



NaSTA Elections 2017

Elections Pack for Executive Candidates

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Positions Available

The National Student Television Association has the following positions;

- ❖ Executive Officers;
- ❖ Association Chair
- ❖ Industry Liaison Officer
- ❖ Training Officer
- ❖ Marketing Officer
- ❖ Technical Officer

- ❖ Communications Officer

- ❖ Secretary

Non-Executive Officers;

- ❖ Host Officer
- ❖ Returning Officer

- ❖ Deputy Returning Officer

- ❖ Regional Development Officer for Scotland
- ❖ Regional Development Officer for North England
- ❖ Regional Development Officer for North-East England
- ❖ Regional Development Officer for East Midlands
- ❖ Regional Development Officer for West Midlands
- ❖ Regional Development Officer for London
- ❖ Regional Development Officer for South England
- ❖ Regional Development Officer for Wales

Roles and Responsibilities

Responsibilities of every officer

Context

The role descriptions for all NaSTA Executive Committee officers should be viewed as for guidance and general direction, rather than policy of NaSTA. The role descriptions should work in conjunction with the particular circumstances of the officers' year in office and should not restrict officers from assigning responsibilities within the committee based on their skills, experiences, backgrounds and styles of working. It has not been uncommon, for example, for the Marketing Officer to manage parts of the website on behalf of the Technical Officer, and for the other officers to use Twitter and Facebook and other social media outlets to promote the NaSTA brand to assist the Marketing Officer. No remit is concrete – they're very flexible indeed.

Accountability and Removal from Office

All NaSTA Executive Committee officers are accountable to the membership of NaSTA, via the democratic processes detailed in NaSTA's Articles of Association and Bye-laws. This accountability is exercised through the NaSTA Annual General Meeting, to whom the NaSTA Executive Committee officers report to on an annual basis. Any NaSTA Executive Committee officer may be removed from office via the democratic processes outlined in NaSTA's Articles of Association.

All NaSTA Executive Officers must:

- Ensure NaSTA does not undertake activities that puts the financial stability (including that of the host station) member stations or reputation at risk
- Work with other 3rd parties in a constructive manner and for the greater good of NaSTA
- Participate fully in NaSTA Executive Committee meetings
- Use their personal skills and experience to ensure NaSTA is well run and efficient, meeting the needs of all of its members
- Seek external professional advice where there may be material/reputational risk to NaSTA, or at any other appropriate moment. add value to the NaSTA Executive Committee through generating ideas, broadening thinking and supporting and promoting innovation, technical understanding and creativity
- Ensure decisions of the NaSTA Executive Committee take fully into account the needs and views of NaSTAs members. Fully ensure effective communication between NaSTA and its members

All NaSTA Executive Officers should be:

- Fully committed to the purpose, objects and values of NaSTA
- Constructive about other officers opinions
- Able to act reasonably and responsibly when undertaking their responsibilities
- Able to maintain strict confidentiality when required
- Able to analyse information and, where necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to identify and respect boundaries set between management and governance functions
- Able to promote the highest standards of integrity and best practise
- Able to support each other to ensure the vision and values of the association are continually worked towards
- Firm supporters of equality of opportunity, and committed to promoting diversity

Association Chair

Job Description

The NaSTA Chair is the lead facilitator of the NaSTA Executive Committee & works in conjunction with the other NaSTA Executive Officers to ensure that the association is delivering its purpose of representing student television stations across the United Kingdom. As Chair of the NaSTA Executive Committee the post holder is responsible for overseeing the performance management of the Executive team in working towards the vision and values of the association and meeting the expectations of the membership.

Key responsibilities of the Association Chair:

- To be the spokesperson for NaSTA, taking overall responsibility for all press and publications issued by NaSTA, under advisement from the Communications Officer.
- To support the other members of the Executive Committee.
- To be responsible for the organisation and chairing of Executive and General Meetings.
- To work with the secretary to maintain NaSTA's finances.
- To work alongside the other Officers to secure the viable long term future of NaSTA.
- To attend meetings with external organisations with the relevant officer to further the development of NaSTA and affiliated stations.

Marketing Officer

Job Description

The NaSTA Marketing Officer is the lead officer for NaSTA on all matters pertaining to the marketing of the association's core activity, and ensuring that NaSTA communicates clearly and effectively with its members. The role includes and day-to-day management of the NaSTA communications social media output, as well as leading the production of any marketing materials to assist NaSTA in working towards its vision and values.

