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Description automatically generated**A quick guide for staff to the Students' Union Leadership Elections**

Each year, staff at Leeds Trinity University are crucial in helping to promote the opportunity of the Students' Union elections. Please take note of the following rules and outlines so that we ensure that Leeds Trinity Students’ Union is operating in line with The Education Act.

**Overview**

The Leeds Trinity Students' Unions elections process has begun. Students will be electing two full-time, paid officers (President and Vice President) and 14 part-time, voluntary roles (Student Council).

Recommend students you think would be a great leader email [d.clarke@leedstrininty.ac.uk](mailto:d.clarke@leedstrininty.ac.uk) – (closes 07/12/2023

Nominations open – 04/12/23, 09:00

Nominations close – 08/12/23, 17:00

Voting opens – 11/12/23, 09:00

Voting closes – 13/12/23 12:00

**How you can support**

**Do**

* Encourage students to vote.
* Give students the opportunity to speak to your class about their campaign.
* Let students know that the election is taking place.
* Recommend students that you think would do well in the role by emailing [d.clarke@leedstrininty.ac.uk](mailto:d.clarke@leedstrininty.ac.uk)
* Signpost students to Debbie ([d.clarke@leedstrinity.ac.uk](mailto:d.clarke@leedstrinity.ac.uk)) if they have any questions you’re unsure of

**Don't**

* Endorse any candidate(s) - this includes naming and telling students who to vote for, as well as liking or sharing social media posts that they make.
* Give one person access to speak and not allowing another student to
* Send any communications telling students to vote for a specific candidate.
* Give any candidates preferential treatment.
* Make any rulings on candidate behaviour.

**Information about the roles available**

**Full-time Sabbatical Officer roles**

Each year, students elect two full-time Sabbatical Officers. These are paid roles taken on by students either as a break from their studies or after graduation. Taking on a sabbatical role is a unique experience for students that gives them opportunity to lead a charity, become a Trustee, manage various projects throughout the year, liaise with university staff in committees and to represent all LTU students (and much more!) - It's a fantastic opportunity to gain invaluable skills in an ever- competitive graduate job market. The roles are:

* President
* Vice President

**Part-time Student Council roles**

Each year, students elect 14 part-time Student Council roles. These are voluntary roles taken on by students alongside their studies. Being a part-time officer gives students the opportunity and experience of representing a large number of their peers. It provides them with skills such as leadership, campaigning, planning and communication. Each student councillor is asked to attend monthly council meetings. The roles are:

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