



Student Association Executive Officer Roles



Executive Officer Role

What is an Executive Officer?

Every academic year during the last week in September, all West Lothian College students can elect three Student Executive Officers. These three elected students act as key members of the Student Association Executive team, represent our students, and decide on the direction of the Student Association.

The Executive Officers play a key role in the Student Association and work directly with the Student Presidents. These five key members make up the Student Association Executive team, which means they make all the final decisions within the Student Association. All key decisions must be based on student consultation and feedback to meet the needs of our members, our students.

Executive Officers work alongside the Student Presidents and help to achieve the Student Association Strategic Objectives. These include:

- Student Association and Strong Leadership
- Student Representation and Student Voice
- Equality and Diverse Student Community
- Student Mental Health and Wellbeing
- Sustainability and Technology

The role of the Executive Officer:

As an Executive Officer you will regularly attend and hold meetings with other members of the Executive Team, Ambassadors and College staff in order to work towards key objectives and discuss matters of importance relating to the Student Association. All members of the Executive are elected members which mean students vote who they want to represent them.



Executive Officers will

- Be key decision makers
- Attend regular meetings
- Support and lead groups of Ambassadors
- Ensure students have a strong voice
- Work on specific projects
- Be involved in self-evaluation
- Collate feedback and influence positive change
- Create campaigns and organise events

The skills required for this role are:

- Communication skills
- Decision Making Skills
- Problem solving skills
- Time keeping skills
- Active listening skills
- Meeting skills

What's in it for me?

- Fantastic Experience
- Learn new skills and develop existing skills
- Training
- Great for your CV, UCAS Application and Job interviews
- Thank you voucher
- Reference
- Make a difference!

How do I apply?

As these three positions are elected positions you must complete the this link [Executive Officer Nomination Form- Click here](#)

OR you can also use your phone with the QR code if easier?

This will enable you to complete the nomination form and select which position you wish to run for. This must be completed by no later than **23rd September, 2022 12 noon.**



Students will then be eligible to vote on MS Forms from **26 September at 9am** for a period of 1 week.



You will be expected to speak to students during the voting period and encourage them to vote to secure your position.

Timeline:

Nominations open
Nominations will close
Voting will open for Students
Voting will close

Friday 2 September 12 noon
Friday 23 September 12 noon
Monday 26 September 9am
Monday 3 October 9am

Successful candidates will be required to attend a training session week commencing 3 October and will last 3 hours. Day/Time to be agreed when successful candidates have been elected.

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all our students.

