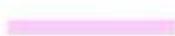


Election Launch Party
Tuesday 28th March
The Bar Downstairs, 18:30

TRINITY LABAN
STUDENTS' UNION
ELECTIONS 2017

Key to roles

-  President
-  Vice President of Music
-  Vice President of Dance
-  Academic Officer Music
-  Academic Officer Dance
-  Academic Officer Musical Theatre
-  Welfare Officer
-  Communications & Publicity Officer
-  International Officer

Deadline for Manifestos
Tuesday 25th April
10:00

Elections 2017
Tuesday 16th May
The Bar Downstairs, 17:30

Followed by Election After Party!

**TRINITY
LABAN
STUDENTS'
UNION**

Email L.McKillop@trinitylaban.ac.uk for more information

KEY DATES

Election Launch. The Bar Downstairs. 28th March.6:30pm.

Pick up information about running for a job in TLSU, ask questions about job roles, salaries, hours and job descriptions plus this is your chance to find out who else is running!

Deadline for Manifestos (nomination forms) 25th April. 10am.

All signed nomination forms and manifestos must be returned to TLSU via email through L.McKillop@trinitylaban.ac.uk before the 10am deadline. For manifesto details please read our guide lines in this booklet.

Campaign Details

After manifestos have been submitted TLSU and the returning officer will check and approve all materials and content. Applicants will be contacted when their manifestos have been approved.

Campaigning for the roles can begin on **May 1st at 10am** (in person, via leafleting, events and on social media). Prior to this all candidates running will be announced on TLSU social media page and via email (9am, May 1st) please do not begin canvassing prior to your manifestos being approved and candidacy being officially announced by TLSU.

Campaigning must end on **Tuesday 16th May at 10am** as this is when voting begins. After 10am you are no longer allowed to canvas for votes in person, via email, or on social media.

Summer Ball Launch Party

TLSU will be hosting its Summer Ball launch party on **Tuesday 9th May at 6:30pm**. We expect this event to be really busy and it would be the ideal place to introduce yourself to 'voters'.

Election results will be announced in THE BAR DOWNSTAIRS on MAY 16th (5:30pm).

Running TLSU is similar to taking over a small business for a year. You set budgets, run large events, sell merchandise and much more. Your challenge is to make this small business, with a small budget, function effectively so that you reach as many students as possible and cater to their wide variety of needs. You will be dealing with student welfare and representation as well as promoting and enhancing the social aspect of life at Trinity Laban.

Job Roles/Descriptions

-full job descriptions can be found in TLSU constitution-

President

- Be a sabbatical officer from August 1st to July 31st with a minimum commitment of 30 hours per week and adhere to the Ts&Cs within the fixed term contract.
- Partake in a paid handover period prior to the beginning of term of office.
- Have responsibility for the day-to-day running, overall wellbeing and administration of TLSU (inclusive of finances if necessary).
- Chair TLSU meetings where appropriate and delegate/nominate (as appropriate) a minute taker.
- Be the main point of contact with officers and staff of Trinity Laban and outside bodies
- Be a representative for the Board of Governors and Academic Board of Trinity Laban and be responsible for assigning other TLSU officers to committee meetings.
- Be a signatory on the bank account.
- Produce an annual budget outlining customary events and working practices for TLSU and ensure that capitation is received on time.
- Organise and manage events for the year with the assistance from other officers.
- Be responsible for the promotion and marketing of TLSUs activity and presence within TL, all forms of social media and website maintenance.
- Oversee the organisation of classes, workshops, events and TLSU BAR.
- Be responsible for dealing with Student concerns, aspirations and problems with other TLSU officers where required.

Vice Presidents (1xDance 1xMusic)

- Be a sabbatical officer from August 1st to July 31st with a minimum commitment of 15 hours per week and adhere to the Ts&Cs within the fixed term contract.
- Partake in a paid handover period prior to the beginning of term of office.
- Share responsibility for the day-to-day running, overall wellbeing and administration of TLSU.
- Attend committee meetings delegated to you by the president.
- Be a signatory on the bank account.
- Ensure that all social events, classes and TLSU activities are well publicised to every Trinity Laban Student.
- Organise classes and workshops to compliment student's specific programmes.
- Undertake all tasks delegated to you by the president.
- Take initiative in the development and improvement of TLSU putting forward ideas to the TLSU exec.
- Attend all TLSU meetings and present regular reports as requested by the President.
- Be responsible for the day to day running of the dance or music student union office when the President is not available.

International Officer

- Support TLSU throughout the year.
- Act as an approachable, friendly contact point for international students, referring them to the appropriate professional services, both internally and externally and monitoring their progress.
- Raise awareness of any disadvantages suffered by international students in their education and welfare with TL authorities and campaign for remedial action.
- Liaise with TLs international Student support services to raise the awareness or promote the interests of international students.
- Promote the interests of international members with the Students' Union and ensure that international students are participating in activities they enjoy.
- Promote multicultural events within TLSU.
- Take initiative in the development and improvement of TLSU by putting forward ideas to the TLSU executive.
- Undertake all tasks delegated to you by the president.
- Attend all TLSU meetings

Welfare and Sustainability Officer

- Support TLSU throughout the year.
- Ensure that the views of students from minority groups are represented in all of TLSUs work.
- Represent where necessary members of TLSU that together form a minority group within the student body.
- Take an active role in the NUS welfare and sustainability campaigns and promote these to students.
- Take initiative in the development and improvement of TLSU by putting forward ideas to the TLSU executive.
- Attend all sustainability initiative meetings and green impact meetings where appropriate.
- Undertake all tasks delegated to you by the president.
- Attend all TLSU meetings.

