

Student Group Elections – Frequently Asked Questions

Voting

Contact: dsuopportunities@dmu.ac.uk

Where to find us: The Hub (look left when you enter the building from the main entrance), De Montfort Students' Union, Campus Centre Building – near Subway!

Q: What am I voting for?

A: Students to lead your society. They help run and make the decisions for your group to enjoy and appreciate similar hobbies and interests.

Q: I emailed DSU Opportunities X days/weeks ago. Why is the SU so slow at replies at the moment?

A: Currently we've been going through a transition of change in management and coordinators within the Opportunities Team for a little while. There's currently only one fully trained coordinator supporting over a 100 student groups, carrying out investigations, looking at processes, managing elections etc... so it's quite a busy time with a lot on! We can only apologise there's been a delay in responses, but we hope you understand. It won't be too long until we're up and running as a full team, but we ask for your continued patience and understanding whilst we get back up to fully functional!

Q: What dates are the by-elections?

A: Nominations: Wednesday May 24th 00:01 and close Wednesday 7th June 23:59. Voting: Monday 12th June 00:01 – Monday 17th June 23:59.

Q: When do get results of who was elected into the roles?

A: Results will be processed as quickly as humanly possible after voting closes on the 7th June. We can't give a direct timeframe as we're working with low-capacity team.

Q: Where do I find where to nominate/vote?

You can go to this link: [Student Group Campaign \(demontfortsu.com\)](http://demontfortsu.com) to vote. You can also manually find the page by going to the SU website > Opportunities > Committee Hub > Student Group Elections.

Q: I can't find seem to vote, why isn't it working?

A: Could be several reasons for this:

- you need to be logged in with the email you used to purchase your membership with. This is normally your P number email.
- you need to be a registered member of that group, even if the membership is free, you still need to purchase that membership.
- you're on the wrong page and need to follow the link above. Elections are not on the individual student group pages.

Q: It says I'm not eligible to nominate/vote. What does that mean?

A: You need to be a registered member of that group, and have paid for membership, even if that group is free. You might have bought it on your guest account instead of using your P number, which is likely to be your personal email. If you cannot find which account it's on, please contact dsuopportunities@dmu.ac.uk **before nomination and voting closes** and we can have a look for you.

Q: I nominated myself. Am I allowed to vote for myself?

A: Yes! You are of course allowed to vote for yourself. Who do you think prime minister candidates vote for when they go to the polling station? Certainly not their rivals!

Q: I nominated myself for a role, but no one, including myself, voted. Why didn't I just get the role automatically?

A: Unfortunately, if no one voted, then no one chose anyone to fill the role. If the role isn't filled, we can't just put you in, even if you're the only nominee for the role. That's not how elections and voting work!

Q: How do I register for my group?

A: You need to log in to the [SU website](#) (linked) in the top corner, click log in and the blue button "I go to DMU". Then go to Opportunities > Student groups > student group page, add the membership to your basket, and purchase. You can only purchase online.

Q: I'm a sport club member, I bought my membership recently. It's saying I can't vote, why is that?

A: Sport Club membership used to be managed by the SU, but it transferred over to DMUsport. They send us membership lists every month, so if you recently bought it to vote, you probably won't have been on that list. All you need to do is email us, we will confer with DMUsport and add you in – we will let you know when we've added you in so you can go ahead and vote!

Q: No one has run for the role of XYZ, can you just put me in to be elected now as I'd like to hold that position?

A: Unfortunately, that wouldn't be democratic as that removes the option for others going for the role if they've reconsidered it. You would need to wait for that role to come up again in a by-election.

Q: I want to run for another role in my committee. I'm already XYZ, how can I go for that vacant role in my student group?

A: You can't – sorry! You can only hold one position with a student group and two core roles across two student groups. This is because if you held more than one position in one group, you'd have two votes for a decision instead of one. You can't be in more than two core roles per two student groups because these roles are expected to take up 4-8 hours of your time a week. You need to also enjoy life, socialise, study,

work, eat and sleep!

Q: The core role(s) XYZ wasn't filled, what's going to happen to our group?

