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**IMPORTANT DATES**

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Nominations Open</td>
<td>27th February 2020</td>
</tr>
<tr>
<td>Blanchardstown Election Information Evening</td>
<td>3rd March 2020</td>
</tr>
<tr>
<td>Tallaght Election Information Evening</td>
<td>4th March 2020</td>
</tr>
<tr>
<td>City Campus Election Information Evening (BST: BL259)</td>
<td>5th March 2020</td>
</tr>
<tr>
<td>Nominations Close</td>
<td>10th March 2020</td>
</tr>
<tr>
<td>Candidates Meeting (St. Laurences, Grangegorman)</td>
<td>10th March 2020</td>
</tr>
<tr>
<td>Campaign Manager Training (St. Laurences, Grangegorman)</td>
<td>10th March 2020</td>
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<tr>
<td>Print Delivery (1) Tallaght &amp; Blanchardstown</td>
<td>18th March 2020</td>
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<tr>
<td>Blanchardstown Hustings</td>
<td>19th March 2020</td>
</tr>
<tr>
<td>Tallaght Hustings</td>
<td>20th March 2020</td>
</tr>
<tr>
<td>AST College Officer Hustings</td>
<td>24th March 2020</td>
</tr>
<tr>
<td>BST College Officer Hustings</td>
<td>24th March 2020</td>
</tr>
<tr>
<td>Meet the Candidates/Presidential Debate</td>
<td>24th March 2020</td>
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<tr>
<td>Final Print Delivery (2) Tallaght &amp; Blanchardstown</td>
<td>24th March 2020</td>
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<tr>
<td>KST College Officer Hustings (KST: KE016)</td>
<td>25th March 2020</td>
</tr>
<tr>
<td>CBST College Officer Hustings</td>
<td>26th March 2020</td>
</tr>
<tr>
<td>Rathmines &amp; BIMM College Officer Hustings</td>
<td>30th March 2020</td>
</tr>
<tr>
<td>Polling Day</td>
<td>31st March 2020</td>
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<tr>
<td>Polling Day</td>
<td>1st April 2020</td>
</tr>
<tr>
<td>The Count</td>
<td>2nd April 2020</td>
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**HUSTINGS/CRM**

Candidates running for election for Grangegorman Central College Officer must attend hustings in Kevin Street & Cathal Brugha Street. Candidates running for election for Grangegorman East Quad College Officer must attend hustings in Grangegorman & Rathmines.

<table>
<thead>
<tr>
<th>College Officer</th>
<th>Date</th>
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<tbody>
<tr>
<td>Blanchardstown</td>
<td>19th March 2020</td>
</tr>
<tr>
<td>Tallaght Main Campus</td>
<td>20th March 2020</td>
</tr>
<tr>
<td>Aungier Street &amp; BIMM College Officer</td>
<td>24th March 2020 @ 1pm</td>
</tr>
<tr>
<td>Bolton Street College Officer, Bolton Street, Room 134</td>
<td>24th March 2020 @ 1pm</td>
</tr>
<tr>
<td>Grangegorman East (Rath/BIMM/GG) Grangegorman</td>
<td>24th March 2020 @ 1pm</td>
</tr>
<tr>
<td>Grangegorman Central (KST/CBST) College Officer, Kevin Street, Room KE016</td>
<td>25th March 2020 @ 1pm</td>
</tr>
<tr>
<td>Grangegorman Central (KST/CBST) College Officer. Cathal Brugha Street</td>
<td>26th March 2020 @ 1pm</td>
</tr>
<tr>
<td>Grangegorman East (Rath/BIMM/GG) Rathmines</td>
<td>30th March 2020 @ 1pm</td>
</tr>
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**POLLING DAYS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>Blanchardstown</td>
<td>31st March and 1st April 2020</td>
<td>9.00am to 6.30pm</td>
</tr>
<tr>
<td>Main City Campuses</td>
<td>31st March and 1st April 2020</td>
<td>10am to 8pm</td>
</tr>
<tr>
<td>City Campus - BIMM</td>
<td>31st March 2020</td>
<td>10am to 6pm</td>
</tr>
<tr>
<td>City Campus - Rathmines</td>
<td>1st April 2020</td>
<td>10am to 6pm</td>
</tr>
<tr>
<td>City Campus – Linenhall</td>
<td>31st March and 1st April 2020</td>
<td>12pm to 2pm</td>
</tr>
<tr>
<td>Tallaght - Main</td>
<td>31st March and 1st April 2020</td>
<td>10am - 8pm</td>
</tr>
<tr>
<td>Tallaght – Premier House</td>
<td>31st March 2020</td>
<td>12pm to 2pm</td>
</tr>
</tbody>
</table>

