



EXECUTIVE COMMITTEE ELECTION INFORMATION PACK

2024

VicSRC Victorian Student
Representative Council

WHAT'S INCLUDED IN THIS PACK...

- A glossary of key terms
- An election timeline
- An overview of the nomination process
- Information about VicSRC
- Information about the Student Executive Advisory Committee
- Election guidelines
- A position description for Executive Committee members
- Frequently asked questions



HELLO!

Joseph and Wesley here.

We are the VicSRC returning officers (ROs) for 2023.

Our job is to make sure the election is fair and is conducted in line with VicSRC's policies and processes. We are also responsible for overseeing all nominations, making sure the ballot paper and voter roll is accurate, and verifying and announcing the results of the election. As ROs, we must be impartial throughout this process. We do all this with the help of our wonderful staff.

Just like last year, this year's election will be held online so that a greater proportion of students can access the process and we're more representative. We commend your interest in wanting to be a part of the Executive Committee and wish you the best of luck with your nomination!

If you have any questions, please don't hesitate to contact us at election@vicsrc.org.au.



Joseph (he/him)



Wesley (he/him)

GLOSSARY



Here are a few terms you will come across a lot in this document to help you understand what we're talking about.

WORD OR PHRASE	WHAT IT MEANS
VicSRC	Victorian Student Representative Council
Executive Committee	VicSRC Student Executive Advisory Committee
Nominees and candidates	People nominating and running for election to the VicSRC Executive Committee.
Voters	People who are eligible to vote in the VicSRC Executive Election, namely VicSRC Student Community members who are school-aged students in Victoria.
Returning officers (ROs)	Two current VicRC Executive Committee members who are responsible for running the election and announcing the results
Governance	How a group or organisation is run. This includes the structures and systems of how decisions are made in a group or organisation. At VicSRC, decisions are often made collaboratively between the Executive Committee, the adult Board of Trustees, and the staff team.

ELECTION TIMELINE



Nominations open 9am

Nominations close 11:59pm



Campaigning period

Get other students to sign up to the Student Community and vote for you!

Sign up deadline

Students must have signed up to the Student Community by 12pm to be eligible to vote



Voting opens 9am

Instructions sent to the Student Community via email.

Voting closes 11:59pm



All candidates notified of results

NOMINATION PROCESS

1

READ

through this VicSRC Executive Committee election information pack

2

SIGN UP

to the VicSRC Student Community on our website

3

CHAT

to your parent / guardian (and a supportive teacher) about your plan to nominate

4

BOOK

yourself into an Executive Committee information session



5

NOMINATE

yourself by getting your nomination statement and quote ready

6

FILL

out your nomination form and get your parent/guardian to sign the permission forms

