

ELECTIONS 2022

CANDIDATE HANDBOOK



BE THE CHANGE
ALL YOU NEED TO KNOW ABOUT
THE STUDENTS' UNION ELECTIONS

Be the Change

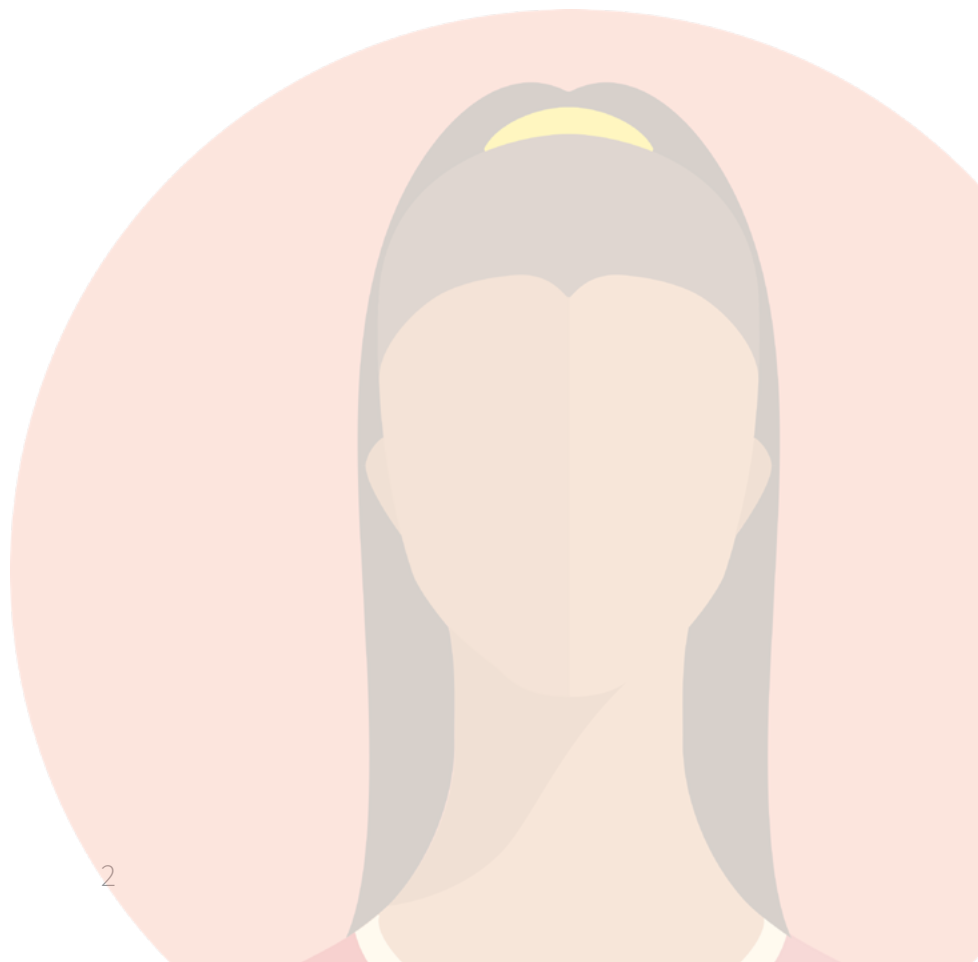


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Welcome

First off, a huge thank you for considering running in the Students' Union Elections. We hope that you have a really rewarding, interesting, and fun experience!

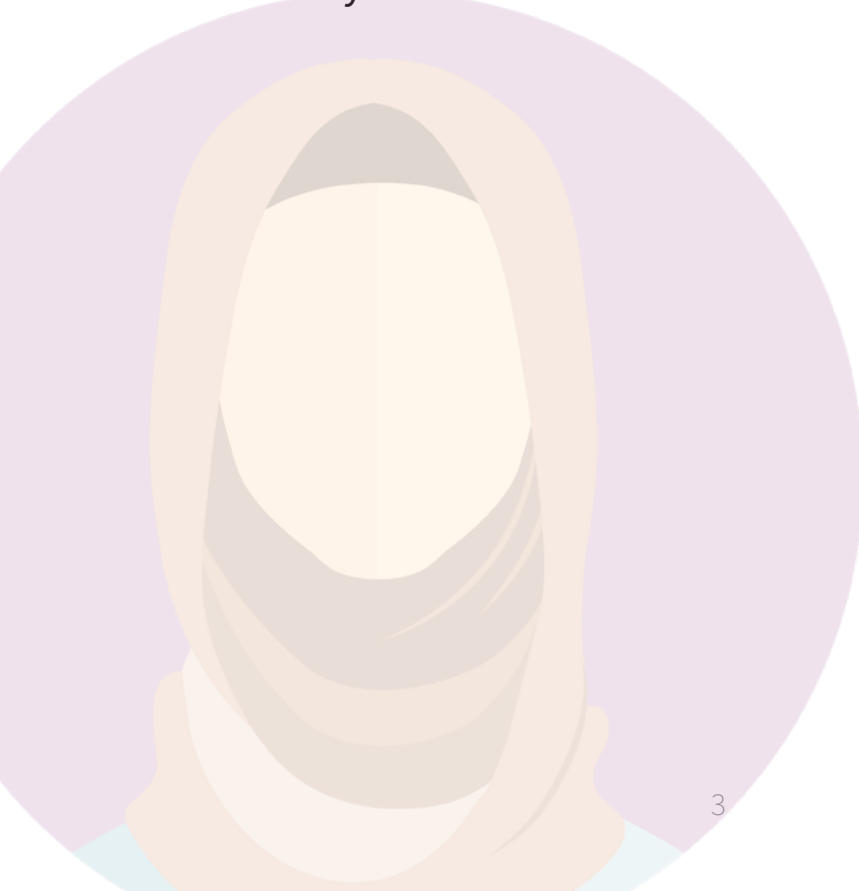
Leeds Trinity Students' Union exists to empower and support students to achieve their potential. We annually elect two full-time Sabbatical Officers (President and Vice President), Student Council, and Societies and Sports Club Committee Roles.

