**Executive Officer Role**

**What is an Executive Officer?**

Executive Officers are elected students who work alongside the Student Presidents and play a key role, working towards their own manifestos, leading teams of ambassadors and supporting the Student Association achieve the strategic objectives.

These include working on projects to enhance:

* Student experience and student community
* Student voice and representation
* Student Association awareness and leadership

**The role of an Executive Officer:**

As an Executive Officer you will be involved in leading a team of student ambassadors and producing an event or campaign each block. You will regularly lead and attend meetings and there will be opportunities to join college committees to represent the student voice. These committees may focus on equalities, health and wellbeing, sustainability or learning and teaching.

**Executive Officers will:**

* Be key decision makers
* Attend regular meetings
* Lead and support Ambassadors to work on campaigns and events
* Work on specific projects and elected manifesto goals
* Be involved in self-evaluation
* Collate feedback and influence positive change
* Lead consultations and represent student voices

**Skills Required:**

* Leadership and creative
* Empathetic and supportive
* Communication and active listening
* Decision Making and problem solving
* Time keeping
* IT Literate

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**The Process**

Every September students can apply for these roles by nominating themselves and submitting a manifesto (which is a statement about what you want to achieve if elected). Elections run towards the end of September where all West Lothian College students can vote and select three student executive officers and will act as decision makers, lead ambassadors and represent our students.

All key decisions must be based on student consultation and feedback to meet the needs of our members, our students.

**How do I apply?**

All executive officer positions are elected positions. There are three positions available. To apply you must complete the attached nomination form and return it to the Student Association by no later than 19 September 2025 12 noon. Students will then be eligible to vote on MS Forms from 22September 2024.

[**Nominations must be returned by completing the MS Form here**.](https://forms.office.com/e/QXQNmn6NB0) Or by accessing the QR Code:

This will also include a 100-word statement, which will act as your manifesto as to 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 to secure your position.

**Timeline:**

Nominations open 25 August 2025, 9am

Nominations will close 19 September 2025, 12 noon

Voting will open 22 September 2025, 9am

Voting will close 28 September 12 noon

Training w/c 29 September 2025

All nominees will be contacted on 29 September regarding the outcome of the election. Successful candidates will be required to attend a training session that week which will last approx. 3 hours.

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