* Denotes a mandatory meeting for candidates and campaign managers
** Denotes a mandatory meeting for the campaign managers only
*** Denotes a mandatory meeting for the candidate only
Election Regulations

Approved by the Electoral Commission for Union Officer Elections

It is the responsibility of Candidates, Campaign Managers and Campaign teams to read the regulations in full, ensure they are adhered to and to seek clarification where required, by emailing elections@tudublinsu.com

1. Each candidate must be a member of the Union as defined by the Constitution i.e. candidates who are deemed fully registered students as defined by the University shall be entitled to run for election. Any students repeating externally are not eligible to run for election. The Electoral Commission reserves the right to verify the registration status of Candidates, Campaign Managers and proposers.

2. Candidates running for part-time positions must recognise that upon election - the taking up and holding of office is dependent on being a member of the Union, as defined in the Constitution.

3. Candidates may only run for one officership position at any given time.

4. The candidate shall be bound by the Budget Regulations as specified by the Commission.

5. Candidates must adhere to the Universities own rules and regulations.


7. It is the responsibility of each candidate to ensure that all relevant documentation and information is submitted when registering for election.

8. Candidates may withdraw their nomination form, up to 1 working day following the close of nominations. Deadline is 11th March 2020 @ 5pm. Please contact elections@tudublinsu.com to do so.

9. Candidates will be required to pay a deposit of €20 when submitting their nomination form. This will be refunded following responsible removal of candidate’s election materials within 5 working days of the election count. In case of financial difficulty, please contact elections@tudublinsu.com.

10. The candidate must appoint a campaign manager who must be a member of TU Dublin SU. The campaign manager cannot be a current member of the Executive Council, a full-time Union staff member, a candidate themselves, a member of the Electoral Commission or a Campaign Manager for any other candidate.

11. The Candidate and their Campaign Manager shall be jointly responsible to the Electoral Commission for the good conduct of the campaign, and for the actions of the members of the campaign team. The Campaign Manager must attend a mandatory training session as directed by the Electoral Commission or show good cause as to why they cannot attend.
12. All candidates and campaign managers must attend a meeting of election candidates following close of nominations, where nominations will be ratified by the Chief Returning Officer or their nominee.

13. All candidates for election **must** attend a “Meet the Candidates” session (candidates’ question time) or show good cause as to why they cannot attend. Where the position of President is contested, candidates must attend a Presidential Debate. Please refer to the Hustings Standing Orders (Guidelines).

14. Election campaigning officially starts when nominations close. Candidates and their campaign managers are accountable under these regulations from this point until the count has been completed.

15. No member of a campaign team is eligible to work as Election Crew (Polling Clerk, Count Clerk etc.) during the Elections.

16. The use of Union, Clubs and Societies resources for election campaigning is strictly forbidden, save for those items allocated under the Budget Regulations. Candidates may not tag themselves or post on official Union social media.

17. Exclusion zones around polling stations will be clearly indicated and these must be honoured.

18. Candidates and their campaign teams may not interfere with the campaign of any other candidate.

19. The Electoral Commission respects the right of free expression. The candidates should work together to create a positive environment that encourages and supports the right to mutual respect and dignity throughout the election period. Offensive or inappropriate material will not be tolerated.

