WANT TO BE PART OF THE STUDENTS’ ASSOCIATION?

APPLY NOW AND RETURN YOUR NOMINATION BY TUESDAY 7 MARC
What is the Students’ Association?
The Students’ Association is the representative organisation for students within West College Scotland. It’s run by students for students and aims to maintain and improve the student experience and facilities, both within the College and on a national level through affiliated membership of the National Union of Students (NUS).

What does the Students’ Association do?
The Students’ Association gives a voice to all students at all levels across the College. The aims and objectives of the Association are:

- To advance the education and social development of its members and students of the College as a whole.
- To represent the interests of its members and act as a channel of communication in dealing with the College and other bodies.
- To promote and protect the welfare of its members.
- To promote, encourage and co-ordinate student clubs, societies, sports and social activities.
- To provide a mechanism for liaison with other Students’ Associations or Unions.

Can anyone be part of the Students’ Association?
Membership of West College Scotland Students’ Association and NUS is free and automatic to individual students studying here (both full-time & part-time). Students have the right, however to opt out of membership from the Association at the start of each academic year.

How can I find out more about the Association?
To find out more about the Students’ Association and how you can get involved contact sa@wcs.ac.uk or call 07710715538. NUS Scotland will be providing a Returning Officer. President and Vice President role descriptions are available on page 5 and 6 of this booklet.
Who is eligible?
Any registered student can be nominated, unless such a person has held the office of President on two separate occasions or has opted out of membership of the Students Association or is under the age of 16.

How can I nominate?
A Nomination Form is included within this information booklet, but you can also download a form from the Student Intranet. Some handy tips on writing your personal profile and manifesto are included on page 4 - we hope you find them useful!

Students may stand for election on completion of a nomination form signed by the candidate, at least 1 proposer and 5 seconders with valid matriculation numbers and or date of birth.
All nomination forms must be handed in to the main reception areas no later than 4:00pm on Tuesday 7 March.

What happens next?
If more than one nomination is received, students will have six days to get their campaigns ready!

A full briefing and guidelines on campaigning will be given to each candidate along with a marketing template to promote their campaign. Hustings and campaigning is the candidate’s opportunity to sell themselves to the student body, to let them know who they are and what they can do for them if they are elected.

Then it’s over to the student body to cast their vote and elect who they want to be West College Scotland’s next Student Association!

The results will be announced on Tuesday 18 April.
Key Dates

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday 15 February</td>
<td>Presidential positions open</td>
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<tr>
<td>Tuesday 7 March</td>
<td>Nominations close</td>
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<tr>
<td>Monday 20 March</td>
<td>Hustings and campaigning starts</td>
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<tr>
<td>Friday 24 March</td>
<td>Hustings and campaigning ends</td>
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<tr>
<td>Monday 27 March</td>
<td>Election polls open</td>
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<tr>
<td>Friday 31 March</td>
<td>Election polls close at 2pm</td>
</tr>
<tr>
<td>Tuesday 18 April</td>
<td>Election results announced</td>
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Being part of the WCS Students’ Association offers you great opportunities to:

- Develop your skills and talents
- Experience something new, interesting and rewarding
- Influence Students’ college experience for the better.
Handy Tips on how to write your Personal Profile and Manifesto

What is a Personal Profile?
A personal profile is an introductory paragraph containing a short summary about yourself and your background.

What to include in your Personal Profile
Keep your personal profile short and to the point. It’s your opportunity to tell the student body a little bit about yourself; what you’re like as person, what you enjoy doing in your spare time and what attributes you possess that would benefit the student body if you were to be elected. In a nut-shell what makes you stand out from others!

What’ is a Manifesto?
A manifesto is a published declaration of the intentions, motives or views of the issuer – usually issued before an election.

Why do I need a Manifesto?
With over 30,000 students, full-time and part-time spread over three campuses at Clydebank, Greenock and Paisley, you may be well known in your own class or campus but to win the vote of others you will need to make yourself known to all. Your manifesto will be included in your campaign marketing materials and will be available to read on both the Student Intranet and Moodle sites. This will let the student body see all the candidates together, read what they have to say, and make an informed decision on who they want to vote for. So it’s important that you use your manifesto to sell yourself.

