaints regarding the conduct of the Returning Officer shall be referred to the Board of Trustees. The onus is on the complainant to set out such complaints in writing for the Board of Trustees' consideration.

#### The Process of Elections

7. The Returning Officer shall produce an election timetable, not less than five (5) clear College days in advance of nominations opening which shall outline:
  - 7.1. The process for nomination, with nominations open for at least three (3) College days.
  - 7.2. Details of candidates' meetings
  - 7.3. Details for the submission of manifestos
  - 7.4. Details of any hustings
  - 7.5. Arrangements for the ballot, with voting open for at least two (2) College days.
  - 7.6. Arrangements for the count
8. The Returning Officer shall produce details of the arrangements for balloting and for complaints procedures, and ensure that they are publicised to all Members eligible to stand, and or vote.
9. The election will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available, and the Alternative Vote system for elections with one position available.
10. The Returning Officer shall ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion.
11. The Returning Officer shall ensure that all candidates sign a statement of intent that they will take up the position, and that they are satisfied the election has been run fairly before the count.
12. No candidate may challenge the result of the election once the count has been held.

## Nominations

13. Nomination forms will be available to all Members eligible to stand.
14. It shall be the responsibility of nominees to ensure that nomination forms are completed accurately and submitted before the deadline.
15. Nomination forms shall require one (1) seconder.
16. Any Member of the Union eligible to vote in the election may second a candidate.
17. The Returning Officer shall have the sole responsibility for declaring a submitted nomination form valid.
18. When the Returning Officer is satisfied, all valid nominations shall be confirmed with the candidates and published.

## Manifestos

19. Manifestos must be submitted by the date laid down in the election timetable and must comply with any format requirements stipulated by the Returning Officer.
20. The Returning Officer will ensure that manifestos are available to voters at the point of ballot.

## Campaign Publicity

21. The Returning Officer will determine the allowance for publicity available to each candidate for each election.
22. The Returning Officer shall stipulate a maximum amount that candidates may spend on their own election campaigns.
23. All candidates in each election shall have an equal publicity allowance.
24. The Returning Officer shall draw up regulations for the conduct of candidates' campaigns. Any breach of these regulations could lead to disqualification from the election.

## Hustings

25. The Returning Officer may arrange a hustings for the candidates in an election.
26. Candidates will be informed of the format of any hustings at the initial candidates' meeting.

## Withdrawal

27. Any candidate may withdraw from the election at any point by informing the Returning Officer.

28. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Returning Officer will ensure that the voters' next preferences are counted in accordance with the principles of the Electoral Reform Society.

## Voting

29. The Returning Officer will ensure that all eligible members of the Union can vote.
30. The Returning Officer shall decide the method of voting and publicise it appropriately.
31. The Voters shall be able to express preferences for as few or as many candidates as they wish subject to the instructions on ballot papers.
32. Ballots shall bear the chosen name of each candidate, and of the position being contested.
33. The order of names on the ballot shall be decided by the drawing of lots or by using an electronic system which ensures the order of names on the ballot is chosen at random.
34. There will be a facility for voting for "Re-Open Nominations".
35. Voting shall be by secret ballot.

## Declaration

36. Results of the election shall be declared by the Returning Officer when the count for each post has been successfully completed.
37. A list of successful candidates will be published within one (1) clear day of the declaration of the results.

## By-Elections and Co-Options

38. If any Union Office falls vacant, Union Council shall determine if and when a by-election should be called, except the Officer Trustees and elected Student Trustees, in which case the vacancy will be resolved in accordance with the Constitution.

# The Rules for The Leadership Elections 2016 as set by the RO

## A. General Rules

1. All rules listed here are in addition to the rules set out in the Union Bye-Laws Section F. Major Elections.
2. The rules of the elections will be interpreted and enforced by the Returning Officer (RO) and Deputy Returning Officers (DROs).
3. Rulings made by the RO or DROs will be communicated to all candidates and as such become rules for that election. It is up to candidates to ensure that they are aware of the latest rules and rulings which will be available at [imperialcollegeunion.org/elections/rules](http://imperialcollegeunion.org/elections/rules). The latest and correct version of the rules will always be in the downloadable Candidates' Pack available from [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections).
4. Candidates are responsible for all those acting in support of them, on behalf of them, as part of their campaign team or distributing their campaign material where the candidate may be deemed by the RO or DROs to have been in a position to control that individual's actions.
5. Any activity that is illegal, breaches College rules, policies and codes or Union bye-laws, regulations, policies or constitution is deemed to be in breach of the election rules.
6. The College is still a place of work for students and staff alike during the election period as it is the rest of the year. This must be respected during your campaigning.
7. If a candidate is in any doubt as to any campaigning activity that they intend to undertake, they are advised to speak to the RO or DROs before undertaking the activity in order to obtain a formal ruling.
8. General feedback on the Election process can be made using the online form at [imperialcollegeunion.org/elections/feedback](http://imperialcollegeunion.org/elections/feedback).
  - 8.1 Feedback on the Election process will be considered by the Board of Trustees' Governance Committee as part of an annual review of the Union's electoral processes after the end of the election.

## B. The Returning Officer

1. The Returning Officer's duties are set out in the Union Bye-laws Section F. 3-4.
2. Any complaint about the conduct, not the decisions, of the RO's can be made to Board of Trustees' Governance Sub-Committee through the Union's complaints procedure as detailed in the Union Bye-Laws Section F.

- 2.1 Whether or not complaints about the RO will be heard by the Governance Committee will be decided by its Chair.
- 2.2 Complaints about the conduct of the RO more than made two (2) hours after the close of the voting period will not normally be heard unless the complaint contains new evidence obtained since that deadline.