20. Using Alcohol or items pertaining to gambling as campaign tools is strictly prohibited.

21. The counting of votes shall be held in public within 48 hours of polls closing.

22. Any breach of these regulations may result in disciplinary action, as determined by the Electoral Commission. This may include, but is not limited to:
   - Fines
   - Budget Reductions
   - Fixed Period Campaign Bans
   - Disqualification

23. Findings of election investigations may be made public at the discretion of the Electoral Commission.

24. The decision of the Commission on matters relating to elections shall be final, subject to an appeal to the Appeals Tribunal and the law.
Budget Regulations

It is the responsibility of Candidates, Campaign Managers and Campaign teams to read the regulations in full, ensure they are adhered to and to seek clarification where required, by emailing:
elections@tudublinsu.com

1. The Electoral Commission has determined budget allocations as detailed below, the figure is inclusive of VAT. Candidates may not exceed these allocations, and if found to have done so will be subject to disciplinary action as per the regulations. This is exclusive of printing, this budget can be used for promoting the candidates campaign.

   President €200  
   Deputy Presidents €150  
   Vice Presidents €100  
   Postgraduate Officer €75  
   Part Time Officers €50

2. No allocation is to be spent until nominations have closed. All purchases must be accompanied by an official receipt which City Campus candidates must submit to the Local Returning Officer, prior to the purchase being used. Blanchardstown and Tallaght candidates must scan receipts and email to elections@tudublinsu.ie

3. Candidates shall receive €1, plus €1 per 1,000 students from their electorate, or part thereof, for printing, and may not exceed this budget. See page 10 of this manual.

4. All paper printing must be submitted through the elections@tudublinsu.ie. The maximum print size is 2A0. Printing can only be done in colour, and shall be docked from the printing allocation according to the following charges (Double sided printing will be charged as per two pages):

   A4 Colour Copy - 2c per page  
   A3 Colour Copy - 4c per page

5. Any items received for free, must have official correspondence from the supplier, stating that the items have been donated at no cost to the candidate.

6. Candidates must monitor their own expenses and must not rely on the Electoral Commission or the Students’ Union to provide this information. Candidates must be cognisant of VAT.

7. Candidates expenses shall be published online.

8. Any breach of these regulations may result in disciplinary action, as determined by the Electoral Commission. This may include, but is not limited to:

   • Fines  
   • Budget Reductions  
   • Fixed Period Campaign Bans  
   • Disqualification

9. Findings of election queries may be made public at the discretion of the Electoral Commission.

10. The decision of the Commission on matters relating to elections shall be final, subject to an appeal to the Appeals Tribunal and the law.
Communication Guidelines

Communications and Publicity Guide

Correspondence
Please contact us by email only. Ensure you send all mails to elections@tudublinsu.ie

Planning your Campaign
Staff (City Campus only) can offer advice to help ensure your communications and design needs are met but cannot complete any design work on your behalf.

Manifesto
Your final manifesto must be submitted by the close of nominations at 12pm on Tuesday 10th March 2020 with your nomination form, or emailed to: elections@tudublinsu.com

Social Network Sites (SNS)
Union Facebook pages will highlight the Election dates, encourage voting and provide a mechanism for linking to candidates SNS sites, should they have any. Canvassing on our SNS is not allowed.

Where possible, local Union’s will showcase the elections using various means and will endeavour to give all candidates parity of exposure.

Links to independent websites or social network presence must be provided to us to ensure guidelines are followed.

Posters
Candidates can have posters of their own design printed by emailing elections@tudublinsu.ie.

You may submit a maximum of two orders for print materials during the campaigning period, and we will accommodate you within reason. See Printing Guidelines for more detailed information regarding printing. Final submission date for printing is Friday, 27th March at 12pm.

Photos
Photos must be submitted with your nomination form or emailed to elections@tudublinsu.ie These photos will be used on the Ballot Papers and as the default photos for official elections publications.
## Printing Guidelines

### Submission Guidelines
- Submitting your work must be a high res .jpeg or PDF
- We accept Adobe Photoshop, Illustrator and InDesign files
- **DO NOT** use MS Word for poster printing.
- We **DO NOT** accept MS Publisher files.
- Files must be submitted to elections@tudublin-su.ie.

