



**Student Group Elections Handbook
For 2026/2027 committees**

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Introduction and Timeline

Student Group Elections are just around the corner! As part of the Students' Union's Constitution, all committee positions **must** be put up for election every year to ensure that your Student Group's membership has an opportunity to choose who will lead them next year.

To ensure that your election is recognised by the Students' Union, all Student Group elections are created by the Activities & Volunteering Team and will be listed on our website under '[Student Group Elections](#)'.

Please note that the cores position structure has updated and there is a minimum vote requirement to be elected

Main Elections

The first round and main elections for 26.27 committees will be under '[Student Group Main Elections 26.27](#)', taking place in February/March 2026.

Remember: If any roles are left unfilled, we will follow this election with a by-election in April/May 2026. We expect all Student Groups to take part in both the main elections and the by-elections to give the best chance of having a full committee.

Need Support?

We know that getting your Student Group 'election-ready' can be a daunting experience and want to assure you that the Activities & Volunteering Team is on hand to answer any questions.

You can come to the main SU office in the Percy Gee Building, first floor. **Our working hours are 10am-4pm Monday to Friday and you can get in touch at unionactivities@le.ac.uk**

Election Timeline

This year, all Student Group Committee elections will run across the following dates:

- **Thursday 19/02/2026 9 am – Deadline for Students Groups to complete committee roles request form.**
- **Monday 23/02/2026 12:00PM – Nominations Open**
- **Monday 23/03/2026 12:00PM – Nominations Close**
- **Thursday 26/03/2026 12:00PM – Voting Opens**
- **Sunday 06/04/2026 12:00PM – Voting Closes**
- **Week Commencing 06/04/2026 - Results counted and sent to Election Coordinators**

We will also be holding elections briefings on the following days/times via Teams:

Date	Time	Teams Link
Monday 23 rd February	4pm-4:30pm	Join Here
Wednesday 4 th March	2pm-2:30pm	Join Here

Training will be taking place in May/June. Your committee will develop your plan and prepare for the new academic year over the summer!

Once elected, you will be provided with a set of training and information. If there is anything you want to ask about elections, please email unionactivities@le.ac.uk.

Committee Roles

Which committee roles are compulsory?

To remain affiliated with the Students' Union, all Student Groups must have the following 'core' positions filled.

- **President/Club Captain**
- **Treasurer**
- **Events and Socials Coordinator**

When advertising your elections, the Activities & Volunteering Team would strongly recommend prioritising these, as they are necessary for your Student Group's affiliation.

Please note: The roles of President, Treasurer and Events and Socials coordinator cannot be held alongside any other position on the same committee.

Changes to the 'Wellbeing and Inclusion Ambassador' role

Please note that the wellbeing and inclusion ambassador role (or similar names) is no longer a valid role and will not be put into the election. The responsibilities of this role now fit under the new core positions. For more information on these changes, please consult the presentation from the society assembly. If your Student Group has a strong reason to keep or add this one, please get in touch at unionactivities@le.ac.uk for further discussion.

How should I structure the rest of my committee?

Any additional positions in your Student Group's committee structure are completely customisable to your Student Group. For example, you may want to add a Publicity Secretary, Secretary or Coach to your committee structure. If you decide to make any changes, remember to tell the Activities & Volunteering Team by submitting the confirmation form **by Thursday 19/02/2026 9 am**

When deciding how to structure next year's committee, we recommend meeting as a current committee to reflect on your time in post with the following areas of discussion:

- Did the current structure work effectively?
- Were responsibilities equally divided, did some committee roles have too much and others have too little?
- Which roles are crucial to the effective functioning of your Student Group and should be prioritised?
- Could the responsibilities of each role be redistributed to ensure your committee could function if reduced?

We would also recommend you meet with your Student Group's Development contact in either Activities & Volunteering or Sport and Active Life to discuss your committee structure.

Who can be on a Student Group Committee?

To run for a committee position, nominees **must** be:

- A registered student with the University of Leicester for the 2026/2027 academic year **or** a student on a year of suspended study/year without residence.

And

- A current standard member of the Student Group who plans to remain a member in the 2026/2027 academic year.

