# LUCY CAVENDISH MCR COMMITTEE ELECTIONS

20
24

# INTRODUCTION

It is now time for the elections of your Lucy Cavendish Middle Combination Room (MCR) Executive and Non-Executive Officers. This is a great opportunity to make a difference in your college. To have a functioning MCR, it is crucial to have a full committee. Please find the timeline, list of posts, and descriptions below.

**Please send your manifesto AND a plain text version of your manifesto to our President, Chris Slaughter (mcr-president@lucy.cam.ac.uk), AND our Postgraduate Events Officer, Lisa Bernhardt (lisa.bernhardt@lucy.cam.ac.uk), by 11:59pm on Sat, 19th Oct 2024.**

**Timeline (BST):**

1. **Official opening of the positions:** 9am, Mon, 14th Oct 2024

2. **Deadline to submit your manifesto:** 11:59pm, Sat, 19th Oct 2024

3. **Hustings:** 7.30pm, Mon 21st Oct 2024 in the Wood-Legh Room

4. **Online voting:** 9am, Tue, 22nd Oct – 12pm, Fri, 25th Oct 2024

5. **Election results announcement:** Evening of Fri, 25th Oct 2024

The term of office of the executive officers (except Masters Rep) shall be for 2 terms (until end of Lent Term 2025). The term of office of the committee officers (plus Masters Rep) shall be for 3 terms (until end of the academic year 2025). **No candidate may stand for more than one executive post.**

# EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Executive Officers of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.

### Vice-President

You will act in a supporting role to the President and assist them in managing the overall MCR; attend Council and other college committee meetings where appropriate; act as principal external officer to the Cambridge Student Union (CSU). Time commitment: 3-4 hr/week

### Secretary

You will be responsible for all MCR communications to the student body; assist with the organisation and running of the MCR's activities. You will also assist in constitutional procedures and take notes at MCR meetings. Time commitment: 2-3 hr/week

### Treasurer

You will be responsible for managing the MCR's overall budget; implementation of the MCR's finance policies in liaison with the College Finance Office/Bursar; the financial regulation of student clubs and societies. You will also present the annual MCR accounts. Time commitment: 2-3 hr/week

### Masters Representative

You will represent the interests of the college's Masters students to the MCR as well as the college's council and governing body. Time commitment: 2-3 hr/week

# NON-EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Non-Executive Officers/General Committee of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.

## Social Secretary (x2)

You will promote social activities among members of the MCR and be responsible for the organisation of events, including bookings, publicity, and risk assessments. Time commitment: 1-2 hr/week (more during events)

## Welfare Officer (x2)

You will work with the committee and college wellbeing team to organise welfare events; raise student pastoral issues with the college; liaise with the JCR welfare officer; and ensure the fair representation of all MCR members. Time commitment: 1-2 hr/week

## Mature Undergraduate Rep

You will be responsible for the representation of the mature undergraduate members of college and their involvement in MCR activities. Time commitment: 1-2 hr/week

## Communications Officer

You will coordinate and share communications related duties with the MCR secretary, including managing the MCR mailing list and supervising the social media channels. Time commitment: 1-2 hr/week

# NON-EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Non-Executive Officers/General Committee of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.

### Disabled Students' Officer

You will be responsible for the representation and well-being of members who identify with having disabilities. You will liaise with College staff on access and representation concerns. Time commitment: 1-2 hr/week

### BME Officer

You will be responsible for the representation and welfare of MCR members from the BME community. You will work with the Committee to ensure the MCR is an inclusive space. Time commitment: 1-2 hr/week

### Faiths Officer

You will be responsible for the representation and welfare of MCR members from all faiths and none. You will work with the Committee to ensure the MCR is an inclusive space. Time commitment: 1-2 hr/week

### LGBTQ+ Officer

You will be responsible for the representation and welfare of MCR members from the LGBTQ+ community. You will work with the Committee to ensure the MCR is an inclusive space. Time commitment: 1-2 hr/week

# GUIDE TO MANIFESTOS

## What does my manifesto need to contain?

As per the MCR constitution, your manifesto MUST state the <u>post that you are standing for</u> and also contain a <u>photograph of you</u>. Furthermore, your manifesto needs <u>a proposer and seconder</u> that support your application, both of whom must be full members of the MCR and available to confirm that they're backing you.