The Academic Officers (Dance, Music & MT)

- Support TLSU throughout the year.
- In conjunction with the President and Vice President, be responsible for dealing with students' concerns, aspirations and problems in relation to their course at Trinity Laban.
- Meet as necessary with members of staff of TL to develop and/or maintain a system for the election of Student Representatives.
- Keep in close contact with Student Representatives to ensure any issues are raised and solved in the appropriate manner.
- Ensure that the students are happy with the academic provision from TL and make sure that the student body is represented on as many sub-committees and boards as possible.
- Attend all graduate and post graduate course committee meetings.
- Take initiative in the development and improvement of TLSU by putting forward ideas to the TLSU executive.
- Undertake all tasks delegated to you by the president.
- Attend all TLSU meetings.

Publicity and Communications Officer

- Support TLSU throughout the year.
- Design and distribute appropriate posters and flyers for TLSU events throughout the year.
- Update the website, Facebook, Instagram and other platforms that inform students about TLSU activities.
- Liaise with the President of TLSU about ways in which they can improve the channels of communication with the students.
- Take initiative in the development and improvement of TLSU by putting forward ideas to the TLSU executive.
- Undertake all tasks delegated to you by the president.
- Attend all TLSU meetings.

Manifesto Rules/Guide

- Candidates may produce a Manifesto of no more than **1 side of A4**
- Candidates may also use posters, social media and emails for the campaign.
- No Manifesto or written matter on any platform may mention any other member of TLSU/other candidates, and may not make, explicitly or implicitly, any false, libellous or offensive statements.
- Before publication all manifestos must be approved by TLSU and the returning officer. **No candidate can publish campaign materials on any platform prior to May 1st at 10am.**

A copy of each candidate's manifesto will be kept at each of the TLSU offices. On Election Day a copy of each candidate's manifesto will be placed alongside a photograph (if desired) by the laptops set up for voting.

The returning officer and TLSU will approve arrangements to have equal opportunities to publish posters and other promotional materials. Any posters must comply with building/social media regulations

Candidates may not move or remove another candidate's poster. Candidates must also get permission from House Services to put posters in areas where TLSU does not have noticeboards.

A student may not be nominated for more than one post in the same election.

Voting is anonymous and will be done electronically. Candidates will be listed in alphabetical order for each role. Students will be able to vote in person or online via a secure online forum. Voters will have the option to re-open nominations (Vote RON).

If TLSU/the Students do not elect an officer for each role then (where possible) TLSU will allocate the responsibilities to the other elected officers. TLSU can also co-opt representatives from the Student body to work on behalf of TLSU where no officer is elected in order to make sure all obligations to students are fulfilled.

Top 10 Manifesto Writing Tips

Your election manifesto is your chance to tell people why they should vote for you and what you'd do if elected. It outlines the positive change that you will bring for students. Whilst campaigning, meeting people, debates and promotional stunts may convince some voters, for many it is the candidates' manifestos that will help them decide who to vote for. Students at Trinity Laban are more likely to be encouraged to vote on issues that directly affect them. Here are ten top tips to consider when writing your manifesto;

1. Describe Benefits Not Features

People want to know why your good idea is such a good idea, how will you make things better/cheaper/faster/bigger/whatever?

By describing the benefits of your ideas you're helping people understand why their lives would be better if you were elected and helps them think about why they should vote for you.

2. Ask existing officers for their feedback

Once you've come up with some ideas chat to existing officers. They have a really unique insight into the role that you want to do. They can give you feedback on your ideas and it might help generate some new ones!

3. Make sure you know the role

Have a look through the role description for the position you're running for. What sort of things would be your responsibility if elected? These are the things you're most likely to be able to influence plus these are the things that people want to know about. Think about the type of people who might be particularly interested in voting for your position and make sure you mention something for them.

4. Stand out from the Crowd

Students scanning through manifestos are more likely to pay attention to the candidates that stand out so make sure you include all your best ideas and not just generic statements about improving, enhancing TLSU etc.

5. Include something for everyone

Think about the different sorts of people that might vote in the elections and try to include something for them in your manifesto. Remember to use language that everyone can understand.

6. Don't get too carried away!

Sometimes it can be easy to get carried away and start making promises left, right and centre but don't forget that if you're elected you're actually supposed to work on the things you included in your manifesto! Don't put things into your manifesto if you have no intention of following through on them.

7. Find out what students want

Ask around to see what students actually want. Engage with people on your course - you might be surprised at the ideas this generates.

8. It is not a "normal" job

When applying for a 'normal' job you go through the experience and skills they're looking for and explain how you fit those. The sabbatical officer election process is quite different - people are more interested in your ideas. By all means mention any relevant experience you have but try to make it relevant and don't make it at the expense of space for your amazing ideas.

9. Be realistic *and* ambitious

Your manifesto should be realistic - don't promise what is not achievable! Making promises you can't keep damages TLSUs reputation. Equally though, be ambitious - just because someone says something isn't possible it doesn't mean you can't try it. Find yourself a balance between the two extremes.

10. Know the rules

It is no use coming up with something amazing if you're over the word limit or break another rule. Make sure you know what you are and aren't allowed to include in your manifesto, any word/size limits and how to submit it.

Good Luck and don't hesitate to contact us if you have any questions!