A: Unfortunately, your group will close and will have to go through the new group application process if you wish to reopen the group. This means no more activities could continue to be affiliated with DSU, any funds in the Student Group Finance account would be suspended, any additional roles would be stripped back and anyone interested in the group would have to go through the [new student group process](#) (linked).

Q: There is an additional committee role vacant which isn't in this election. When can I go for that?

A: The next by-election will focus on the core roles. They are essential for the running of the group and without them filled, your group will close and will have to go through the process of a new group application and approval. If you had any additional roles, they would be gone – new groups can only have 4 core roles for the first year. You will be able to apply for additional roles in the new academic year 2023/2024 when we do a third by-election.

Q: Someone I don't like, or don't think will do a good job has nominated themselves into a committee role. Can you remove them?

A: No, we can't, sorry! If they were voted in, even by one vote and that was themselves voting, you cannot get them removed just because you don't like them or think they won't do a good job. If you don't want a candidate to win the post, you can vote for "Re-Open Nominations (R.O.N)" which would mean the post would go for elections again.

Q: Our group never got asked if we wanted an election. Why is that?

A: New groups in 2022/2023 generally won't have an election unless specifically requested by the group. New group committees carry over into the next year.

To be eligible for elections, groups need to have 10 members including the 4 core committee roles. If your group has managed to get 10 members, we can have a look at putting your core roles in for the second by-election. We will contact your group separately.

Q: What are the core roles? And what do they entail?

A: Core roles include: Chairperson, Secretary, Treasurer and Wellbeing Officer (formerly Health & Safety Officer). Role descriptions for these can be found at the bottom.

Q: I just can't vote, it won't let me. Can you place my vote for me?

A: No, it has to come from you. We can teams call and you can share your screen to show us what's happening, or you can pop by the Hub to ask for support. Let us know before the end of the voting period or we won't be able to assist you.

Q: Voting has closed! I missed the deadline; can I still vote?

A: Nope! Sorry!

Q: Why do I never get emails about elections?

A: Check your spam box, your other folder and if you have a rule that feeds our emails into a different mailbox, check that too!

You might also have bought your membership through your personal account, so check your junk there. Generally, emails get sent to your P number account.

Q: Who do I contact if I'm having an issue voting in the student group elections?

A: Contact dsuopportunities@dmu.ac.uk, identify which group you're a part of, explain the issue and if you can, please include screenshots as this helps us identify the problem.

Q: I have feedback and suggestions to give for these elections/ other processes & policies. Who do I contact?

A: We love feedback, good or bad! It helps us run our services better.

Email dsuopportunities@dmu.ac.uk as the Interim Opportunities Manager oversees the inbox, and this can get passed directly to them.

Whole Committee & Core Role Responsibilities

Role Title: Secretary

Hours of volunteering: 1-3 hours a week, flexible around your studies and other commitments.

Dates of role: Full duties begin on 1st June 2022 and end 31st May 2023.

Summary: Society committees work collaboratively to organise a range of events and activities for their members. As Secretary, you will take notes at meetings and help coordinate the planning of events and activities alongside other committee members. This role suits students who are super organised and can help to keep others on track too. You love making to-do lists and the satisfaction of ticking them off!

Secretary Duties

- Take notes as Committee Meetings, including a list of actions for each committee member
- Circulate meeting notes amongst the committee so they can keep track of the actions they have agreed to do
- Submit Activity Plans for each activity/event that the society holds throughout the year
- Check if booked rooms and spaces are suitable for your society's events
- Keep track of any equipment your society owns and update your inventory accordingly
- Keep a list of important information for your society, such as log-in details for social media accounts

- Update your society website page with accurate information and details for upcoming events
- Send out updates to your society members and interest list through your society website, so that students know how and when they can get involved

Role Title: Treasurer

Hours of volunteering: 1-3 hours a week, flexible around your studies and other commitments.

Dates of role: Full duties begin on 1st June 2023 and end 31st May 2024.

Summary: Society committees work collaboratively to organise a range of events and activities for their members. As a Treasurer you will be responsible for keeping track of the group's spending across the year, and applying for additional funding if needed. This role is well suited to someone who likes planning ahead. Do you plan a food shop before you head to the shops, and even cost it up to check you have enough money? Then you're probably perfect for this!

