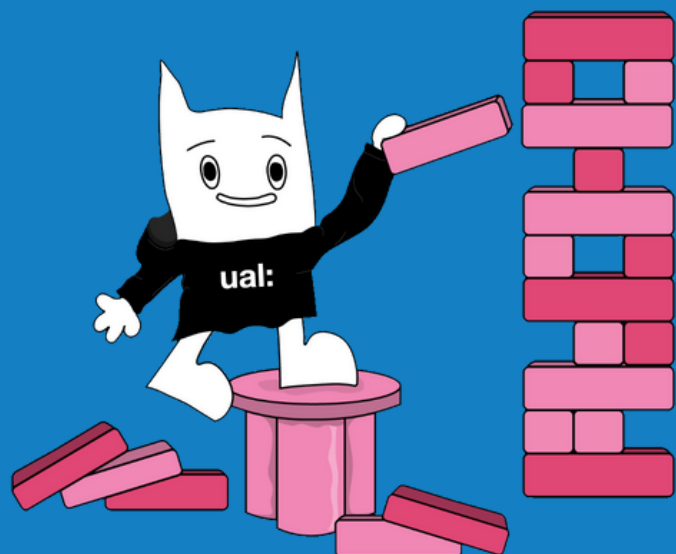


SPORT CLUB AND SOCIETY

COMMITTEE ELECTIONS

How To Stand GUIDE



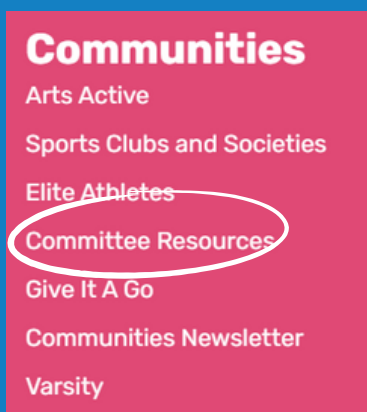
Why Should I Stand For My Committee Elections?

Nominating yourself to be part of a committee ensures that everyone has an equal say in who runs your club/society. By being on committee you can gain employability and volunteer experience, ensure your community stays safe and welcoming. And most importantly it's fun!

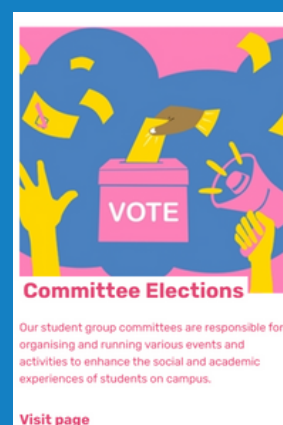
Step by Step Guide:

You can stand for a committee position via **the SU Website** which you can find [here](#). Then follow these easy steps:

- Find the **'Communities'** tab on the tool bar at the top of the page.
- Click **'Committee Resources'** under the communities tab



- Click on **'Committee Elections'**

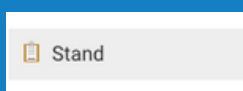


- **Scroll down till you find your club/society**



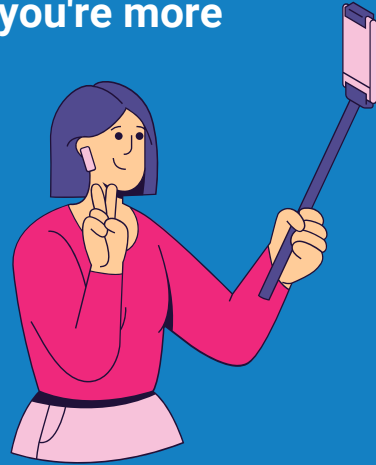
- Click **'Post List'** to see all open positions

- Click **'Stand'** on the tool bar



Step by Step Guide:

- Here you can fill in your personal details (name, ual email address) and select the position you'd like to stand for.
- You can upload an image of yourself to you're more recognisable.



- You can add a slogan of 10 words to make yourself more memorable (optional).



- You can fill in a Manifesto of 250 words maximum (Recommended).

See more info on how to write your manifesto below.



What is a Manifesto?

Simply put this is a statement used to give students information about you and what you would be able to contribute with (in the role you have applied for).

You should use this to persuade students to vote for you and support your ideas. The best manifestos are eye-catching, concise and to-the-point. A unsuccessful manifesto will be unclear and hard to read.

Your manifesto can be up to 250 words. You can also include a slogan of up to 10 words (optional).

Why are Manifestos important?

The Students Union encourages students to read all candidates manifestos before they cast their vote. Students will often make their decision based on reading the manifestos.

After reading your manifesto, students will most likely have two thoughts:

- 1. Do I think this candidate will represent my club or society well?**
- 2. Do I understand and support what this candidate stands for?**



What do I need to include?

If you think of the elections as an interview, the manifesto is like your CV and cover letter. You want to provide students information about why you are the right candidate for the role, like a CV you are trying to show that you can do the job.

You also want to show voters that you have their interests at heart, unlike a CV you are also sharing your ideas, passions and hopes for the work you'd like to focus on in the role if you were successful.



Including a photo is really important so students can connect with you as an individual. A slogan also helps cement your message you are trying to communicate that uniquely identifies you.