7

ENCOURAGE

your friends to sign up to the Student Community to vote for you

8

VOTE

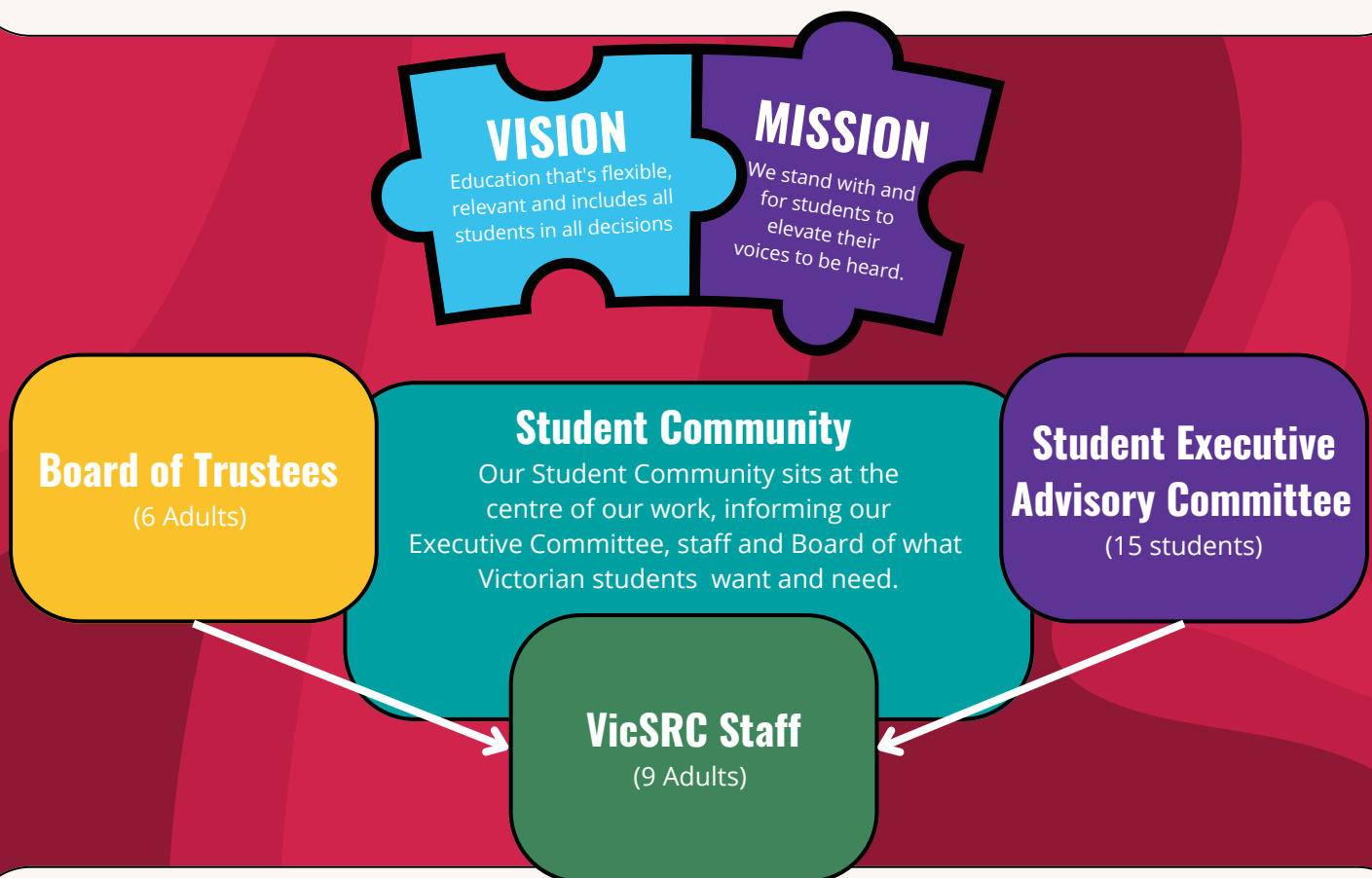
in the election and wait for the results!

WHAT IS VICSRC?

Victorian Student Representative Council (VicSRC) was created by students to be a voice for students at the highest levels of decision-making in Victorian education.

VicSRC is led by a team of 15 secondary school aged students (the **Student Executive Advisory Committee**) that make decisions collaboratively with a group of six adults (**Board of Trustees**) about how VicSRC operates, what programs it offers and how it hears from students about what changes need to be made in education.

A team of staff members put these decisions into action with consistent advice from the Student Executive Advisory Committee.



You can find out more about VicSRC's advocacy, programs and events on our **website**.



WHAT IS THE STUDENT EXECUTIVE ADVISORY COMMITTEE?

The **VicSRC Student Executive Advisory Committee (the Executive Committee)** is made up of 15 students who are completing secondary education in Victoria.

These Executive Committee members are elected by other Victorian students every year.

Their job is to oversee VicSRC and act on the advocacy priorities identified by Victorian students at Congress every year.

In a typical year as an Executive Committee member, you might do one or more of the following:

- Attend meetings with the Minister for Education.
- Speak on panels to teachers and educators.
- Advise the Department of Education on how to design programs or initiatives to best support students.
- Attend Board meetings with the adult Board of Trustees.
- Advise the VicSRC staff and Board on the strategic direction of the organisation and which priorities to focus on.
- Be involved in a variety of VicSRC's advocacy activities
- Sit on committees made up of different stakeholders in the education system.
- And lots more!

You can find out more about the Executive Committee in the Position Description at the end of this pack.



WHO IS ON THE STUDENT EXECUTIVE ADVISORY COMMITTEE?

There are **15 students** on the Executive Committee. There are several quotas that help make sure VicSRC is representing diverse students from all across Victoria. These quotas include:

At least five (5) students who are schooled outside Greater Metro Melbourne (regional students)	At least five (5) students who are schooled within Greater Metro Melbourne (metropolitan students)	At least four (4) students who identify as male
At least four (4) students who identify as female	At least four (4) students who identify as not cisgender	At least two (2) students who attend a Catholic school
At least two (2) students who attend an independent school	At least two (2) students who attend a Government school	At most two (2) students who attend the same school, including across campuses as a school with multiple campuses
	At most three (3) students who are enrolled in year 11 at school (for the first part of their term)	

The returning officers apply these quotas after the votes are counted. If the quotas can't be met (for example, if only one student who attends an independent school nominates for the Executive Committee), then the returning officers can endorse a result where that quota isn't met.