Key responsibilities of the NaSTA Marketing Officer

- To be ultimately responsible for the direction of the NaSTA Brand.
- To create Marketing materials for NaSTA events, projects and elections.
- To maintain marketing and style of the NaSTA website with the Technical Officer.
- To support affiliated stations in marketing development.
- To work with the Industry Liaison Officer to source sponsorship and advertising revenue for NaSTA events and assist the host station source revenue for the NaSTA Conference and Awards Weekend.

Technical Officer

Job Description

The NaSTA Technical Officer is the lead officer for NaSTA on all technical matters relating to the core activity and technical services provided by the association, as well as acting as the first point of contact in all technical queries by the membership. The role will take a lead on improving and enhancing the technical services provided by the association for the benefit of its members. The NaSTA Technical Officer will also hold an advisory role with the technical management of all NaSTA lead broadcast projects inc. FreshersTV and NaSTAvision.

The Technical Officer is a far more social role than might be first perceived. NaSTA doesn't own cameras (yet!) or an office block with lots of servers to manage. A key part of the role is matching people with technical queries up with someone who can help them, either from within the association or outside.

Key responsibilities of the NaSTA Technical Officer

- To maintain NaSTA web presence and facilitate the Host Station with the means and training to update the website with conference news.
- To facilitate and manage the provision of hosting services for the websites and such online resources as NaSTA undertakes to develop.
- To maintain, update and develop the NaSTA website and associated online resources under guidance from the Development Officer Skills.
- To facilitate the technical development of the Association's affiliated member stations.
- To support and develop affiliated stations, Freshers' TV and people's choice award with online hosting, broadcasting and web presence.

Communication Officer

Job Description

A good communications officer provides NaSTA with a constant voice and a platform to raise issues and awareness across several different mediums, not limited only to social media. Keeping stations informed of what the association does and is doing is a very important task, and it's in this regard that the Communications Officer comes into their own.

Key responsibilities of the Communications Officer

- To develop a strong two-way communication with members by welcoming
- Briefing new members, and continuing to build upon and maintain relationships with existing stations.
- To advise the Association Chair regarding press releases and publications released by the association.
- To work with the Returning Officer and Host Officer to ensure that member stations are aware of any elections or award submission deadlines.
- To compile regular updates to affiliated stations.

Industry Liaison Officer

Job Description

The Industry Liaison Officer is an exciting position within NaSTA. Not only will you be liaising with TV and media industry contacts, you will also work closely with STAN to make NaSTA keep engagement with industry and alumni. This position is perfect for people looking to obtain a job in TV as you will make lots of key contacts. This position requires a lot of networking in getting the industry involved with NaSTA, particularly getting speakers and sponsorship.

Key responsibilities of the Industry Liaison Officer:

- To be responsible for communications between NaSTA and other organisations pertaining to the Media industry.
- To work with the Marketing Officer to source sponsorship and advertising revenue for NaSTA events and assist the host station source revenue for the NaSTA Conference and Awards Weekend.
- To investigate new ways in which NaSTA and membership stations can raise revenue through advertising, sponsorship, and donations.
- To have oversight of NaSTA's Patron system.
- To work with STAN to ensure alumni remain engaged with NaSTA.
- To secure and promote training opportunities from external companies to affiliated stations.

Training Officer

Job Description

This role is vital in providing support to stations. You will be actively talking to and supporting students, and helping them to achieve which is an incredibly rewarding thing to do. This is an incredibly sociable position, not only with stations but with TV Industry professionals. You will work with the Industry Liaison Officer with creating training and development opportunities for station.

This role will also have oversight of the Regional Development Officers, supporting them in their endeavours for their regions, particularly with their regional conferences.

Key responsibilities of Training Officer:

- To be responsible for updating and implementing an Annual Development Plan for NaSTA.
- To offer support and advice to new & existing stations on all aspects of broadcasting, production and training where requested.
- To produce and update training material and online resources of relevance to members.
- To act as a primary coordinator for the NaSTA Regional Development Officers.
- To implement solutions for national collaborative projects with the Technical Officer.
- To support affiliated station with dealing with organisations, such as Students' Unions.

Secretary

Job Description

This role is smaller than the other positions on the executive, which is great for people with more limited free time. This role provides support to the rest of the executive, particularly helping the Chair, Returning Officer and Communications Officer. You will also be responsible for the finances of NaSTA as well as providing administrative support.

Key responsibilities of the Secretary:

- To Maintain an up to date list of all affiliated member stations.
- To compile an agenda for, and ensure that minutes are recorded, of all NaSTA meetings including General Meetings and to distribute them to the Executive Committee, and made available through the website.
- To be responsible and accountable for NaSTA's Finances.
- To work with the Returning Officer to ensure that the constitution and policy document remains up to date.