### Layout Considerations
- All submitted printed materials will have the TU Dublin SU Elections banner inserted, as all printed materials must carry the official Elections logo. Please leave a 3” border at the bottom of all posters (will be scaled down for leaflets).
- In most cases it is easiest to set up a document as A3 sized. It is relatively easy to scale an A3 back to A4 & A5/A6 (leaflets).
- Remember that you could set out multiple copies of a document on one sheet. E.g. 4 A6 flyers on one A4 sheet.

Prints will have a white border of approximately 5mm on each edge.

### Turnaround Time
You must put **PRINT REQUEST** in the subject title. Printing is issued on a first come first served basis. You will receive notification by email once a job is ready for collection. Jobs are turned around as quickly as possible, but we do not offer a same day service.

### Collection
Collections can be made from the SU Offices (Bolton Street/Kevin Street for City Campus). Please state which office you would like to collect your order from in your Print Request email. If a job has not printed correctly you must return all prints for replacement.

### Blanchardstown and Tallaght Materials
Posters for Blanchardstown & Tallaght will be delivered by courier in two batches:
- **Wednesday, 18th March**
- **Tuesday, 24th March**

Candidates are free to collect posters from Bolton Street/Kevin Street as above.
Photo Guidelines

Election Ballot Paper

Get someone to take your photo:

• You cannot take a ‘selfie’ or use a webcam.
• You can take a photo with a digital camera or smart phone, but the zooming function on the smartphone should not be used. It pixelates the photo and lead to poor image quality.
• The photo must capture your image from head to mid torso (your photo will be cropped to the correct size during the finalisation process and fitted to the ballot paper.

GUIDELINES FOR POSE AND VISUALS:

• Your photo must be in focus, lighting and colour should be balanced, not too dark or too light.
• There must not be any shadows on your face or behind your head.
• Ensure your facial features are clearly visible, hair should not cover any part of the eyes.
• Try not to tilt your head up/down or left/right. Look straight into the camera.
• Please ensure there is visible space between your head and shoulders and the edge of your photo.
Printing Size Guide

As the printing service in TU Dublin Students’ Union will not exceed A3, the following larger sizes are as follows:

A2 = 2 x A3 prints
A1 = 4 x A3 prints
A0 = 8 x A3 prints
2A0 = 16 x A3 prints

Printing Expenses

Printing allowances are worked out as per Budget Regulations

Overall Positions
President €30.00
Sabbaticals
Blanchardstown €5.00
City Campus €22.00
Tallaght €9.00
Post Grad Officer €10.00

PartTime Officers
Blanchardstown €4.00
Aungier Street €8.00
Bolton Street €6.00
Cathal Brugha €8.00
Grangegorman €8.00
Kevin Street €8.00
Rathmines/BIMM €8.00
Tallaght €7.00
Campaign Tips

- Campuses can be saturated in marketing messages and posters. Try and get someone with a design background to help design and format your campaign. Your literature should look professional and appeal to the student market.

- Face and name recognition is critical so try to ensure your “head” is somewhere on each piece of literature you distribute and that your name is the biggest thing to be seen. Steer away from first name campaigns. Name recognition is critical. Remember it was an “Obama” v “McCain” campaign; not “John” v ‘Barack”

- Remember one size does not fit all! You should have a range of literature ranging from large A3 posters (or bigger) down to business card size flyers.

- Try and keep the look, style and image of your campaign consistent across all literature. Too many styles and images create too much noise and distract and lessen the impact of your overall campaign.

- Use your manifesto! You have gone to the bother of writing a manifesto to submit at close of nominations. Use this information in leaflet format to distribute to students so they know what your platform for election is all about.

- Tag lines and sound bites are good “yes we can”, “I’m loving it”, “just do it”, “a lot done; more to do”, etc, etc. They should be catchy; not corny, so try not to go with anything that could be open for ridicule or criticism.

- Try and have the position you are running for and the polling dates written somewhere on your literature. It’s good to have reminders to students about when they should vote.

- Combining professionalism and humour is a winning formula! Remember that consistent, professional, well thought out campaigns don’t need to equal boring campaigns. They can be lively, energetic, clever, funny, irreverent and appealing.

- Don’t get caught up in posters- we live in an online age. Your target market can access the internet and social media on an almost constant basis. Make good use of online videos and social media outlets to spread your campaign message.