A person **cannot** run in the Student Group Elections if:

- They are an associate member, alumni member, or a full-time staff member of the University of Leicester or Students' Union.
- They will be studying abroad or on a year in industry in the 2026/2027 academic year.
- They are under the age of 18.

Do New Student Groups have to take part?

If you are part of a **New Student Group** that was first affiliated to the Students' Union between September 2025 and June 2026, you **do not** need to run an election **unless** you have a committee member leaving (for example, they are graduating or do not want to retain their position) or you would like to add more roles. We will send out a specific 'New Group Election Guide' to help you with this process. However, if your group does not have the new core position filled already - **Events & Socials Coordinator**, you must participate in the election as well.

What happen after I been elected for a committee position

Once the results are available, we will inform all elected candidates and contact the relevant societies (committees) regarding the handover preparation (meeting to pass on relevant information for the positions).

We will also send you all the information related to your committee training as a prospective committee member and affiliation requirements (documents we need for the new academic year). No worries if you will not be in Leicester or available during this period; **you can email us for further discussion or alternative arrangements.**

What additional requirements are there for Team Leicester clubs?

Team Leicester Committees are also supported by the University of Leicester's Sport and Active Life Teams and must adhere to the guidance from both the SU and Sport & Active Life. For further information, please email via teamleicester@leicester.ac.uk.

All Team Leicester Clubs members and Committee members are required to have both:

1. a club membership from the club and 2. a sports membership from Sport & Active Life

Team Captains

At this point, please **do not nominate any team captains' positions** as part of the election nomination process.

Additional Responsibilities

Additional Responsibilities

Prospective Team Leicester committee members should be aware that they will be asked to attend additional Team Leicester **training days in Term 3 and in Term 1**, or the communicated dates.

Can an Interviewed Role be a Committee Member?

Due to the Students' Union's democratic guidelines and policies, any role that would require an interview, such as a project lead, **cannot** be a committee member role. If you require any additional information about how to host an interview for a role, including best practices, please contact the Activities & Volunteering Team.

Can I run for multiple committee positions in the same Student Group?

Students can run for multiple committee positions within the same Student Group under certain circumstances. For example, if a prospective Presidential candidate also wants to run in a non-core position (for example, Social Secretary), they should understand that if they win both positions, they can only take the Core committee position (in this case the President).

Can I run for multiple committee positions in different Student Groups?

Students are welcome to run for as many positions as they feel they can undertake across multiple Student Groups. Additionally, you may hold core committee roles in different groups (for example, being a President in Group A but also in Group B).

In the situation a candidate wins multiple elections but wishes to step down from a role, we will award the role to the second placed candidate.

How many votes do I need to be elected?

Candidates with more votes will be elected, with consideration of the order of preference (please see STV section); however, the quorum for being elected is to have at least **TWO (2) votes**. Should an election be tied, an independent member of staff will flip a coin to decide the result, or a job share can be decided.

Running an Election

Before the Election

Submitting Committee Position Changes

Fill in [this form](#) if your Student Group wants any changes made to your committee positions for the 2026/2027 academic year. If you do not fill this in, we will assume that you are looking to elect the same committee positions your Student Group has this year. The deadline for submitting this is....

Choosing an Election Coordinator

To ensure that the election can run smoothly, it is important that the Activities & Volunteering Team has a main point of contact for your Student Group (known as the Election Coordinator). This person's role is as follows:

- To act as the elections, point of contact for the Activities & Volunteering Team
- To contact the Activities & Volunteering Team with any problems or concerns regarding the election
- To promoting the election to the membership by sending around any voting links etc.

The Election Coordinator must be a member of your Student Group who is not running for a committee position next year nor supporting any other candidates.

Please Note: This person does not have to be a committee member and does not have to be elected into the role. We recommend someone who is graduating.

Promoting your election

Promoting your upcoming election to members is crucial to getting the best engagement and securing nominees for all your committee positions. It is important to gauge interest in the roles, and to see any areas that you have no possible candidates.

When advertising your elections, we would strongly recommend prioritising the core committee roles of President, Secretary, Treasurer and Events and Socials Coordinator, as these are crucial to the affiliation and continuation of your Student Group.

Please Note: The Students' Union will be requiring Student Groups to promote all roles on social media to ensure that all students have a chance to run.

