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Introduction

In term 3 of each academic year, we ask all of our affiliated clubs and societies that were set up in Semester 1 or prior, to run elections to elect a new committee for the upcoming academic year. Those who were unable to elect a full committee during this time or are wanting to add additional positions have the opportunity to in a by-election.

By being an affiliated club or society, part of the constitution states that all committee members will be elected by a fair ballot of Full Members of the Club. As a Students' Union, we are committed to making sure this process is fair and democratic for all. For this reason, we require that elections are held online via the SUBU website and that these elections are facilitated by a member of the Student Opportunities Team who will hold the position of the Elections Returning Officer.

Election Timeline

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

Committee Roles

Mandatory Roles, must be filled by Club and Society Members who are also Student Members of the Union:

- President
- Treasurer
- Secretary

Non-Mandatory Roles, must be filled by Club and Society Members who can be Affiliate or Student Members of the Union.

- Health and Safety Officer
- Equipment Officer
- Any Additional Positions that relate to the club or society, that were submitted by the deadline. There may be no more than 8 roles total, including 5 Non-Mandatory Roles.

Role Descriptions- Mandatory Positions

President

They have overall responsibility for the Club/Society. They will normally be the main contact with SUBU although some Clubs/Societies may wish to use the Communications officer/Secretary as the main point of contact – this is up to the whole Committee to decide. The President needs to know about everything that is happening with the Club/Society but should delegate some tasks to their committee so they are not trying to do everything themselves. Presidents will also be invited to be part of the SUBU President's Association which are networking sessions facilitated by SUBU once a term. All mandatory committee members will be responsible for health the safety of the club/ society and its members.

Secretary (Communications)

They hold responsibility for managing communication between the Club/Society and its members. They should also be responsible for managing the membership of the Club/Society through the online membership system and liaising with the Treasurer to collect membership fees. They should

also keep SUBU updated of membership numbers and any big events that SUBU can help promote. They should check the Club/Society SUBU email account on a regular basis and respond to any messages from SUBU or students. All mandatory committee members will be responsible for health the safety of the club/ society and its members.

Treasurer

They are responsible for the finances of the Club/Society. They should be aware of all costs that are being incurred by the Club/Society and should ensure that there are always sufficient funds available to pay for anything the Club/Society needs. They should keep up to date with which members have paid their membership through the SUBU website and liaise with the Communications Officer/Secretary to follow up any fees that are outstanding. If the Club/Society needs to make a purchase which exceeds the authorised limit in the constitution, the Treasurer should contact SUBU for approval before committing to spending the funds. All mandatory committee members will be responsible for health the safety of the club/ society and its members.

Role Descriptions- Optional Positions

Health & Safety

They are responsible for the health and safety of the Club/Society and its members. This means writing up the risk assessments in advance of events and trips, ensuring events run in accordance with the risk assessment and making sure that any additional considerations are made as required (e.g. if a location presents different risks to what had been planned for).

Equipment/ Events

They are responsible for managing all equipment that belongs to the Club/Society and keeping an up-to-date inventory, which should be sent to SUBU on a regular basis. In the event of a Club/Society that does not have any equipment then this is when the position may be used as an alternative committee role such as Events who is responsible for handling the organisation of all events for the Club/Society and the health and safety elements included within this.

Election Rules

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

Finding and Supporting Prospective Committee Members

There are many ways to promote your committee roles to prospective nominees.

- Post the elections artwork and timelines on your social media pages and in your closed group chats
- Talk about the elections in your events and socials so that your members are aware of what the process involves and so they know that they can use their vote
- Share the skills/ experience and knowledge you gained as committee members with your members to motivate them to stand for a position
- Show off what your group has achieved so far and what they could achieve with their new committee
- Sometimes, people are a little nervous about running for committee. Let them know about the resources available to them and the support given by SUBU

Writing a Manifesto

A manifesto is a public declaration of aims and policies that the nominee wishes to complete should they be elected. You are required to submit a manifesto as a part of the nominations process. This is your chance to state what you intend to do if you were to be elected and will be available for voters to view. You don't have to submit your manifesto at the same time as your nomination, but it must be submitted by the manifesto deadline- 19th October 2022, midnight.

The key to writing an amazing manifesto is being in touch with your club/ society members who will be voting for you. Be original and creative, but also practical. Your members will expect you to achieve whatever you lay out in your manifesto so it is important that you keep this in mind. They'll also know if something is unrealistic. The best policies strike the balance between what your members want and what is achievable in a year.

You'll want to include:

- Who you are
- What role you are running for
- Any relevant experience you have
- What you would like to achieve in the role

How Do I Nominate Myself?

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

SUBU CLUBS AND SOCIETIES COMMITTEE ELECTIONS 22-23 HANDBOOK

Posts you can stand for

African & Caribbean Society - Communications/Secretary

Action:
Stand

African & Caribbean Society - Health & Safety Officer

Action:
Stand

African & Caribbean Society - President

Action:
Stand

African & Caribbean Society - Treasurer

Action:
Stand

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

TEST Student Leader Elections 22/23

Nominations close at 17:00 on Wednesday 13 April 2022 (in 23 hours)

★ Posts

Candidates

📄 Stand

✅ Profile

🗳️ Vote

★ Results

Stand for African & Caribbean Society - Communications/Secretary

[← Back to Nominations](#)

Click the button to confirm your nomination.

Submit Nomination

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

SUBU CLUBS AND SOCIETIES COMMITTEE ELECTIONS 22-23 HANDBOOK

African & Caribbean Society - Communications/Secretary

Status:
Your nomination is pending approval.

Manifesto:
Upload

Action:
Withdraw

9. You can then create your manifesto;
 - Upload a headshot photo of yourself
 - Add a slogan if you wish to e.g Emma 4 Pres 2022
 - Type in your manifesto which will be posted on the elections page for your members to view
 - The deadline to post your manifesto is the date nominations close

How to Vote

To vote, members should visit www.subu.org.uk/elections

They will then need to follow the following steps:

1. Scroll down to the election and click 'Vote Now'

TEST Student Leader Elections 22/23

★ 457 posts are up for election.

🕒 Nominations are now closed.

🕒 The polls are open and will close at 19:00 on Tuesday 12 April 2022 (in 71 minutes)

Post List
Read more about the positions up for election and what each role entails.

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

Vote Now

2. Voters will then be presented with a list of positions they are eligible to vote for along with an option for 'Start voting'. Nominees can vote for themselves.

You may vote for the following positions:

African & Caribbean Society - Communications/Secretary

African & Caribbean Society - President

SUBU CLUBS AND SOCIETIES COMMITTEE ELECTIONS 22-23 HANDBOOK

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

TEST Student Leader Elections 22/23

The polls are open and will close at 19:00 on Thursday 14 April 2022 (in 2 days and 1 hours)

You have one vote.

Number the candidates in order of preference.

If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.

If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

Candidates for African & Caribbean Society - Communications/Secretary

No Photo

Emma Davies

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

About

Your vote for African & Caribbean Society - Communications/Secretary

(1 position available)

1 Emma Davies

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

Cast Vote

African & Caribbean Society - President Select Post

- Voters will then be asked to review their options before choosing 'Cast Vote' if they are happy and 'Back to Ballot' if they want to change their vote.

Please Note: Only current members of your Student Group can vote in the election. If someone cannot view the election they would like to vote in, they must ensure that they are a current member of that Student Group. Associate and alumni members are not able to vote. If the issue persists, please contact suclubs@bournemouth.ac.uk as soon as possible before voting closes.