- Ensure that a website/social network site designed to support your campaign is both well-advertised through your literature and the design and consistency of it is consistent with the rest of your campaign.

- This may be politics - but we are all students. Play nice!
Guide to Making an Election Video

So, what’s all this about videos then?

First - you are not obligated to make a video for your election campaign. However, many candidates have done in the past, and it can certainly be a useful tool in getting your message across. If you don’t have the expertise to make a video, find someone who does – there is bound to be a friend, classmate or colleague that likes doing this sort of thing, so ask for help!

Sold! What’s the process I need to go through?

**Planning:** Planning your video is the most important part. Write out a rough idea of what you want the video to be. Do you want it to be a serious run though of the key points of your manifesto, or a comedy mash-up about why students should vote for you?

**Script:** Once you have a good idea what you want from the video you need to write down what you are going to say, or detail what hilarious stunts you are going to perform. This will form the basis of your script. Your script details everything you need to know about your film, from location to dialogue to props. If your script isn’t done properly, filming will be a take much longer than you think.

**People:** Next up is to look for a location to shoot and a cast and crew that will help make your movie come alive on the screen. Family and friends are the way to go here!

**The Shoot:** When you’ve briefed your crew on your script and vision, you’ll be ready to shoot. You don’t need sophisticated equipment to begin with. Don’t worry if you can’t get hold of a high def camera for your project, most camera phones are of quite good quality and the Students’ Union may be able to help you out with some basic equipment.

**Post Production:** This is the fancy name for editing and splicing your shots together and adding fancy graphics and music. Most people are bound to know someone that has an interest in this area. You can DIY this though- laptop computers are fast enough for video editing these days and as for video editing software, you can use Windows Movie Maker or iMovie if you’re on Mac. The last thing to do is to get your video up on You Tube and start publicising it!
Are there any guidelines I should follow?

**Simplicity is King:** It’s all very well and good having a high concept idea that will break boundaries and push the limits, but what you really want is loads of people to watch your video and for that to turn into votes - so keep the idea simple so that it can be up online and working for your campaign as soon as possible.

**Length:** Think short and sweet! Your submission should be between 1 and 3 minutes in length, any longer than that and you risk losing your audience. To get repeat watches and be forwarded through Facebook, etc it has to be snappy – think viral!

Don’t use it. Your promotion cannot contain offensive or inappropriate language. As well as not being cool it’s also a requirement for You Tube.

As a student you are representing TU Dublin, the Union and of course, yourself. Free speech is welcome, encouraged and expected – but hate speech will not be tolerated.

**Keep It Personal:** No matter who you are up against keep the focus on you – why you would be good in the job, what you want to achieve, your goals and dreams, your manifesto. You are not permitted to attack other candidates in your video and you really shouldn’t need to – keep your campaign fair and clean and it’s a win-win for you and democracy!

**Resources**

- [http://makeinternettv.org/](http://makeinternettv.org/)  
  This is a guide with step-by-step instructions for recording and publishing internet video.
  A suite of video tutorials covering everything from choosing a camera through to editing.
- [http://www.videomaker.com/youtube](http://www.videomaker.com/youtube)  
  This site details some more advanced film-making techniques.
Overall Positions

President (FT)
Post Graduate Officer (PT)

Blanchardstown
Deputy President with responsibility for Education (FT)
Vice President Welfare & Equality (FT)
Clubs & Societies Officer (PT)
Entertainments Officer (PT)

City Campus
Deputy President (FT)
Vice President Education (FT)
Vice President Events & Engagement (FT)
Vice President Welfare & Equality (FT)
Aungier Street & BIMM College Officer (PT)
Bolton Street College Officer (PT)
Grangegorman Central Quad College Officer (PT)
Grangegorman East Quad College Officer (PT)

Tallaght
Deputy President (FT)
Vice President Education (FT)
Vice President Welfare & Equality (FT)
Clubs Officer (PT)
Comms Officer (PT)
Entertainments Officer (PT)
Societies Officer (PT)