Please be advised that any group or candidate may not force the members to vote against their wills, or the Activities & Volunteering Team may conduct a RON or disqualify candidate(s)

Nomination Period

Monday 23/02/2026 12:00PM Nominations Open – Monday 23/03/26 12:00PM Nominations Close

Throughout the nomination period, your Student Group's election coordinator will receive updates from the Activities & Volunteering Team. These updates will include information on how many candidates are currently standing for each committee position.

How do I nominate myself for a role?

To nominate themselves, students should the [‘Student Group Elections’](#) webpage and scroll down to ‘March 2026 Main election’ which will display the posts that they are eligible to stand for. They will then need to follow the following steps:

- 1) Click ‘Stand In Election’ (Picture 1A: ‘Stand in Election’)
- 2) Enter information into ‘Your Details’ including Display Name, Email and Phone Number
- 3) Scroll down to ‘Review Nominations’ and click ‘Stand’ for the position you wish to stand in (Picture 2A: ‘Review Nominations’)

Please Note: If someone cannot view the election they would like to stand in, they **must ensure that they are a current member of that Student Group**. (See page 3, ‘Who can be on committee?’) If the issue persists, a Student Group’s election coordinator should contact unionactivities@le.ac.uk as soon as possible before nominations close on **Monday 23/03/26 12:00PM**.

Membership sales for all student group memberships will be taken off 1 week before the end of the nomination period, 16th March 12 pm (for main elections 26.27), until the end of the voting period for both the main election period and the first by-elections (RE: Student Group Constitution).

Please note: We do not allow students to hang up posters around any building at the University of Leicester promoting themselves for an election, except for the Percy Gee Building, or you have written permission from the building management team, but the staff may remove the poster should the content or location be deemed inappropriate

Picture 1A: ‘Stand in Election’

Example Election 2020/2021 Edit

A Activities election

★ 4 posts are up for election.

🕒 Nominations close at 10:00 on Thursday 9 January 2020 (in 9 minutes)

🕒 The polls open at 10:16 on Thursday 9 January 2020 (in 25 minutes)

Post List
Read more about the positions up for election and what each role entails.

Stand in Election
Submit yourself as a candidate in this election

Picture 2A: ‘Review Nominations’

Review Nominations

Union Activities Team - President

Status:

You are not standing for this position.

Action:

Stand

Submitting a Manifesto

Your manifesto is a **compulsory** statement that explains to other members of the society/club why you're applying for a role and why they should vote for you.

A manifesto does not have to be submitted at the time of nomination, but it **must** be submitted before nominations close on **23/03/26 12:00PM**. To submit a manifesto, nominees should visit www.leicesterunion.com/studentgroupelections.

They will then need to follow the following steps:

- 1) Scroll down to 'March 2026 Main election' and click 'Review Nominations' (as seen in Picture 1B: 'Review Nominations')
- 2) Scroll down to the Committee position they are running for and click 'Upload' (Picture 2B).
- 3) Nominees will then be presented with an option to upload a picture along with writing their manifesto. (Picture 3B: 'Uploading a Manifesto')

For more information on how to write a manifesto, check out the [Manifesto Guidance](#)

Please Note: Your nomination will have the 'Pending Approval' status until the Activities & Volunteering Team has reviewed all nominations following the close of nominations. A nomination will not be approved if the manifesto content breaks the Students' Union or University of Leicester's Code of Conduct. Further action may be taken by the Union in line with disciplinary processes.

Picture 1B: 'Review Nominations'

Example Election 2020/2021

 Edit

 A Activities election

 4 posts are up for election.

 The polls have closed.

Post List

Read more about the positions up for election and what each role entails.

Review Nominations

Review your nominations, stand for other posts, and upload your manifesto.

Electronic Manifesto Deadline: Thursday 09 Jan 2020 10:15

Paper Manifesto Deadline: Thursday 09 Jan 2020 10:15

Picture 2B: 'Pre-Manifesto Upload'

Union Activities Team - President

Status:
Your nomination is pending approval.