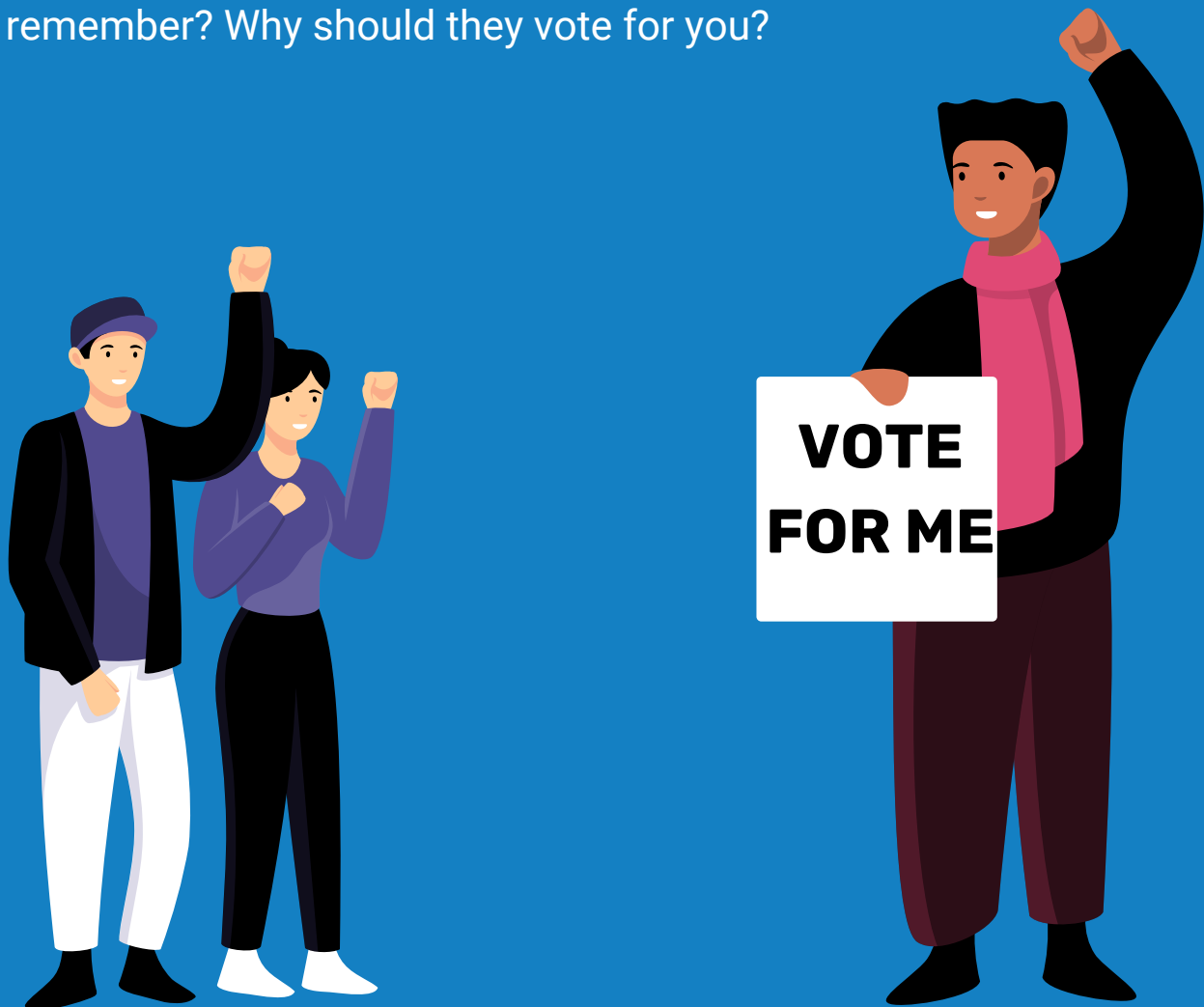
What do I need to include?

Here are some things to think about when making your manifesto:

Introducing yourself - Who are you, what do you study, a brief history of your time at UAL. Any ways you are involved in the student community including roles or positions you have or have had previously. Perhaps you want to include why you are going for the role and what inspired you to run.

Your Qualities - It can be useful to talk about what personal qualities you will bring to the role and why the club/society would benefit from you being on committee.

Overview - What are the final takeaways you want students to remember? Why should they vote for you?



TOP TIPS

Get your friends or family to look at it - They are much more likely to spot mistakes or unclear wording which will ensure the message you want to put across is clear.

Don't cram your manifesto with lots of things - Don't overdo it and try to fill in many different ideas and visions. Be clear and concise, and focus on showing who you are as a person.

Have a clear photo of you that is of a good quality - head shots are always best for this, but taking a picture with a fun, eye-catching twist might make people notice and remember you better!

Personal branding - Ensure your manifesto is linked up with your slogan, make it catchy!

Be you! - Use the manifesto to show people who you are and why you would be a good addition to the committee. Don't overdo and overpromise, just be you!

If you have any questions or need help you can contact the SU at sports@arts.ac.uk (for sports clubs) and societies@arts.ac.uk (for societies).