## How fancy can I make my manifesto?

You can make your manifesto as fancy as you like, but it must <u>fit onto one A4 page</u> (please make sure to adhere to these dimensions). Bear in mind that content ultimately trumps aesthetics, so even if you have fantastic graphic design skills, focus on what you want to communicate with the manifesto rather than how it looks!

## Why do I need to submit a plain-text version of my manifesto?

Plain text refers to any text that isn't formatted, i.e. no varying fonts or font sizes, colours, non-standard characters, or hyperlinks, as well as no pictures or any other graphic design. This is to ensure that anyone with a visual impairment (who might use a screenreader) or dyslexia can read the text more easily.

## Which file formats are acceptable?

Please submit your main manifesto as a <u>pdf file</u> and your plain text version as a <u>Microsoft Word document</u>.

## Can I submit more than one manifesto?

You can apply for more than one position (though only one executive role), but you have to submit a separate manifesto for each position you're applying for.

# GUIDE TO HUSTINGS

## What are hustings?

According to the Electoral Commission, hustings is "a meeting where election candidates or parties debate policies and answer questions from the audience." Whilst MCR hustings don't involve policy debates, they are meant to give the MCR members the opportunity to ask the nominees questions following a brief (1-2 min) pitch by each nominee in which they explain their proposals and suitability for the role they're running for.

## Can I attend remotely?

Everyone running for a position ought to attend hustings in person (unless they can't due to exceptional circumstances; please advise the MCR President well in advance if that is the case). Anyone not running for a position is more than welcome to attend hustings remotely via Microsoft Teams; the link will be emailed out in advance.

## Are we voting at hustings?

No, the actual voting process will be online via the Camvote website. The voting period begins on Tuesday, 22nd October 2024, at 9am and closes on Friday, 25th October 2024, at 12pm (noon). A link to the website will be emailed out on Tuesday morning; you will need to log in with your Raven account to access the ballot.

## Wood-Legh Room Access

The Wood-Legh Room is on the ground floor of the Strathaird Building and has step-free access. Cushioned seats will be available. Noise levels are anticipated to be low to moderate. If you're planning to attend in person and have any more specific access requirements or questions, please get in touch with Lisa at lisa.bernhardt@lucy.cam.ac.uk.
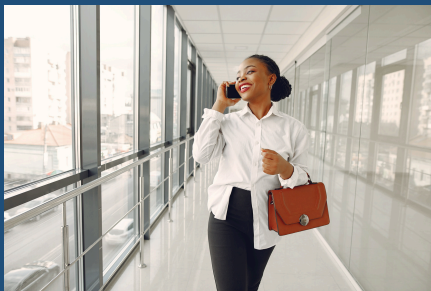
# KEY DATES

Please keep in mind the below dates if you are interested in running for a role on the Lucy MCR 2024-25 committee.
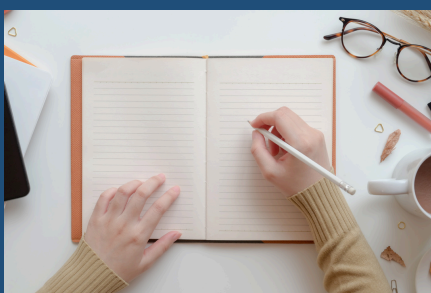


## SUBMIT YOUR MANIFESTO

Please send your manifesto (plus a plain text version) to Chris (mcr-president@lucy.cam.ac.uk) and Lisa (lisa.bernhardt@lucy.cam.ac.uk) by 11:59pm, Sat, 19th Oct 2024.



## ATTEND HUSTINGS

Meet your MCR and answer questions at 7.30pm on Mon, 21st Oct 2024, in the Wood-Legh Room (Strathaird).



## ELECTION RESULTS

Elections results will be announced on Fri, 25th Oct 2024 (online voting period: 22nd-25th Oct 2024).

Please feel free to get in touch with Chris and/or Lisa for more information or to raise any questions!