Manifesto:
[Upload](#)

Action:
[Withdraw](#)

Picture 3B: 'Uploading a Manifesto'

Union Activities Team - President

Nominee 1

[Back to Candidate List](#)

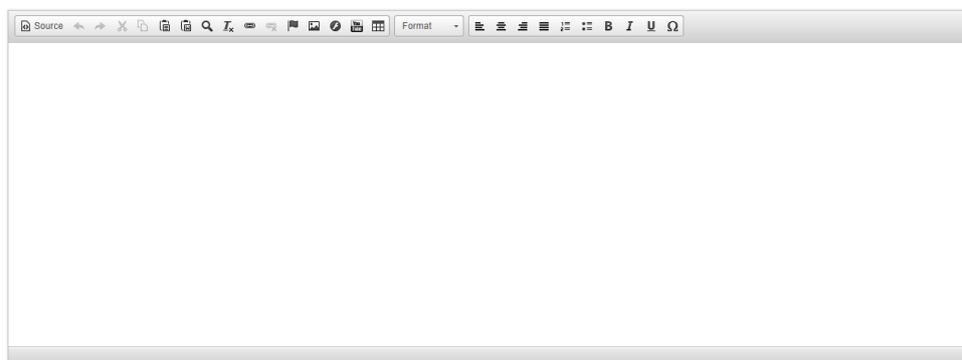
Photo

Your photo will appear on the Candidate List and your manifesto page.

Choose file No file chosen

[Upload](#)

Manifesto

A screenshot of a rich text editor interface. The top toolbar includes icons for source, undo, redo, bold, italic, underline, link, unlink, list, and indent. The main editing area is currently empty.

Promoting election or yourself as a candidate

Student Groups and candidates may promote the elections or themselves during the Student Group Elections Period. All promotional material must adhere to the SU Policies and regulations.

We do not allow students to hang up posters around any building at the University of Leicester promoting themselves for an election, except for the Percy Gee Building, or you have written permission from the building management team, but the staff may remove the poster should the content or location be deemed inappropriate

Committee members or candidates are personally responsible for the content of any posters they, or members of their Student Group, display. It's important to respect the privacy and feelings of others at all times and to remember that posters can be seen by many people, potentially affecting both personal and group reputations, positively or negatively.

- Students must not use the University of Leicester’s logo on any posters or promotional material. The Students’ Union logo may be used, but only after approval from staff
- Discriminate against, bully, or harass any individual through offensive or derogatory comments about sex, gender, race, nationality, disability, sexual orientation, religion, belief, or age.
- Contain sexually explicit or illegal content or imagery.
- Bring the Students’ Union into disrepute, for example by insulting fellow students or others, or by making or sharing defamatory or offensive comments about individuals or groups.
- Breach copyright, such as by using someone else’s images or content without permission or failing to acknowledge permitted use.
- Breach confidentiality, for example by sharing private information belonging to the Students’ Union, individuals, businesses, or other organisations, or by posting someone’s contact details, photos, or personal information without their consent.

Promotional Material refers to any printed or unprinted material used to promote society events, elections, stalls, charities, sports events etc., in a public or shared space.

Voting Period

Thursday 26/03/2026 12:00PM Voting Opens – Monday 06/04/2026 12:00PM Voting Closes

The voting period allows your membership to exercise their right to vote and choose who will lead the Student Group in the next academic year.

Please Note: If there are no votes or no one has more than 2 votes, no one will be elected.

How to Vote

To vote, members should visit www.leicesterunion.com/studentgroupelections.

They will then need to follow the following steps:

- 1) Scroll down to ‘March 2026 Main election’ and click ‘Vote Now’ (Picture 1C: ‘Vote Now’)
- 2) Voters will then be presented with a list of positions they are eligible to vote for along with an option for ‘Start voting’. **Nominees can vote for themselves.** (Picture 2C: ‘Start Voting’)
- 3) Voters will then be asked to rank their candidate preference along with being given the option to read their manifesto (Picture 3C: ‘Choosing Candidates’) before choosing ‘No further preferences’.
- 4) Voters will then be asked to review their options before choosing ‘Cast Vote’ if they are happy and ‘Back to Ballot’ if they want to change their vote. (Picture 4C: Reviewing Preferences’).

Please Note: Only current members of your Student Group can vote in the election. If someone cannot view the election they would like to vote in, they must ensure that they are a **current member** of that Student Group. Associate and alumni members are not able to vote. If the issue

persists, a Student Group’s election coordinator should contact unionactivities@le.ac.uk as soon as possible before voting closes on **Monday 06/04/2026 12:00PM**.