The Roles and Responsibilities of the President

The President shall be a full-time salaried position and provided with a job description. The President shall be the chief spokesperson for the Union and shall ex officio be a member of the Universities Governing Body and Academic Council. The President shall be a member and Chair of the Executive, and member of the Student Council. The President shall have the right of attendance and speaking at all meetings convened under the terms of this Constitution. The President shall be the principal delegate and spokesperson to the National Council and Annual Congress of the Union of Students in Ireland. The President shall have overall responsibility for the leadership and the management of the Union and shall endeavour to co-ordinate Union activities and services across all campuses in the interests of the members. Subject to this Constitution, additional powers and functions, may be conferred on the President by the Student Council.
The Roles and Responsibilities of Deputy Presidents

The Deputy Presidents shall be full-time salaried positions and provided with a job description. Each Deputy President shall have particular responsibility for the work of the Union in the campus from which they were elected and in the case of the Blanchardstown and Tallaght campuses they shall chair the Class Representative Meetings and including promoting engagement between the Union and its members. Deputy Presidents shall be delegates to the Annual Congress of the Union of Students in Ireland. Subject to this Constitution additional duties may be conferred on the Deputy President by the President and the Student Council.

The Roles and Responsibilities of Vice-Presidents

The Vice Presidents shall be full-time salaried positions and provided with a job description. The Vice Presidents shall carry out functions as determined by the Student Council from time to time, including the strategic development of services in the field of education, welfare, equality, events and engagement, and any other duties assigned by the Student Council, Executive or the President. Vice Presidents shall be members of the Student Council and shall attend Class Representative Meetings for the campus from which they were elected. Vice Presidents shall be delegates to the Annual Congress of the Union of Students in Ireland. Vice Presidents shall work with officers of other campuses to develop University wide policy and services in their area of responsibility. Subject to this Constitution, additional responsibilities may be conferred on the Vice President by the President, the Executive and the Student Council.

The Roles and Responsibilities of Part-Time Officers

Part-Time Officers are part-time positions paid at an hourly rate and provided with a job description. Part-time Officers include College Officers in the City Campus and officers who have responsibility for clubs, societies, entertainment and communication in Blanchardstown and Tallaght. Subject to this Constitution, additional responsibilities may be conferred on the Part-Time Officers by the Class Representative Meeting, the Student Council, the Executive, the President, and by the Deputy President as appropriate. Part-Time Officers must attend the Class Representative Meeting for the campus from which they are elected where they will support participation.
The Roles and Responsibilities of College Officers

This is part-time position paid at an hourly rate and provided with a job description. They must be a registered student of the University and from the constituency from which they study as set out in Schedule A.
The College Officers shall be responsible for the recruitment of Class Representatives and chairing the Class Representative meeting within their own constituency. They shall assist in the promotion of elections for school representatives and student councillors.
The College Officers shall be responsible for running local events and activities and engaging with their constituency, with the support of the Vice President for Events and Engagement and other Sabbatical Officers.
The College Officers shall seek to pursue the interests and raise awareness of issues specific to their constituency, to the Executive, Student Council and the University where appropriate
The College Officers shall be responsible for the distribution of information and supporting the Sabbatical Officers in running campaigns and events.

The Roles and Responsibilities of the Postgraduate Officer

The Postgraduate Officer is a part-time position paid at an hourly rate and provided with a job description. The Postgraduate Officer shall be an ex officio member of the Governing Body and Academic Council of the University.
The Postgraduate Officer shall carry out functions as determined by the Student Council from time to time, including representing the views of postgraduate students, electing Class Representatives, engaging with postgraduate students or any other duties prescribed by the Student Council, the Executive or the President.
The Postgraduate Officer shall have the right of audience and attendance at meetings of the Student Council and Class Representative Meeting.
The Postgraduate Officer shall have first refusal to attend the Annual Congress of the Union of Students in Ireland.
Subject to this Constitution, additional powers and functions may be conferred on the Postgraduate Officer by the Student Council, the Executive and the President where appropriate.
ON BEHALF OF EVERYONE AT TECHNOLOGICAL UNIVERSITY DUBLIN STUDENTS’ UNION, BEST OF LUCK AND WE LOOK FORWARD TO WORKING WITH YOU!