## C. Nominations

1. Nominations will be open from 00:01 Wednesday 3 February and close 23:59 Sunday 28 February.
2. Nominations are available online at [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote).
3. Nominations require one seconder.
4. All candidates must attend the Candidates' Meeting on Monday 29 February in Physics Lecture Theatre 1, 13:00 - 13:50.

## D. Expenditure

1. Candidates in all elections have a maximum amount they can spend on their campaigns once the nomination has been confirmed. Candidates are asked to produce receipts of their expenditure by the relevant deadline. Any expenditure must be both that which all candidates have had the opportunity to carry out, and must be replicable by all other candidates in a given election. Campaign expenditure is defined as expenditure in pursuit of promoting a candidature as further determined by the Returning Officer. Where there is a question as to the extent to which it is reasonable to believe that the use of a tactic or resource is open to all, the Returning Officer's decision is final and so advice should be sought first.

## E. Campaigning

1. No candidates' publicity may appear before the close of nominations.
2. All campaign material must be covered by a suitable receipt.
3. All campaign material for full-time positions and Constituent Union Presidents must cost no more than £100 of which the Union will refund 100%.
4. All campaign material for all other part-time positions must cost no more than £50 of which the Union will not refund and must be covered by the candidate.
5. All campaign material must comply with the Union's



Publicity Policy at [imperialcollegeunion.org/your-union/policies/17](http://imperialcollegeunion.org/your-union/policies/17)

6. All posters, flyers and websites must include the pre-designed The Leadership Elections banner available at [imperialcollegeunion.org/elections/materials](http://imperialcollegeunion.org/elections/materials). Other use of the Union or College logo on campaign material is prohibited.
7. Receipts for monies spent on all campaign material must be submitted in person to the DROs or by email to [elections@imperial.ac.uk](mailto:elections@imperial.ac.uk) before 17:00 Thursday 10 March.
8. Candidates' manifestos and photos must be submitted online at [imperialcollegeunion.org/vote](http://imperialcollegeunion.org/vote) by 17:00 Monday 29 February. Manifestos may be no more than 250 words long. Any words over 250 will be removed before the manifestos are published.

### Physical

9. Candidates and their campaign team may not harass, coerce or use intimidation to persuade someone to vote or who to vote for.
10. Candidates must not obscure, tamper with or remove the publicity of any other candidates.
11. Permission must be sought when posters are placed on non-designated poster boards as set out in the Union's Publicity Policy ([imperialcollegeunion.org/your-union/policies/17](http://imperialcollegeunion.org/your-union/policies/17)).
12. You are not allowed to use adhesive stickers as campaign materials.

### Online

13. Candidates may use social networks or their own website to promote their campaign.
14. All candidate websites and social network pages must contain a link to the elections website [imperialcollegeunion.org/elections](http://imperialcollegeunion.org/elections).
15. Candidates are allowed to use Facebook groups, mailing lists and other forms of group communication as long as they have collected the information for those individuals during the campaign period (close of nominations to the close of voting) and the group was formed for the sole purpose of campaigning in this election.
16. All Facebook groups must invite Imperial College Union Returning Officer ([www.facebook.com/icureturningofficer](http://www.facebook.com/icureturningofficer)) to the group before it is used for campaigning purposes.
17. All Twitter accounts used for campaigning must follow @icunion.
18. All campaigning done through Facebook and Twitter

must contain the hashtag '#voteicu'.

## F. Complaints

1. Any complaint must be submitted using the online Elections Complaint Form available at [imperialcollegeunion.org/elections/complaint](http://imperialcollegeunion.org/elections/complaint).
2. Only completed Elections Complaint Forms will be considered by the RO or DROs.
3. Complaints should be submitted within 24 hours of the incident in question or at the earliest possible moment.
4. Complaints cannot be anonymous and the ruling by the RO or DROs regarding any complaint may be communicated to all candidates within the election.
5. Complaints involving severe breaches of the rules will be dealt with by the RO. The RO may choose to allow the DROs to rule on all other complaints.
6. The RO will define to the DROs their interpretation of severe and non-severe breaches of the rules.
7. The RO or DROs may make a ruling including, but not limited to, the following sanctions. Depending on the severity of the breach, any or all of these steps may be by-passed when making a ruling.
  - 7.1 Issuing a formal warning
  - 7.2 Reduction in campaign budget or amount the Union will refund
  - 7.3 Temporary banning of campaigning
  - 7.4 Recommendation to the Board of Trustees' Governance Sub-Committee for removal from the election
8. All complaints must be received within two (2) hours of the close of the voting period.
9. The RO's decision on all complaints is final.

## G. The Count

1. Results of the election shall be announced once the count has been made within one (1) College day and the results published.

## Trustee Declaration

All prospective Trustees must read and sign a declaration like the one below if they win one of the Officer Trustee positions.

I declare that:

- ▲ I am over 18 years of age
- ▲ I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- ▲ I am not an undischarged bankrupt
- ▲ I have never been removed from office as a charity trustee by a Court or by the Charity Commission
- ▲ I have not been disqualified under the Company Directors Disqualification Act 1986
- ▲ I have not made compositions with my creditors from which I have not been discharged
- ▲ I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- ▲ I understand that, as a trustee of Imperial College Union, I will be excluded from employment by Imperial College Union; therefore, if I am currently a staff member of Imperial College Union, I will have to resign my position upon taking office as a trustee.
- ▲ In order to ensure compliance with Charity Law and best practice, and to protect the Union and the individual from real or perceived conflicts of interest, I understand that the Union will not employ former Trustees on a permanent basis until after the completion of one year from the end of the individuals term of office.



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