Picture 1C: ‘Vote Now’

Example Election 2020/2021 Edit

 [A Activities election](#)

 4 posts are up for election.

 Nominations are now closed.

 The polls are open and will close at 10:30 on Thursday 9 January 2020 (in 7 minutes)

Post List
Read more about the positions up for election and what each role entails.

Candidate List
See who's running for each post and read their manifestos.

[Vote Now](#)

Picture 2C: ‘Start Voting’

Example Election 2020/2021

 The polls are open and will close at 10:30 on Thursday 9 January 2020 (in 7 minutes)

[★ Posts](#) [👤 Candidates](#) [📄 Stand](#) [📄 Profile](#) [🗳️ Vote](#)

[Start Voting](#)

You may vote for the following positions:

[Union Activities Team - President](#)

Picture 3C: ‘Choosing Candidates’

Union Activities Team - President

(1 position available)

You have one vote.

Number the candidates in order of preference.

If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.

If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.



No
Photo

Nominee 4 Manifesto



No
Photo

Nominee 2 Manifesto



No
Photo

Nominee 1 Manifesto



No
Photo

Nominee 3 Manifesto



Re-open Nominations (R.O.N.) About

No further preferences

Picture 4C: 'Reviewing Preferences'

Union Activities Team - President

Please review your preferences.

1

No
Photo

Nominee 2

2

No
Photo

Nominee 4

3

No
Photo

Nominee 3

4

No
Photo

Nominee 1

5

Re-open Nominations (R.O.N.)

Back to ballot

Cast Vote

Single Transferable Voting (STV)

All Student Group Elections run on a Single Transferable Voting (STV) system on www.leicesterunion.com. Voters are asked to rank candidates in order of preference i.e. 1st Choice, 2nd Choice, 3rd Choice. In the count-up, the lowest ranking candidate is eliminated at the end of each round and the votes are redistributed.

For more information on Single Transferable Voting, head to the NUS' video guide [here](#).

Re-Open Nominations (RON)

For every role in the election, Re-Open Nominations is an option. This allows voters to express the opinion that they feel the candidates running aren't suitable. If RON wins then nominations are re-opened and the election runs again.

Tied Elections

Should an election be tied, an independent member of staff will flip a coin to decide the result or a job share can be decided.

Vote Quorum

To be elected to the position, candidates must receive at least 2 votes.

Election Complaints and Concerns

For queries or concerns regarding any Student Group Election, please contact unionactivities@le.ac.uk or complete the SG Election Complaint Form **before 1 hour after the close of voting within an election**

If you wish to submit a formal complaint, please visit:

www.leicesterunion.com/surveys/SG Election Complaint/.

This will be dealt with by the Activities & Volunteering Team in the first instance, and escalated to the Students' Union Societies Officer or Senior Management Team if necessary

Principals

- We are aiming to elect officers in a free and fair manner.
- We are not here to give everyone an equal chance of winning, just a fair one.
- We should help candidates to engage better, where we can.
- All complaints will be viewed on a case-by-case basis

General

Complaints must be submitted prior to one hour after the close of voting.

The Unions' Advice Service is available for general support, visit <https://www.leicesterunion.com/support/advice-service> for further information.

If the complaint's content exceeds or is unrelated to the election, it may be redirected to the [SU Complaint Policy or escalated through the university's procedures](#).

The outcome from the investigation will either be:-

- No misconduct or concerns have been confirmed, and therefore, no further action will be taken. If there are parts of the complaint unrelated to the election, this can be referred to the Union's/ University complaint process.
- There is insufficient evidence of an election regulation or principles being breached, and therefore no further action will be taken. However, RON can be arranged upon request from the relevant election coordinator if agreed by staff.

- There is evidence that an election regulation has been breached, and a meeting will be conducted with the relevant election coordinator, the reported candidate will be disqualified, or the relevant post(s) will be RON

Results Week

Week Commencing 06/04/2026 – please be aware that Monday 6th April will be a bank holiday

How will we receive the results?

During the Results Week, your Student Group's elections coordinator will receive an email from the Activities & Volunteering Team notifying them of the full outcome of the Committee Election.