This handbook should give you guidance on the elections process, advice, and some hints and tips on how to reach students and campaign effectively (while sticking to the rules!). All the roles are an exciting way to make a difference to others and Be the Change. Please note that you can only put yourself forward for **one** role in the Leadership elections.

Thank you for considering putting yourself forward for one of the roles and if you have any questions, please contact LTSUElections@leedstrinity.ac.uk or pop into the SU offices to see a member of the team.

Good luck!

Leeds Trinity Students' Union



Full-Time Leadership Roles (Paid)

There are two full-time Sabbatical Officer roles available - President and Vice President. These roles are paid (£17, 851 per annum) which you can undertake when you graduate, or as a break from your course!

President

The President is the figurehead of the Union. You will be the key representative to the University and to external organisations. You chair the Union Trustee Board and lead academic matters including the Course Rep system. [You can find out more info about this unique and exciting role here.](#)

Vice President

The role of the Vice President is to be the lead officer to promote and protect student communities at Leeds Trinity ensuring effective welfare support is provided. Additionally, you lead on societies, sports clubs, chair the Student Activities Committee and entertainment including Freshers' Week and the Clubs & Societies Awards. You support students in fundraising and represent the Union within BUCS (British Universities and Colleges Sport). [You can find out more info about this unique and exciting role here.](#)

Part-Time Leadership Roles (Voluntary)

There are 14 Student Council roles available. Sitting on the Students' Union Council is a fantastic way to make change at the University. You'll be the key policy makers of the Union and hold the Sabbatical Officers (President and Vice President) to account for their work. If you think you could represent students at Trinity and Be the Change, [click here to find more about all the roles below.](#)

BAME Officer	Mental Health Officer
Council Chair	Postgraduate Officer
Disabled Students' Officer	Rep for ICE
Interfaith Officer	Rep for BCDI
International Students' Officer	Rep for SSHS
LGBTQ+ Officer	Sustainability Officer
Mature & Part-Time Students' Officer	Women's Officer

What could you achieve?

Chelsey Grooby, President 2020-2022.

- Campaigned for Heritage hall renovations. Achieving a £1.8m commitment from Leeds Trinity University (LTU).
 - Campaigned with the National Union of Students (NUS) on #studentsdeservebetter which opened a dialogue with Leeds Trinity University for onsite COVID testing and COVID hardship grants.
 - Campaigned and achieved more washers on campus for students.
 - Campaigned, successfully, for Leeds Trinity University to be a member of a hidden disabilities scheme.
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Chris Dow, Vice President 2019-2021.

- Campaigned for the sustainability of Leeds Trinity SU and Leeds Trinity University through 'Chris Combats the Climate Crisis'.
 - Campaigned for, and achieved, plastic free freebies.
 - Campaigned for 30-day notice on student rental agreements.
 - Lobbied local MP's regarding 'Rent Relief' and the safety of walkways in Headingley.
 - Campaigned and achieved a £13,000 grant, from Leeds Trinity University, to rent off site facilities for sports clubs after facilities were repurposed for a test centre and lecture rooms.
 - Campaigned with the Football Association (FA) to show Racism the Red Card. Collaborating with five Union sports clubs.
 - Campaigned with Stone Wall through a 'Rainbow Laces' project. Distributing 200 laces.
 - Campaigned for gender neutral bathrooms. Achieved.
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Society and Sport Clubs Committee Roles

A minimum of two roles of the Chair Person and Treasurer are elected for each Sport Club and Society. Only current registered members of the relevant Society or Sport Club may vote in the election or nominate themselves. Memberships for all groups will close when nominations close.

Additional roles are able to be elected by individual clubs or societies such as Social Secretary, Captains, Vice Chair and others. These are added to our online voting system by request.