These quotas are part of VicSRC's constitution.

I WANT TO NOMINATE!

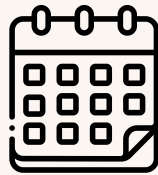
Amazing! If you're eager to represent Victorian students and advocate for their needs, we encourage you to nominate for the Executive Committee – we welcome all backgrounds, gender identities, access requirements, places you live, and places you go to school (as long as it's in Victoria)!

WHO CAN NOMINATE?

To be eligible for nomination, you must be:



**A school-aged student
being educated in
Victoria**



**Enrolled in Year 7 - 12
at the start of 2024**



**A member of the VicSRC
student community
(sign up here)**



CLICK TO NOMINATE

If you meet the above requirements, **that's great!** You're eligible to nominate for the Student Executive Advisory Committee. Before you nominate, consider how VicSRC supports our Executive Committee members and what commitment is expected of you (see the next page).

VicSRC supports students to be a VicSRC Executive Committee member to the best of their ability, and staff work with members to understand their individual access needs. VicSRC also provides the following support for regional and rural students:

- Reimbursement of costs to travel to Melbourne to attend VicSRC engagements
- Supervised overnight accommodation for events that start early in the morning or finish late in the evening.

COMMITMENT

All Executive Committee members are expected to attend several meetings, training camps, key VicSRC events. They also need to spend on average 2-3 hours per week on Executive-related work outside of meetings and events. Most events are held in North Melbourne, with one camp that is held in regional Victoria.

The key event dates for the 2024 Executive Committee are listed below (subject to change)

DATE	EVENT
December 2023	Student Voice Extravaganza
January 2024	Induction Camp
April 2024 School Holidays	Executive Committee Planning Day
June 2024 School Holidays	Regional Camp
One Saturday a month, 12:30 - 4:30pm	Monthly Executive Committee Meetings (generally the last Saturday of the month)
Date TBC	Congress 2024
Ongoing	Attendance and leadership at events and meetings as required. Attendance at a minimum of one Board of Trustees meeting throughout the elected term.

BEFORE YOU NOMINATE

Being part of the VicSRC Executive Committee is a really exciting opportunity, but it's also a big commitment. It's important that you understand what you're signing up for! Make sure you go through each step of the nomination process at the start of this pack before you fill out the [nomination form](#).

Here is some things to do and consider before you nominate.

CHAT WITH A PARENT/GUARDIAN

Executive Committee members need to attend Saturday meetings once a month, and camps during some school holidays. If you're from outside of Melbourne, you'll have to travel into the city for most of these meetings. We want to know that you have the support of your family or support network, and they understand what being an Executive Committee member involves.



CONSENT



A parent or guardian will also need to give consent for you to nominate for the VicSRC Executive Committee, and for your image to be used on the VicSRC website and other platforms. You can download the consent form here in [pdf](#) or [word](#) format, or from the [VicSRC website](#). You will need to upload it when you complete your nomination form.

CHAT WITH SOMEONE AT YOUR SCHOOL

Executive Committee members are often asked to attend meetings, conferences or other engagements during school hours. Having the support of your school to miss some classes will make things a lot easier for you and help you make the most of your Executive Committee term!

KEEP READING OVER THE PAGE...



BOOK INTO AN INFORMATION SESSION

This year, all candidates must attend a compulsory information session before they nominate. This information session will cover:

- The expectations of Executive Committee members.
- What makes a successful Executive Committee member.
- Real-life advice from current and former members.
- A chance to ask questions about the role.

There are three information sessions to choose from, including online and in- person options. Make sure you book into a session online.

If you are unable to attend any of the information sessions but want to nominate, please contact election@vicsrc.org.au as soon as possible.

QUICK CHECKLIST!

Are you ready for the nomination stage? Let's tick it off!



- ☐ I've spoken to my parent/guardian about the commitment and they have signed the consent form.
- ☐ I've spoken to my school and told them about the commitment and what that might mean for missing classes.
- ☐ I've booked into and attended an information session, and I have made sure I am able to make the commitment to the Executive Committee.

