

# FACTSHEET



## Running for a SSAGO Executive Committee Position

FS: 37

### Introduction

This factsheet briefly explains how to run for a position on the National Executive Committee of SSAGO at an AGM.

### What is the SSAGO Executive Committee?

The committee is made up of a Chairperson, Secretary, Treasurer, Members' Officer and Publicity Officer. These are voted in once a year at the SSAGO AGM by the SSAGO membership.

The committee works to aid the smooth running of the organisation. It is responsible for liaising with the Scout Association and GirlguidingUK to update membership with policies and opportunities. The executive works to support the membership with recruitment as well as ensuring that rules and regulations are followed for the safety of all involved.

For more information on each position see the 'Executive Role Descriptions' Policy Document.

### How to run for a position

Nominations for the SSAGO Executive Committee usually open on 1<sup>st</sup> December every year and close on the 31<sup>st</sup> December. This should be announced to the membership via

email and on the SSAGO messageboard.

To be able to run for a position you should be a student member of SSAGO at the time of the AGM. Candidates are expected to submit a manifesto to the SSAGO Returning Officer by midnight on 31<sup>st</sup> December (or whenever the nominations are due to close if different). This is usually sent to [elections@ssago.org.uk](mailto:elections@ssago.org.uk) but this will be confirmed at time of nominations opening.

### What is a manifesto?

A manifesto briefly details who you are and why you would be good in the position you are running for. It should include your name, your club, the position you are running for, the name and club of the people nominating and seconding you, your SSAGO/Scouting/Guiding background and why you would like the position on the National Executive Committee. It should also include a photo of you. It is usual that a manifesto can be no longer than two sides of A4.

### Who can nominate/second a candidate?

Anyone who is a Student Member of SSAGO can nominate or second a candidate running for a position on the National Executive Committee. Those nominating and seconding must be from differing clubs and must not be from the same club as the candidate.

### Electioneering

Electioneering is banned within SSAGO. Candidates' manifestos will be displayed by the SSAGO Executive Committee before the AGM. No

publicity material is allowed to be displayed or worn by candidates.

### **How does the election process work?**

It is usual that the Returning Officer or a substitute for that person attends the AGM to run the election process. As a candidate you will be invited to the floor and usually given a few moments to justify why you would like the position you are running for. The meeting will be opened for questions, these can be both sensible and silly so be prepared.

Once questioning is over the election process will take place either by show of hands or by secret ballot (you may be asked to leave the room). Unless there are any major concerns you will be informed before the end of AGM as to whether or not you have been successful in running for your chosen position.

### **Running from the floor**

Occasionally there will be a position that has had no candidates run for it before the AGM. If this is the case it is usually opened to the floor at the AGM for candidates. Those wishing to run in this process need to be Student Members of SSAGO and have someone prepared to nominate and second them (these don't need to be gathered beforehand but knowing people in SSAGO is a good idea!). It is usual that if people run from the floor they get a chance to explain why they would like the position. Members will have the opportunity to ask questions.

If you are considering running for a position on the SSAGO Executive Committee it is always best to plan ahead and put a manifesto together. No one is ever sure, until the announcement of nominations, who is running and therefore relying on no one running to be able to run from the floor is not a good idea.