**Executive Officer Role Description 2020/21:**

**What is an Executive Officer?**

Every academic year during the last week in September, all West Lothian College students have the opportunity to nominate themselves to be members of the Executive Team. The Executive team are elected students. This means all Students have the opportunity to vote for the three students who they wish to be elected into these positions, and best represent them.

The Executive Officers play a key role in the Student Association and work directly with the Student President and Vice President. These five key members make up the Student Association Executive team, which means they make all of the final decisions within the Student Association. All key decisions must be based on student consultation and feedback in order to meet the needs of our members, our Students.

**The role of the Executive Officer:**

As an Executive Officer you will meet with the rest of the team on a regular basis during lunchtime in order to discuss matters of importance and assist in deciding the direction of the Student Association.

All members of the Executive are elected members which mean students vote who they want to represent them.

Executive Officers will:

* Attend regular Student Association Meetings
* Involvement in creating and implementing Student Association strategic and operational plans (Direction of the Student Association)
* Key decision making
* Involvement in Self-evaluation (evaluating what has worked well and areas for improvement and development)
* Feedback
* Awards and submissions
* Campaigns and events
* Other activities relating to the Student Association.

**The skills required for this role are:**

* Communication skills
* Decision Making Skills
* Problem solving skills
* Time keeping skills
* Active listening skills
* Meetings skills

**How do I apply?**

As these three positions are elected positions you must complete the attached nomination form and return it to the Student Association by no later than 25 September 2020, 12 noon. Students will then be eligible to vote on Moodle from 25th September 2020.

Nominations must be returned to Micole Cochrane mcochrane@west-lothian.ac.uk. along with your 100-word statement of why you would like to be an executive officer and why Students should vote to elect you. No paper copies will be accepted.

You will be expected to speak to students during the voting period and encourage them to vote in order to secure your position.

Time line:

**Applications open 02 September 2020 at 12 noon**

**Applications will close 25 September 2020 at 12 noon**

**Voting opens on Moodle 28 September 20120at 12 noon**

**Voting closes on Moodle 02 October 2020 at 12 noon**

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all of our Students.

**Student Association Executive Officer**

**Nomination Form 2020/21**

**Student Name:**

**Course:**

**Centre**

**Contact Number:**

**Contact e-mail:**

**Is nominated for the post of: Student Association Executive Officer.**

There are three positions available. *All West Lothian College Students are eligible to vote for the candidates standing for the Posts of Student Association Executive Officer. The three candidates with the most votes will be elected to these positions.*

Please ensure that you have read what the role entails and that you have the relevant skills in order to make a real difference.

I have collected a description of the role

I have read and understand the rules and terms of this election

|  |  |
| --- | --- |
| Nominations Open | Wednesday 02 September 2019, 12 noon  |
| Nominations Close | Friday 25 September 2019, 12 noon |
| Elections Open and Campaigning Starts | Friday 28 September 12 noon |
| Elections Close and Campaigning Ends | Friday 2, October 12 noon |
| Results Announced | Monday 5 October 2020 |
| Term in Office | 5 October 2020- 20 June 2021 |

Please return your completed form with your 100 word statement by email before, **12 noon on 25 September 2020** to mcochrane@west-lothian.ac.uk

**Rules and Terms**

I confirm that by returning this form I am nominating myself for the above position. I understand that all positions shall be elected by means of a democratic vote on Moodle and I will promote this.

I confirm that I am a current West Lothian College student.

I confirm that in order to nominate myself for the above position I will write a short statement about myself including my name, course, skills and the statement ‘if I am elected I will….’

The statement should be around 100 words maximum and will be published on Moodle, Plasma Screens and other forms of College Media in order to promote the Elections. This information will act as your mandate in order to inform students on the candidates running for the various positions.

I understand that if I am running for the position of Student Association Executive Officer, it is my duty to promote the Student Elections, and Student Association in a positive manner and encourage the student body to vote.

I can confirm that I have collected a description of all role, election protocol document and understand what is expected of me if I am successful.