Tips on writing a Manifesto
- Your manifesto should state what you would plan to do with your time as Student President and what changes you would make. Think about what you believe you can achieve and what voters would respond to.
- Identify what you think are the key issues facing students and the Students’ Association.
- Tell the voters what you have to offer and what you hope to achieve should you be elected.
- Your manifesto should be in the region of 150-250 words.
Student President Role Description

Salary available on request
35hrs per week (Full-time) 16hrs per week (Part-time)
The term of office shall be from 3 July 2017 until 31 July 2018

Primary Objectives
- To work in partnership with other Associations and external bodies to improve the quality of the experience for all students at West College Scotland.
- To represent the students on their campuses on college committees, including attending meetings of the Board of Management.
- With other Associations and external bodies, to jointly lead the Association and represent the college at a national level.

Main Objectives
- To develop a strong Students’ Association representing all students at the College.
- To build and maintain a positive and high profile for the Students’ Association on their campus and encourage students to get involved.
- To work to mainstream the activity, policies and ethos of the Students’ Association within the life and work of the College.
- To convene chair meetings of the Executive Committee and Vice Presidents.
- To attend meetings of the Board of Management and other committees and report back to the Association.
- To visit each campus regularly.
- To work with the College to produce an annual development plan.
- To produce, alongside the Vice Presidents, an annual operational plan for the Association prior to the start of each academic year.
- To pay particular attention to equality issues and to work closely with the Association Equalities Officers.
- To act as an advocate for students.
- To advise students in relation to College policies and procedures, or to direct students to people who are able to assist.
- To lead charity fundraising, social and sporting events within the College.
- To organise welfare and awareness-raising campaigns.
- To liaise with NUS and attend NUS and other national conferences and training events as required.
- To manage the Association’s finances and expenditure with the Vice Presidents.
- To undertake staff development (CPD).
- To work within all College procedures, including health and safety, equal opportunities and safeguarding procedures.
- To provide updates to the Board of Management on the work of the Association and provide an annual report at the end of the year in partnership with the Vice Presidents.
- To undertake other reasonable duties laid down by the Executive Committee.

Additional Information
The handover period for the current Student President Elect will be until 31 July 2016.
Student Vice President Role Description

Salary available on request
16hrs per week (Full-time) 16hrs per week (Part-time)
The term of office shall be from 1 September 2017 until 29 June 2018

Primary Objectives

- To work in partnership with other Associations and external bodies to improve the quality of the experience for all students at West College Scotland.
- To improve the quality of the experience for all students at West College Scotland. To represent the students on their campuses on college committees. To support the President to represent the College at a national level.
- Work with other Associations and external bodies, to jointly lead the Association and represent the College at a national level.

Main Objectives

- To support the Student President to improve the quality of the experience for all students at West College Scotland.
- To deputise as appropriate for the Student President.
- To build and maintain a positive and high profile for the Association and encourage students to get involved.
- To represent all students and act as an advocate.
- To contribute directly to the development and awareness of College policies and procedures which impact on students.
- To ensure that feedback from students is acted upon, and that actions are fed back timeously and appropriately.
- To work to mainstream the activity, policies and ethos of the Association within the life and work of the College.
- To work with relevant college staff to plan and co-ordinate the recruitment, training, support, organisation and activity of Class Representatives.
- To promote all aspects of equality, diversity and inclusion.
- To support charity fundraising, social and sporting events within the College.
- To support welfare and awareness-raising campaigns.
- To liaise with the National Union of Students (NUS) and attend conferences and training events as required.
- To produce, alongside the Student President, an annual operational plan for the Association prior to the start of each academic year.
- To undertake other reasonable duties laid down by the Executive Committee.

Additional Information

The Vice President will be supported by an Executive Committee which will be recruited in September 2016.

Full training will be given to help you further develop the bullet points noted below:

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<thead>
<tr>
<th>SKILLS AND QUALITIES</th>
<th>DESIRABLE SKILLS AND QUALITIES</th>
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<tbody>
<tr>
<td>Ability to work co-operatively as part of a small team, sharing information and supporting other members of the SA</td>
<td>Experience of working in a busy environment</td>
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<td>Basic planning, prioritising and organising skills</td>
<td>Experience of working on a number of projects/tasks simultaneously</td>
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<tr>
<td>Experience of working to deadlines</td>
<td>Experience of managing small events</td>
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<td>Organised</td>
<td>Trustworthy</td>
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<tr>
<td>Diplomatic</td>
<td>Sociable</td>
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<td>Task-orientated</td>
<td>Proactive</td>
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<td>Flexible</td>
<td>Creative</td>
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<td></td>
<td>Motivation</td>
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<td></td>
<td>Enthusiasm</td>
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www.westcollegescotland.ac.uk
APPLY NOW
AND RETURN
NOMINATION FORM
BY TUESDAY 7 MARCH

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Follow us on twitter

07710715538
sa@wcs.ac.uk