Handover

Finding and Supporting Prospective Committee Members

Recruitment

There are many ways to promote your committee roles to prospective nominees. Think about using social media (such as Facebook, Twitter or Instagram) or start to talk about it at your events to make sure that your members are encouraged to utilise their right to vote! You could also make a promotional video or, for academic groups, promote the election to your course mates.

Some other ideas to encourage people to run can include:

- **Transferable Skills:** Being on committee means that you gain loads of transferable skills, from teamwork and communication to building public speaking skills and problem solving.
- **Promoting achievements:** Show off what your group has achieved in the last academic year and encourage people to build on this success. Make them feel part of the community!
- **Reassurance:** Sometimes, people are a little nervous about running for committee due to the time commitment. Let them know about the resources available to help them succeed on committee!

Writing a Manifesto

A manifesto is a public declaration of aims and policies that the nominee wishes to complete should they be elected. It is encouraged that prospective committee members write one to show their suitability for the role.

What should a manifesto include?

- **Experience:** Talking about your experience is crucial for demonstrating skills suitable for the role that you are nominating yourself for. For example, if you were running for president, you could mention sometimes you have been a team leader on a project. If you were running for publicity officer, you could write some information about your design experience.
- **Passion:** There is nothing better than showing how excited you are to run for this position, maybe talk about what interested you in the Student Group in the first place, and your enthusiasm for learning new things!

- **Aims and Objectives:** These are crucial to the success of your manifesto, check out the information below for more information.
- **Concise and clear language:** Make sure that you get your points across clearly and concisely so that you don't lose interest from voters!
- **Be informed and representative:** You are more likely to appeal to the electorate if you bring up points that are relevant for them – for example, if you know that people want more socials, you could bring that into your manifesto points.

Creating aims to achieve

When writing a manifesto, we recommend all aims and objectives are SMART:

- **Specific:** What exactly do you want to achieve
- **Measurable:** What will success look like?
- **Achievable:** Can this be achieved in your role?
- **Relevant:** Is it relevant to your group's aims and objectives?
- **Timely:** Can you achieve it in the next academic year?

Structuring a Manifesto

- **Introduction** – *Hello, my name is [Name] and I am running for the position of [Position]*
- **Experience and Skills** – *I believe that I am suitable for this role because...*
 - Talk about your past roles and experiences that you feel are relevant to the role that you are running for. This could be anything from your interests to your part-time roles
- **Aims and Objectives** – *If I am elected into this role, I would like to achieve these [number] points*
 - We recommend highlighting at least 3 plans for if you are successful in the election
 - Think about why each of the aims are important to you and the electorate and how you will achieve your goal for each one
- **Closing Statement** – *To summarise, I would hope to do [Goal] because of [Experience and Skills]. Make sure to vote by visiting www.leicesterunion.com and clicking the link!*

Committee Member Job Descriptions

Some prospective committee members may find it helpful to have a role description. To help, see below for the template given in the Student Group Constitution and add to these as you see fit. The responsibilities below are from the Student Group Constitution and are not exhaustive. The main thing is that you are transparent about these tasks early on.

You may also notice that paperwork is not the responsibility of just one committee member – your group should work **collaboratively** to ensure everything is submitted on time.

President

- Oversees the overall running of the Student Group.

- Ensures that the Student Group adheres to the constitution, Policies and Guidelines set out by the University of Leicester Students' Union and Activities & Volunteering.
- Represents the Student Group to the Students' Union, University and any external stakeholders.
- Ensures that all Student Group activities are appropriately coordinated and executed with all relevant paperwork submitted to Activities & Volunteering.
- Ensures that all Student Group committee members are fulfilling their constitutional duties.
- Cascades all information from Activities & Volunteering, Students' Union, University and any external stakeholder down to relevant committee members and Student Group members.
- Cannot hold another core position within the Student Group.

Treasurer

- Keeps an accurate record of all expenditure and income of the Student Group.
- Acts as the primary signatory of the Student Group funding account.
- Is responsible for all grant funding applications and other financial dealings (including but not limited to sponsorship) and other financial dealings with the Union and other external bodies.
- Processes deposits and withdrawals from the funding account.
- Ensures prompt reimbursement of all approved expenditure.
- Ensures all funds are held and processed through the Student Group's funding account with the Students' Union in line with Student Group financial policies.
- Ensures that all incoming money is deposited as soon as possible with the Students' Union.
- Produces a termly report, year budget and statement submitted to retain transparency with the Student Group membership.
- Cannot hold another core position within the Student Group.

