LUCY CAVENDISH MCR EXEC COMMITTEE ELECTIONS
It is now time for the elections of your Lucy Cavendish Middle Combination Room (MCR) Executive Officers. This is a great opportunity to make a difference in your college as well as a fantastic addition to your CV (amongst other perks such as discounted stash). To have a functioning MCR, it is crucial to have a full committee. Please find the timeline, list of posts, and descriptions below.

Please send your manifesto AND a plain text version of your manifesto to our Secretary, Chris Slaughter (mcr-secretary@lucy.cam.ac.uk), AND our Postgraduate Events Officer, Lisa Bernhardt (lisa.bernhardt@lucy.cam.ac.uk), by 11:59pm on Sat, 2nd March 2024.

Timeline (BST)

1. **Official opening of the positions:** 9am, Mon, 26th Feb 2024
2. **Deadline to submit your manifesto:** 11:59pm, Sat, 2nd March 2024
3. **Hustings:** 7pm, Mon, 4th March 2024 in the Wood-Legh Room
4. **Online voting:** 9am, Tue, 5th March – 5pm, Fri, 8th March 2024
5. **Election results announcement:** Week beg. Mon, 11th March 2024

The term of office of the executive officers shall be for 3 terms (until end of Lent Term 2025). The term of office of the summer social secs shall be for 1 term (until end of the summer vac 2024). **No candidate may stand for more than one executive post.**
EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the executive officers of the MCR committee. All exec committee members must be available to attend any relevant safety trainings and regular meetings with the committee as well as the senior tutor.

President
You will be responsible for the overall co-ordination of MCR activities, campaigns, and committees; liaise between the college and the MCR, and coordinate student representation on college Committees (e.g., Council & Governing Body); act as chairperson at committee meetings. Time commitment: 3-4 hr/week

Vice-President
You will act in a supporting role to the President and assist them in managing the overall MCR; attend Council and other college committee meetings where appropriate; act as principal external officer to the Cambridge Student Union (CSU). Time commitment: 3-4 hr/week

Secretary
You will be responsible for all committee communications to the PG student body; assist with the organisation and running of the MCR’s activities. You will also assist in constitutional procedures and take notes at MCR meetings. Time commitment: 2-3 hr/week

Treasurer
You will be responsible for managing the MCR’s overall budget; implementation of the MCR’s finance policies in liaison with the College Finance Office/Bursar; the financial regulation of student clubs and societies. You will also present the annual MCR accounts. Time commitment: 2-3 hr/week
The following roles make up non-executive officers of the MCR committee. All non-exec committee members must be available to attend any relevant safety trainings as well as regular meetings with the committee.

**Summer Social Secretary (2x)**

You will be responsible for events organised between the end of Easter term and the beginning of Michaelmas term of the next academic year during the summer vac alongside the MCR committee, including bookings, publicity, and risk assessments. Time commitment: 2-3 hr/week (depending on event schedule)
What does my manifesto need to contain?

As per the MCR constitution, your manifesto MUST state the post that you are standing for and also contain a photograph of you. Furthermore, your manifesto needs a proposer and seconder that support your application, both of whom must be full members of the MCR and available to confirm that they’re backing you.

How fancy can I make my manifesto?

You can make your manifesto as fancy as you like, but it must fit onto one A4 page (please make sure to adhere to these dimensions). Bear in mind that content ultimately trumps aesthetics, so even if you have fantastic graphic design skills, focus on what you want to communicate with the manifesto rather than how it looks!

Why do I need to submit a plain-text version of my manifesto?

Plain text refers to any text that isn’t formatted, i.e. no varying fonts or font sizes, colours, non-standard characters, or hyperlinks, as well as no pictures or any other graphic design. This is to ensure that anyone with a visual impairment (who might use a screenreader) or dyslexia can read the text more easily.

Which file formats are acceptable?

Please submit your main manifesto as a pdf file and your plain text version as a Microsoft Word document.

Can I submit more than one manifesto?

You can apply for more than one position (though only one executive role), but you have to submit a separate manifesto for each position you’re applying for.
GUIDE TO HUSTINGS

What are hustings?
According to the Electoral Commission, hustings is “a meeting where election candidates or parties debate policies and answer questions from the audience.” Whilst MCR hustings don’t involve policy debates, they are meant to give the MCR members the opportunity to ask the nominees questions following a brief (1-2 min) pitch by each nominee in which they explain their proposals and suitability for the role they’re running for.

Can I attend remotely?
Everyone running for a position ought to attend hustings in person (unless they can’t due to exceptional circumstances; please advise the MCR secretary well in advance if that is the case). Anyone not running for a position is more than welcome to attend hustings remotely via Microsoft Teams; the link will be emailed out in advance.

Are we voting at hustings?
No, the actual voting process will be online via the Camvote website. The voting period begins on Tuesday, 5th March 2024, at 9am and closes on Friday, 8th March, at 5pm. A link to the website will be emailed out on Tuesday morning; you will need to log in with your Raven account to access the ballot.

Wolfson Room Access
The Wolfson Room is on the ground floor of the Strathaird Building and has step-free access. Cushioned seats will be available. Noise levels are anticipated to be low to moderate. If you’re planning to attend in person and have any more specific access requirements or questions, please get in touch with Lisa at lisa.bernhardt@lucy.cam.ac.uk.
KEY DATES

Please keep in mind the below dates if you are interested in running for a role on the Lucy MCR 2024-25 committee.

**SUBMIT YOUR MANIFESTO**

Please send your manifesto (plus a plain text version) to Chris (mcr-secretary@lucy.cam.ac.uk) and Lisa (lisa.bernhardt@lucy.cam.ac.uk) by 11:59pm, Sat, 2nd March 2024.

**ATTEND HUSTINGS**

Meet your MCR and answer questions at 7pm on Mon, 4th March 2024, in the Wolfson Room (& via Microsoft Teams).

**ELECTION RESULTS**

Elections results will be announced in the week beginning Mon, 11th March 2024 (online voting period: 5th-8th March).

Please feel free to get in touch with Chris and/or Lisa for more information or to raise any questions!