I understand that this is a Student only democratic vote and the top three candidates with the most votes shall be elected into these positions. In the event of a draw, the election may be extended over a further 12-hour period.

I understand that my elected role may also be subject to a Protecting Vulnerable Adults (PVG) Check.

Paragraph Statement: Please send electronically to mcochrane@west-lothian.ac.uk. Should you require any support with this please contact Micole Cochrane directly on 01506 427602 or by popping into the Student Association

Please your statement as below:

My name is XX, I am currently studying XX. I have XX Skills and if I am elected I will…… (Please ensure that your statement is approximately 100 words)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protocol for Student Association Elections**

**Eligibility: Who can run?**

**All current students are eligible to apply for the Student Association positions. We are not able to offer any roles to students who have not yet started with West Lothian College. All current West Lothian College Students are eligible to vote on Moodle for their elected representative.**

1. All roles must have appropriate role descriptions
2. Agreement must happen from the College to advertise paid roles and funding appropriately in place
3. All existing templates and forms must be checked and dates changed where appropriate.
4. All roles must be advertised to the entire student body through all channels available i.e., Plasma screens, Social Media which includes Facebook, verbally by the Vice President, President, via staff and Student emails and Moodle etc.
5. Role Descriptions and Nomination Forms where appropriate, must be available for all students.
6. For Executive roles and Sabbatical (President and Vice president) positions Students must nominate themselves by completing a nomination form and writing a statement. All rules are on this form as attached and must be submitted electronically. Should any Student have difficulties with this process the Development Officer can assist.
7. Students will have 2 weeks to complete nomination forms and return to the Student Association Development Officer.
8. The Student Association Development Officer will meet with all candidates and explain the process
9. The Student Association Development Officer with work with the eLearning coordination to ensure that Moodle is correctly working and set up for the vote.
10. All statements must be emailed to the Development Officer and will be copied into Moodle as sent, so please check for spelling errors.
11. Moodle vote will open for an agreed period. This may vary depending on the role, where candidates can campaign further and assist students with the voting process. However, they must not pressure students in any way.
12. All students will be eligible to vote on Moodle using their matriculation number. This will ensure that the system is secure and can be monitored by the SA Development Officer to ensure compliance of the rules.
13. All students will have the chance to vote for three students who they wish to best represent them as a Student Association executive member. Three positions are available, which means the students with the top three votes will be elected.
14. Votes will be counted by the SA Development Officer and verified by the eLearning coordinator who is an external source not linked to the SA. Anyone who breaches these conditions will be removed from the voting process and or nomination if appropriate.
15. The candidates with the most votes will be elected.
16. The SA Development Officer will inform the Principal and the candidates, advising who has been elected and who hasn’t been successful based on the voting process.
17. Any candidates who have been elected and have to withdraw due to university/job offers will be accepted.
18. On this occasion there are two options, 1, to elect the candidate with the second amount of votes or 2, to re-run the elections. The decision will be based on the date of withdrawal. If the date of withdrawal is at a time where most students have dispersed from the college, the new elections will take place in August of the new academic year.
19. All positions are subject to PVG conditions.

**Voting Instructions on Moodle:**

You must be a current 2020/21 Student in order to be able to vote. If you have never logged on to Moodle, your username and the password is your matriculation number.   You will then be asked to change your password to something personal to you.

For Students who have logged on before and forgotten their password, please reset or contact a member of the Library staff or Jan Taylor VLE Coordinator.

Full term and conditions are attached within this document or are available from the Student Association Office.

**STEPS TO VOTE ON MOODLE:**

1. Students can logon to https://moodle.west-lothian.ac.uk/
2. On the right hand side of the home page there is a link that says Moodle Login (please click on that)
3. Students must have their Moodle login details (Matriculation Number)
4. Once logged on to Moodle you will see a Large Pink button on the Right Hand side of the HOME PAGE which says ‘Student Association Elections Vote here’
5. Click on enrol me button
6. You will then have 3 Votes.  You must read all statements, place your vote and **click save**
7. You must ensure you **save your vote** and log out
8. The top three candidates with the most votes will be democratically elected as your executive officers.