Standing for election

If you want to stand for election, you will need to check your eligibility as per the elections rules listed at the end of this document.

How to nominate yourself

- 1) Choose a profile picture of yourself of 500x500 pixels.
- 2) Write your manifesto. Manifestos are subject to certain rules listed in the Elections Rules at the end of this document.
- 3) Create an optional youtube video of no more than three minutes to represent your campaign.
- 4) Submit your manifesto, a link to your video on youtube, and your profile picture to tommy.parker@nasta.tv by the 19th March.
- 5) Wait for 20th of March – then start campaigning!
- 6) Balloting will be conducted during the Conference with the results announced on awards night!

Good luck with your election
campaigns

Elections Rules

Nominations

1. To be eligible, candidates must be a member of NaSTA and have participated within an affiliated station within the last 13 months, or be a current member of the Executive Committee not having served more than one term.
2. All candidates must nominate themselves by emailing the returning officer (tommy.parker@nasta.tv) before the close of nominations.
3. A person nominated who has signified acceptance may withdraw from the election at any time prior to the commencement of polling by communicating his/her withdrawal in writing to the Returning Officer.
4. Candidates must submit a copy of their manifesto by the close of nominations. This includes a written segment not exceeding 500 words and an optional video not exceeding 3 minutes.
5. All submitted manifestos must be approved by the Returning Officer before they are published. The Returning Officer may, in their absolute discretion, refuse to approve a manifesto if it is deemed to be grossly offensive.
6. The Returning Officer may, in their absolute discretion, choose to accept a late or incomplete nomination if they believe there are adequate extenuating circumstances to justify such an acceptance.
7. All elections conducted by NaSTA shall contain "Re-open Nominations" (RON) on the ballot.
8. No candidate may be nominated for more than one Executive Committee position in the same set of elections.

Campaigning

1. Campaigning is activity or endeavour that primarily seeks to solicit votes or electoral advantage for an individual.
2. Any campaigning that does not promote the spirit of the elections (including campaigning not carried out in a sportsperson-like manner) will be dealt with at the discretion of the Returning Officer.
3. Individuals campaigning on the behalf of a candidate with their knowledge and consent are considered to be part of a candidates 'Campaign Team' and are bound by elections rules. The candidate is responsible for their behaviour.
4. Campaigners must not bribe, intimidate, harass or bully voters. This includes attempts to influence people whilst they are voting.
5. Campaigning is forbidden from taking place in official NaSTA Facebook groups.
6. All Executive Committee members not actively running in the election are required to remain neutral.

Incumbent Office Holders

1. A NaSTA officer must not do anything in execution of their duties whilst engaged in campaigning, or engage in campaigning whilst doing anything in execution of their duties.
2. A person who holds any office or position at NaSTA may not in the course of an election campaign use any resources, material, space or anything else that is available to them only by virtue of their holding of that office or position.

Voting

1. Elections will use the Alternative Vote (AV) system.
2. Each affiliated station will get one vote cast only by the Station Manager (or nominee) on Saturday the 1st March, alternatively stations may vote by Proxy by the same date by 2pm.
3. Stations may denote a nominee by emailing tommy.parker@nasta.tv before the Saturday 28th March.
4. Only the returning officer or deputy returning officers are able to accept votes into the ballot.

Counting of Votes

- The Returning Officer or the Deputy shall be responsible for and shall oversee the count for all NaSTA elections.
- All candidates and current executive officers have the right to be present at the count.
- When the counting is finished, the Returning Officer or the Deputy Returning Officer shall publish the results of the poll, including the total number of votes cast and the number of spoilt papers.
- In the event of a tied vote in any NaSTA election, the candidate with the greatest number of first preferences shall be deemed to be elected. If required, comparisons shall be made at second preferences, third preferences etc. until one candidate has a majority. Should all rounds result in a tie an additional round of voting will be held to decide the winner between the two tied candidates.
- In the event of RON receiving more votes than any candidate or candidates in an election, nominations shall be reopened and a new election shall be called for the place won by RON and for any places still vacant after the election of RON.

Non-Executive Elections

Host Station

The host station operates under the same timescale and rules as the executive positions. If you wish to become the host station 2018 look at the host station pack.

Returning Officer

The elections for Returning Officer are conducted during the AGM where candidates also come forward at this time. If you wish to run for RO, just turn up to the AGM. You may campaign during the conference if you wish, but you are constrained by the same rules as the other positions.

Regional Development Officer and Deputy Returning Officer

These are conducted by interview selection after the conference. More information of running for a RDO or DRO will be made available after conference.