Events and Socials Coordinator

- Ensure the smooth and efficient running of society events and socials.
- Keep updated with event organisation policy and regulations to ensure safety and good conduct.
- Ensure all event notification forms are submitted on time and any meetings regarding the event are attended.
- Oversee and manage event budgets as well as ticket sales with the treasurer. 5. Remain consistent throughout the year, creating multiple opportunities for the society to host events.
- Ensure that non-alcoholic options are always made available and that there is no peer pressure for those to drink if they don't want to.
- Take the lead on being the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
- Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.

Splitting/Delegating out the Role: The role of Events and Socials Coordinator can be delegated into 'Events Coordinator' and 'Socials Coordinator' or 'Co-events and Socials Coordinators' should the group feel the need to and have the capacity to.

Additional roles for all committee members.

- Responsible for supporting the welfare of the membership with the aim of resolving issues of concern, reporting all violations of the Code of Conduct to the Student Group President (if appropriate) and Activities & Volunteering.
- Acts as the point of contact for any issues or general concerns that a member may have regarding the Student Group's inclusivity.
- Can confidently sign post members to relevant services with the assistance of Leicester Talks with the aim of highlighting support services offered by the University of Leicester, Students' Union, other Student Group and the community.
- Always upholds confidentiality both during and post time in office unless reporting to Activities & Volunteering or the University's Welfare Services.
- Acts only as a sign poster and not a counsellor.

Additional Committee Member Job Descriptions

The list for possibilities for additional committee members are endless, however it is important to consider which members of committee are necessary to your group to achieve your aims and objectives. Positions can include but are not limited to:

- Secretary
- Equipment Secretary
- Vice President
- Publicity Secretary

To help you out with promoting your committee positions, we have put together a few example role descriptions.

Secretary

- Ensure all applications, sign ups or bookings are submitted on time .e.g. competition entry or grant funding
- Submit and maintain the society/clubs affiliation documents, updating them when needed.
- Monitor and regularly update the society's/clubs website and social media platforms.
- Lead on and submit the societies affiliation documents, updating them when needed or required.
- Submit and maintain the society/clubs risk assessment, updating it when needed and regularly refreshing.
- Promotion of your student group through social media, the SU website and marketing materials.
- Creating and upholding your societies branding, ensuring consistency and relevancy.

Equipment Secretary

- Ensures the Student Group inventory is up to date throughout the year.
- Takes care of Student Group equipment and collaborating with the Treasurer to replace equipment when necessary.
- Ensures that all Student Group equipment is safe for player usage
- Liaises with the Club Captain and Treasurer to expand clothing and equipment range
- The contact for people borrowing, returning and lending equipment

Vice President

- Supporting the president with their responsibilities, standing in for them when the president is absent.
- Help to fill in the tasks needed when it does not fall to somebody else. Support the other committee members with fulfilling their roles, helping out when they need it. Lead on producing wellbeing and inclusion related campaigns and initiatives.
- Frequently monitor the groups development and ensure aims and goals set at the start of the year are met.

Publicity Secretary

- Ensuring safe activity on social media, abiding by conduct policy.
- Promotion of your student group through social media, the SU website and marketing materials.
- Creating and upholding your societies branding, ensuring consistency and relevancy.
- Help to keep the societies publicity on trend, appealing to the likes and wants of the communities your society may fall under as well as other students.

Changelog

15/01/2020 – Launched Online

20/01/2020 – Minor grammatical updates, committee position change survey updated

24/01/2020 – Adding ‘Running for Multiple Committee Positions’

30/01/2020 – Added ‘Removing Membership Sales at Nominations’

19/01/2021 – Updated for the 2021/2022 Elections

19/01/2022 – Updated for the 2022/2023 Elections

01/01/2024 – Updated for the 2024/2025 Elections

28/01/2025 – Updated for the 2025/2026 Elections

19/02/2026 – Updated for the 2026/2027 Elections

23/02/2026 – Updated for the 2026/2027 Elections

25/02/2026 – Updated for the 2026/2027 Elections – further on Team Leicester requirement