The Role of the Chair Person is to lead and coordinate activity for their Society or Sports Club. They have overall responsibility for their Society or Sports Club.

The Role of the Treasurer is to be responsible for the finances of a Society or Sports Club. They will work closely with the Chair and are supported by the Vice President and Union Staff to ensure their group remains financially solvent and can submit funding bids to the Student Activities Committee.

Key Dates

Nominations Period	Nominations Open	Friday 7th January 09:00
	Elections 101	Monday 14th February 10:00 - 11:00, or 14:00 - 15:00
	Staff Roundtable	Bookable sessions on Tuesday 15th February
	Nominations Close	Friday 18th February 16:00
Training Week	Candidate Briefing	Monday 21st February 10:00 – 11:30, or 16:00 – 17:30
	Manifesto Writing Support Session	Monday 21st February 14:00 – 16:00
	President Video and Photo Session	Tuesday 22nd February 10:00 – 12:00
	Vice President Video and Photo Session	Tuesday 22nd February 13:00 – 15:00
	Student Council Photo Session	Tuesday 22nd February 15:00 – 17:00
	Manifesto Drop-In	Tuesday 22nd February – Thursday 24th February 11:30 – 12:00 each day
	Campaign support Session	Wednesday 23rd February 14:00 – 16:00
	Question Time Prep Session	Thursday 24th February 14:00 – 16:00
	Manifesto deadline	Thursday 24th February 16:00
	Photo deadline	Thursday 24th February 16:00
	Final Candidate Briefing	Thursday 24th February 16:30 – 18:00
Campaigning and Voting	Campaigning Starts	Friday 25th February 09:00
	Candidate Question Time: President	Monday 28th February 13:00 – 14:00
	Candidate Question Time: Vice President	Tuesday 1st March 13:00 – 14:00
	Voting Opens	Monday 28th February 09:00
	Candidate Coffee Mornings	Monday 28th February – Thursday 3rd March 10:00 – 10:30
	Voting Closes	Thursday 3rd March 17:00
	Candidate Expenses Deadline	Thursday 3rd March 18:00
	Results Night	Friday 4th March 18:00
Post-Elections	Candidate debrief	Thursday 10th March

Help with Campaigning

Campaigning

If you're thinking of running for a position, you're going to need to convince students that you're the best person for the role. But how do you do this? Your campaign is a great way to bring your manifesto ideas to life and win student votes! You'll get to start campaigning on Friday 25th February (after Candidate Briefing)

We'll be running a campaign support session during training week which will provide you with loads of guidance on how to run your campaign. For now, take a look at our top tips.

Top tips:

- Make sure you [read the campaigning rules](#) so you know what you can and can't do
- Be confident! Have confidence in yourself and your ideas so that you can communicate them to students effectively
- Practice public speaking. We'll be running a public speaking session to help you with this during training week
- Build your presence both on and off campus – [use our digital campaigning pack](#) to help you!
- Make sure your manifesto is ready to go by the deadline at 16:00 on the 24th February – use our [template](#) and [guidance](#) if you're stuck
- [Use our campaign checklist](#) to tick off ideas
- Make sure you attend the photo and video sessions so that your face will be in our communications – students won't vote for anonymous candidates!

Question Time, Voting Week, and Results Night!

Question Time

Question Time takes place during voting week – it's only for President and Vice President candidates. President candidates will be on Monday 28th February, 13:00 – 14:00 and Vice President candidates will be on Tuesday 1st March, 13:00 – 14:00.

This is a great opportunity to let students know who you are, what you stand for, and why they should vote for you.

We'll be running a session to help you prepare for Question Time so don't worry if you're not sure. Check out our [guidance on Question Time](#) for more info.

Voting Week and Results Night!

Voting opens on Monday 28th February 09:00 and closes on Thursday 3rd March 17:00. This week will be when most of your campaigning takes place and you'll be encouraging students to vote!

Voting takes place on the website. Make sure to [read the rules on voting](#) too.

Results Night will take place in StUdio on Friday 4th March from 6pm.



Helpful Stuff

(Key Contacts and Support, FAQs and Candidate Rules)

Key Contacts and Support

Running in an election can be a great deal of fun and we want to ensure that everyone feels supported to do their best to get their chosen role. We offer a candidate training week which will go through the key hints and tips to successful campaigning and provide you with the opportunity to find out about key issues.

You can also contact the Elections Staff team in confidence at **LTSUElections@leedstrinity.ac.uk** or get in contact with Lucy (Representation and Democracy Coordinator (**l.smith@leedstrinity.ac.uk**))

FAQs

Got a question that hasn't been answered yet?
[Check out our FAQs to see if it's answered there.](#)

Candidate Rules

To ensure free and fair elections there are rules that must be followed. Failure to do so may result in penalties including disqualification from the election. [Read the Candidate Rules here.](#)

