



Written Statement Guide

Officer Elections Candidate Training 2021

Your Voice
Only Louder

Welcome & Introductions



Written Statement

A written statement provides reasons why students should vote for you - it is the promises you make or things you intend to do in your role.

Shows voters you are serious about the role

Shows your priorities

Helps you get your ideas across

Shows you have put thought into why you are running

Why is a Written Statement Beneficial to Your Campaign?

Communicates what you stand for to people you may not speak to during campaigning

Clearly shows what you are about and gives voters an idea of what you will do if you win

Will help you action plan your time in the role if you are successful

General Tips For Writing & Presenting a Written Statement

- Clear and concise
- Include simple language (you don't have to write formally!)
- Include relevant information
- Do not exceed the word limit (200 words)
- Talk to current Officers, Student Voice Team, and/or others you know who may have campaigned in elections
- Look at example written statements
- Ask your friends to proof read your written statement
- There is no wrong or write way to write a written statement, but it can be useful to follow a template or set format

Information You Can Include

- Student demographic data
- Speak Week Data
- NSS, PTES & PRES Data
- Issues raised by Reps/Previous Rep Impacts
- Ideas/Policy that have been passed through last year's Your Ideas/Guild Policy Development Group & Student Groups Executive
- Officer Priority Campaigns
- Issues affecting students nationally (e.g. impacts of COVID-19)
- What you can do for minority/underrepresented groups

We recommend that you include information that is relevant to the position that you are applying for

Information You Can Include

- You may want to talk about previous experience representing students (or people in general), if you have any
- You may want to talk about other skills, experience and knowledge that may be useful – this can be anything from a part-time job, to your course to volunteering in college!
- If you don't have much previous experience or relevant knowledge, you may want to talk about how you will ensure that you will effectively represent UoB students

Example Template #1

Introduction (what your name is, who you are, what course you do etc.)

Idea 1 – detail

Idea 2 – detail

Idea 3 – detail

Summary

Example Template #1: Example

Hi, I'm [name], 3rd year BSc (Hons) Biology student, and I'm running to be your International Students Officer.

If elected, I will ensure:

International Students Are Included

I would like to ensure that student groups are inclusive of International Students. I will fight for this by...

More Funding for International Events

I feel it's important to have more international events....I have previous experience of organising cultural events at school....

Please consider me your first choice for International Students Officer [name]
#1!

Example Template #2

What role you're running for....

Previous experience #1

How this will help in the role

Previous experience 2#

How this will help in the role

Summary

Example Template #2: Example

Do you want a Delegate who will ensure that LGBT+ students are heard at NUS Liberation Conference?

I have previous experience of representing the LGBT+ community at conferences and events...

I represented LGBT+ students at my college at a regional sports event...

In my part-time job, I have gained experience in teamwork and communication. This would make me a great Delegate as....

Questions?



Questions?

If you have any further queries, please contact elections@guild.bham.ac.uk

Thank-you for reading &
Happy Applying!