Treasurer Duties

- Keep track of the group's account balance
- Plan how much money will be needed for your society's activities across the year
- Plan and support fundraising activities – for example, collecting money from a bake sale and organising for the payment to be sent to a charity
- Approve reimbursement requests for other committee members if they have spent their own money for the society
- Understand the SU's timelines for funding, reimbursements etc. and be confident to explain the rules to other committee members
- Only allow society money to be spent on items or activities that will develop the society as a whole
- Keep track of your society's members list and check that your regular attendees are registered members of your group
- Apply for additional funding from the Development Fund and/or other sources, as and when needed
- Organise sponsorships and/or affiliations between your society and external organisations, as and when needed

Role Title: Chairperson

Hours of volunteering: 1-5 hours a week, flexible around your studies and other commitments.

Dates of role: Full duties begin on 1st June 2023 and end 31st May 2024.

Summary: Society committees work collaboratively to organise a range of events and activities for their members. As a Chairperson you will be responsible for leading the team of elected committee members, sharing tasks fairly between them and being the main point of contact between your group and the Students' Union. This role is typically suited to confident students who are happy to take the lead on group projects, and support others to complete their tasks. The team of committee member are all elected through DSU's online elections. These committee roles are; Chairperson (yourself), Secretary, Treasurer, and Health and Safety Officer. Other roles may form part of the committee, depending on whether the current committee decide additional roles are needed.

Chairperson Duties

- Chair committee meetings (preferably in person where possible)
- Create a cohesive group - acts as the "glue" between the committee members and ensures the wellbeing of the committee
- Gather feedback from committee members regularly and act upon it where possible
- Ensure your group adheres to processes, policies and guidance
- Delegates tasks fairly between committee members and keep track of their progress

- Ensure all committee members are registered members of your group
- Ensure all committee members have written handovers for the incoming committee
- Delegate emails between the most suitable committee members
- Delegate social media tasks between the most suitable committee members

Role Title: Wellbeing Officer

Hours of volunteering: 1-3 hours a week, flexible around your studies and other commitments.

Dates of role: Full duties begin on 1st June 2023 and end 31st May 2024.

Summary: Society committees work collaboratively to organise a range of events and activities for their members. As Wellbeing Officer, you will be responsible for making sure all members are included and welcomed into your group, and checking society activity complies to health and safety requirements. This role is well suited to someone who is compassionate for others, likes to know that everyone feels welcomed and supported, and enjoys getting to know new people.

Health and Safety Officer Duties

- Attend health, safety and wellbeing related training, such as; Basic Life Support training, Mental Health and Wellbeing training
- Welcome new members to your society in-person and via your 'Interested In' mailing list and ensure they feel included
- Gather feedback from your members to ensure the society is meeting the members expectations
- Complete Risk Assessments for all applicable society activity to ensure your members will be safe at your events

Whole Committee Duties

All committee members will be expected to do the following, on top of their individual duties:

- Work as a team to plan society activity for the year ahead
- Promote your society amongst the wider student body
- Attend Committee meetings in person, where possible and send apologies if you can't attend
- Outline your society's aims for the year and actively work towards achieving them
- Attend Committee Catch Up meetings with your allocated Student Opportunities Coordinator as and when requested (minimum of twice per academic year)
- Signpost members to wellbeing and support services available to them at DMU, as and when needed

Support and Training

You will be supported by a member of staff at DSU; a Student Opportunities Coordinator. Your allocated Coordinator will be your main point of contact within the Students' Union for keeping your group active and engaged throughout the academic year.

As well as being provided with a key contact for support, you will also be offered a variety of in-person and online training and development opportunities throughout the academic year. The first in-person training day will be Skills Fest on Thursday 24^h May 2023 to introduce you to the role.

A Committee Hub of resources to help you run a society can be accessed all year round at www.demontfortsu.com/activities/hub. If you have any further questions about this role, please contact the Opportunities Team at dsuopportunities@dmu.ac.uk.