PREPARING YOUR NOMINATION



NOMINATION STATEMENT

During the nomination process, you will be asked to submit a short statement to support your nomination. This statement will appear alongside your first name and photo on the VicSRC website and on the online ballot form. This should be in dot points, be a **maximum of 75 words** and answer these questions:

1. Why would you be an amazing representative for students?
2. What issue would you want to work on from the priorities from Congress 2022?
3. What do you think is the most important issue in the education system right now?

We will also ask you for a short quote (15 words or less) from you so we can promote you as a great candidate on social media.

BALLOT FORM PHOTO

Choose your photo to appear on the ballot form. It can be a photo of you or something else that represents you. You will need to upload this photo to the nomination form.

A note about nomination statements & photos:

Nomination statements and photos will be approved by the VicSRC returning officers and they may ask nominees to edit or provide a new statement or photo. VicSRC is a child-safe organisation and reserves the right to remove any information which we think is too identifying. We ask that nominees don't include their age, year level or specific school in their bio and campaign materials.

ELECTION GUIDELINES

The purpose of these guidelines is to encourage a fair and open election for all candidates.

CORRESPONDENCE AND COMMUNICATION

All correspondence and communication regarding the VicSRC Executive Committee election, including questions, should be emailed to election@vicsrc.org.au.

ELIGIBILITY FOR NOMINATION

1. Nominees must be current school-aged students in Victoria completing secondary education.
2. Nominees must be members of the VicSRC Student Community.
3. Nominations can only be submitted through the specified online nomination form.
4. The returning officers will confirm that a nomination has been accepted by email.
5. Any nominee who wishes to withdraw their nomination can do so by emailing election@vicsrc.org.au before the end of the voting period. If a nominee withdraws after the voting period begins, their information will still appear on the ballot paper.
6. Any nominee who is found to have provided misleading information on their nomination form (including, but not limited to, their name, year level, student status, etc) may be investigated by the returning officers and may have their nomination revoked.

ELIGIBILITY FOR VOTING

1. Voters must be members of the VicSRC Student Community before 9am on Sunday 1 October 2023.
2. Voters must be enrolled in education in Victoria (this includes non-traditional forms of education like home-schooling or distance education).
3. The returning officers will conduct random checks to ensure Student Community members are in fact students in Victoria. Any person found to have provided misleading information will be banned from voting and be removed from the VicSRC Student Community.
4. Information about voting will be sent to the voter's registered email address.
5. Voters can only vote once, and their vote is final.



CAMPAIGNING GUIDELINES

WHAT IS CAMPAIGNING?

Campaigning is when you ask people to vote for you! As a candidate, you might campaign to other student sat your school, sporting club, youth group, or local community. You will want to get people to sign up to VicSRC's Student Community and then vote for you! The guidelines below will ensure fair campaigning by all candidates.

CAMPAIGNING GUIDELINES

- The campaigning period for the 2024 Executive Committee election runs from Monday September 25 to Monday October 16 2023.
- Candidates must act honestly and with integrity when campaigning for votes.
- They must ensure that their campaign and any physical or online campaign materials accurate and not misleading.
- Consistent with free and fair elections, VicSRC will not provide election campaign assistance to candidates.
- VicSRC will not support or endorse any candidates but may share information about individual candidates on social media channels to raise awareness about the election.
- Each candidate will be asked to provide a photo and candidate statement which will be on the ballot paper. This candidate statement can be edited once only after nominations are received, and any edits must be completed before the voting period opens.
- Candidates may use Facebook, Instagram, Twitter, or other online platforms like YouTube to promote their candidacy and are encouraged to tag VicSRC on these platforms! However, candidates should keep in mind that these platforms can be accessed by a much broader audience than VicSRC Student Community members.
- In the spirit of honest and fair campaigning, the following will not be tolerated: Bribing voters to register or vote for you; for example, offering gifts or prizes to people who vote for you.
- Any negative campaigning, including spreading misinformation, about other candidates or VicSRC.
- Statements guaranteeing certain outcomes as a result of your election; for example, "Vote for me and I'll make sure we get rid of VCE!"
- Spending excessive amounts of money on campaigning. Candidates should not spend more than \$50 in the creation or distribution of campaign material.
- The above rules also apply to schools or other organisations supporting a candidate's election campaign.

Guidelines continued over the page.

