

Dear Student,

Thank you for considering standing to be a council member on Glasgow University's Students' Representative Council.

Getting involved in the SRC is a great way to meet new people, build your CV and help improve the student experience for everyone. Whether you're running to be a School Representative or College Convenor, one of our Welfare & Equal Opportunity Officers or a Sabbatical Officer, the decision to get involved and represent students may be one of the best decisions you've made at university.

The Students' Representative Council represents students on many university committees at different levels. From University Court to the Student Experience Committee, we deal with issues relating to student welfare, learning and teaching, accommodation, study spaces, the digital experience and much more.

Please contact us if you would like a full list of the committees on which the SRC has a seat.

Although representation is a key focus, we do a lot more than that. Our sabbatical officers and council members organise a range of exciting and engaging events, which are focal points within the University's calendar, and these aim to benefit students alongside the wider community. Some of our big annual events include our Raising and Giving week, the Student Teaching Awards, the Volunteering & Clubs and Societies Awards, and many more. We also lead on several campaigns, such as preventing gender-based violence, mental health awareness and suicide prevention, as well as promoting crucial calendar dates such as Transgender Day of Visibility and Black History Month. Council members are also invited to a wealth of social events, including our Annual Council Dinner in spring.

There are also other ways you can get involved in the work the SRC does, such as through Volunteering, Student Media or helping with Welcome Week. I hope that your interest in supporting the student body on a wide range of issues will continue, and that you will involve yourself and engage with the SRC and its varied events and opportunities throughout the year.

There is financial support for SRC election candidates to help cover some of the costs associated with canvassing such as printing costs for leaflets and posters. This support is available to all candidates, and the sum available to each candidate will depend on the number of candidates who wish to receive this assistance. Details on how to apply and the process are available [here](#).

Being part of the SRC is a truly unique experience; I have loved my time on council so far and I'm so thankful for the skills, experiences, and friendships I've gained

along the way. I would recommend the opportunity to everyone - you won't regret it!

Best of luck with your campaign and remember, if you have any questions don't hesitate to email [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) with any questions.

Yours sincerely,

Hailie Pentleton-Owens  
SRC President

A handwritten signature in black ink, appearing to read 'hpo', written in a cursive style.

## Election Guidance – President

Role Description	
<b>Role Title</b>	SRC President
<b>Location</b>	McIntyre Building, University Avenue, Glasgow, G12 8QQ
<b>Salary</b>	£23,700
<b>Sponsors Required</b>	30
<b>Sponsor Eligibility</b>	Must be a fully registered student at the University of Glasgow
<b>Term of Office</b>	1 <sup>st</sup> July 2024 – 30 <sup>th</sup> June 2025
<b>Working Hours</b>	Monday – Thursday 9am – 5pm Friday 9am – 4pm <i>Some occasional evening and weekend work will be required.</i>

Aims
<b>1.1</b> To provide overall strategic leadership of the SRC and ensure that strategic priorities represent the views and needs of students registered at the University of Glasgow
<b>1.2</b> To ensure that all SRC services are delivered to the highest possible standard and that the SRC meets legal and best practice requirements in all areas of its activities.
<b>1.3</b> To have the primary role in publicising the views of the SRC and representing students to the University, external organisations, politicians, and the media.
<b>1.4</b> To be the main link between GUSRC Council and senior SRC staff.
<b>1.5</b> To ensure GUSRC reflects the highest standards with regards to equal opportunities in all areas of its operations

Main Duties
<b>2.1</b> Along with the Permanent Secretary, ensure effective management and stewardship of the organisation’s financial resources.
<b>2.2</b> Work with the Permanent Secretary in ensuring effective communication and positive working relationships between elected Student Officers and GUSRC staff.
<b>2.3</b> Participate in weekly management meetings and convene weekly meetings of Sabbatical Officers and the Permanent Secretary
<b>2.4</b> Work with Sabbatical Officers to support the work of GUSRC Council, Executive members, and Class Representative
<b>2.5</b> Work closely with the VP Education in monitoring legislation and policy matters that may impact upon the HE Sector and report back on relevant developments. Maintaining

an awareness of national, local, and University academic and non-academic issues impacting on students at the University.

**2.6** Lead campaigns on national, local, and University issues that affect students, and formulate responses to consultations on such matters as relevant to GUSRC's aims.