CAMPAIGNING GUIDELINES

- Any candidates found to have breached these guidelines or be behaving in a way that the returning officers find to be contrary to the spirit of the election, will be issued with a formal written warning .
- If there is a second breach of these guidelines, the returning officers reserve the right to remove a candidate from the election process.
- The returning officers reserve the right to remove candidates from the election process at any time at their own discretion, including for egregious first breaches of the campaigning guidelines.
- If you have any questions about campaigning, please email our returning officers at election@vicsrc.org.au.



COUNTING OF VOTES AND DECLARATION OF RESULTS

- VicSRC Executive Committee elections are run using the Borda count method.
- The returning officers are responsible for reviewing the election results provided by the online election platform and verifying the results.



FREQUENTLY ASKED QUESTIONS

If your question isn't answered below, please get in touch with us on election@vicsrc.org.au and we'll get back to you as soon as we can!

I HAVEN'T DONE ANYTHING WITH VICSRC BEFORE, CAN I STILL NOMINATE?

Absolutely! Any Victorian school-aged student in Y7-11 or equivalent, who is also a part of the VicSRC Student Community is eligible to nominate for the VicSRC Executive Committee. You will be given a comprehensive induction to help you understand everything about VicSRC.

CAN I NOMINATE IF I'M IN YEAR 12 THIS YEAR?

Unfortunately, if you are due to complete Year 12 in 2023 you are not eligible to nominate for the 2024 Executive Committee. All students who sit on the VicSRC Executive must be current students within the Victorian education system. If you want to be involved with VicSRC you should come to Congress 2023 and sign up to the Student Community so you stay informed about any other opportunities!

DO I NEED TO BE ON MY SCHOOL'S STUDENT REPRESENTATIVE TEAM OR STUDENT VOICE BODY?

No! We're just looking for students who are passionate and committed. You don't need to have any previous experience!



IF I NOMINATE, DO I GET TO VOTE AS WELL?

You sure do! We will send you information about voting via email.

I MISSED THE NOMINATION DEADLINE! IS THERE ANY WAY I CAN STILL NOMINATE?

Oh no! Unfortunately, our deadlines are strict, and we cannot accept late nominations. Hopefully we'll see you next year!

WHAT ARE THE INFORMATION SESSIONS FOR?

The information sessions are compulsory for anyone thinking about nominating for the Executive Committee. They will help you understand more about the role and the commitment required. We also recommend you bring a parent or carer so they can hear this information too. You can book into an information session [here](#).

WHAT IF I CAN'T ATTEND ANY OF THE INFORMATION SESSIONS?

We've tried to provide plenty of options at different times, so we hope one suits you! If you really can't make any of the sessions, please email election@vicsrc.org.au.

WHAT IF I WANT TO NOMINATE BUT CAN'T COMMIT TO ALL THE MAJOR EVENTS?

We really need an Executive team who are available for our major events. If you are super keen to nominate but know that you're unavailable for something, send us an email at election@vicsrc.org.au and we will get back to you. If you want to be involved with VicSRC in a different way, you can attend Congress 2024 or apply to become an Ambassador next year.



WHEN IS THE NEW VICSRC EXECUTIVE COMMITTEE ANNOUNCED?

Candidates will be notified of the outcome of elections by Wednesday 1 November 2023. The VicSRC 2024 Executive team will be formally announced at a VicSRC event later in the year.

WHAT ARE RETURNING OFFICERS? WHO ARE THEY AND WHAT DO THEY DO?

'Returning officer' is a fancy way of saying someone who is in charge of running an election process. The VicSRC Executive Committee has two returning officers each year. Their job is to make sure the election is fair and is conducted in line with VicSRC's policies and processes. They are also responsible for overseeing all nominations, making sure the ballot paper and voter roll is accurate, and verifying and announcing the results of the election. They must be impartial throughout this process. The VicSRC returning officers this year are Joseph and Wesley. You can get in touch with them by emailing election@vicsrc.org.au.

IF I NOMINATE, HOW WILL MY INFORMATION BE SHARED?

The following information may be publicly available on the VicSRC website, and may be shared on social media channels (candidates can opt out of this information being shared publicly through the talent release form):

- First name
- Photo or image
- Your short campaign quote.

The following information will be available to members of the VicSRC Student Community who are eligible to vote:

- First name
- School name
- Type of school (ie Government/ Catholic/Independent/ Specialist/ Other)
- School area (ie metro or regional)
- Full nomination statement