**2.7** Represent GUSRC to external organisations.

**2.8** Chair GUSRC Council and attend appropriate sub-committees and working groups.

**2.9** Scrutinise all papers for University Committees. Discuss potential issues with the Executive and represent a collective view on such issues, reporting back on any decisions and implications for students. **(N.B., it is essential that accountability is maintained through appropriate feedback and consultation).**

**2.10** Work with the Permanent Secretary to ensure that GUSRC's activities are monitored and reviewed on an ongoing basis.

**2.11** Participate in training sessions for Council and Student Media. Assist in overseeing the work of the Student Media and provide support when required (including proofreading of publications).

**2.12** Make a speech at the Welcome Address. Make speeches and presentations whenever appropriate, for example at rallies and demonstrations, in line with GUSRC policy.

**2.13** Ensure GUSRC has an effective, high-profile presence at relevant University events, e.g., Open Day, Applicants' Visit, and Internship Fairs, etc.

**2.14** Be the spokesperson for GUSRC on all matters. Authorise and sign-off on the production and distribution of press releases and all media contact. Designate an alternative spokesperson when circumstances require.

**2.15** Ensure appropriate systems and resources are in place to sustain an effective social media and website presence.

**2.16** Ensure procedures are in place for publicity for relevant GUSRC activities and events.

**2.17** Work with the Permanent Secretary in leading the strategic and operational planning process.

**2.18** Assist and advise GUSRC Staff and the Returning Officer in preparation and conduct of GUSRC Elections, e.g., preparation of rules, nomination forms, and job descriptions. Refer any irregularities to the Returning Officer.

**2.19** Liaise with staff and the relevant VP in the development, implementation, review, and evaluation of training for Academic Convenors, Student Representatives, Clubs & Societies, Council Members, and other student stakeholders.

**2.20** Work with the PA to the Permanent Secretary, to ensure that all papers for Executive and meetings of Council are collated and distributed in a timely fashion.

### Obligations

**3.1** Elected Sabbatical Officers are required to sign a memorandum of understanding which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation, and disciplinary and grievance procedure.

**3.2** Sabbatical Officers are obliged to abide by the code of conduct as set out in GUSRC's Constitution.

**3.3** Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

**3.4** Sabbatical Officers should avoid participation in any role or contribution to any activity which could be perceived as a conflict of interest. Once elected; responsibilities are to ensure the interests of GUSRC are always represented. Advice should be sought where a perception of a conflict of interest may arise.

### Responsibilities

**4.1** Sabbatical Officers are representatives of University of Glasgow students, within the GUSRC, the University, and the wider community. All Sabbatical Officers should be available to speak to and assist students, to the best of their ability, during the working hours outlined above.

**4.2** Sabbatical Officers should promote and raise awareness of the services provided by GUSRC and ensure as far as possible that all students have equal access to these services.

**4.3** Sabbatical Officers should attend GUSRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policies of GUSRC, and should liaise with staff, other Executive and Council members to carry this out.

**4.4** Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in GUSRC's work.

**4.5** As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations, and the other student bodies on campus.

**4.6** Sabbatical Officers should not gain or seek to gain financially through their privileged access to information on additional available earning opportunities notified to GUSRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

### Checklist

**Please ensure you have:**

- Submitted your online nomination form by 12pm on Friday, 16<sup>th</sup> February.
- Checked that your sponsors are all fully registered students at the University of Glasgow and are eligible to sponsor the position you are standing for. **We recommend that you add a few extra sponsors to help you meet your quota in case any of your sponsors are not eligible.**
- Made sure all your sponsors are confirmed by 4pm on Friday, 16<sup>th</sup> February.
- Submitted the following to [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk) by 4pm on Friday, 16<sup>th</sup> February:
  - Photograph of yourself
  - Photograph of your Student ID
  - Your manifesto (max. 500 words, saved as a Word document)
  - Your manifesto summary (no more than 280 **characters**)
- Read the job description.
- Read and understood the election rules and regulations.

If you have any questions, please do not hesitate to contact the Deputy Returning Officer at [elections@src.gla.ac.uk](mailto:elections@src.gla.ac.uk).

<https://www.glasgowunisrc.org/representation/elections/>