LUCY CAVENDISH
MCR COMMITTEE
ELECTIONS

MICHAELMAS 2023
INTRODUCTION

It is now time for the elections of your Lucy Cavendish Middle Combination Room (MCR) Executive and Non-Executive Officers. This is a great opportunity to make a difference in your college. 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 President, Lily Lin (mcr-president@lucy.cam.ac.uk), AND our Postgraduate Events Officer, Lisa Bernhardt (lisa.bernhardt@lucy.cam.ac.uk), by 11:59pm on Sat, 21st Oct 2023.

Timeline (BST):

1. **Official opening of the positions:** 9am, Fri, 13th Oct 2023
2. **Deadline to submit your manifesto:** 11:59pm, Sat, 21st Oct 2023
3. **Hustings:** 7pm, Mon 23rd Oct 2023 in the Wood-Legh Room
4. **Online voting:** 9am, Tue, 24th Oct – 12pm, Fri, 27th Oct 2023
5. **Election results announcement:** Evening of Fri, 27th Oct 2023

The term of office of the executive officers (except MPhil Rep) shall be for 2 terms (until end of Lent Term 2024). The term of office of the committee officers (plus MPhil Rep) shall be for 3 terms (until end of the academic year 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. All committee members must be available to attend safety trainings and fortnightly check-ins.

**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 MCR communications to the 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

**MPhil Representative**
You will represent the interests of the college’s MPhil students to the MCR as well as the college’s council and governing body. Time commitment: 2-3 hr/week
NON-EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Non-Executive Officers/General Committee of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.

Social Secretary (x2)
You will promote social activities among members of the MCR and be responsible for the organisation of events, including bookings, publicity, and risk assessments, by liaising with the college’s Postgraduate Events Officer. Time commitment: 1-2 hr/week (more during events)

Welfare Officer (x2)
You will work with the Committee to organise welfare events; raise student pastoral issues with College; liaise with the JCR welfare officer; and ensure the fair representation of all members. Time commitment: 1-2 hr/week

Mature Undergraduate Officer
You will be responsible for the representation of the mature undergraduate members of the college. Time commitment: 1-2 hr/week
NON-EXECUTIVE ROLE DESCRIPTIONS

The following roles make up the Non-Executive Officers/General Committee of the MCR. All committee members must be available to attend safety trainings and fortnightly check-ins.

**Disabled Students’ Officer**
You will be responsible for the representation and well-being of members who identify with having disabilities. You will liaise with College staff on access and representation concerns. Time commitment: 1-2 hr/week

**BME Officer**
You will be responsible for the representation and welfare of MCR members from the BME community. You will work with the Committee to ensure the MCR is an inclusive space. Time commitment: 1-2 hr/week

**LGBTQ Officer**
You will be responsible for the representation and welfare of MCR members from the LGBTQ community. You will work with the Committee to ensure the MCR is an inclusive space. Time commitment: 1-2 hr/week
GUIDE TO MANIFESTOS

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, both of whom must be full members of the MCR.

How fancy can I make my manifesto?
You can make your manifesto as fancy as you like, as long as it is no longer than one A4 page. 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?
Ideally, we’d like you to submit your main manifesto as a pdf file (especially if it contains a large amount of graphic design elements) 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.
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 President 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 Cambridge SU website. The voting period begins on Tuesday, 24th October, at 9am and closes on Friday, 27th October, at 12pm/midday. 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 poll.

Wood-Legh Room Access

The Wood-Legh 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 2023-24 committee.

SUBMIT YOUR MANIFESTO
Please send your manifesto (plus a plain text version) to Lily (mcr-president@lucy.cam.ac.uk) and Lisa (lisa.bernhardt@lucy.cam.ac.uk) by 11:59pm, Sat, 21st Oct 2023.

ATTEND HUSTINGS
Meet your MCR and answer questions at 7pm on Mon, 23rd Oct 2023, in the Wood-Legh Room.

ELECTION RESULTS
Elections results will be announced on Fri, 27th Oct 2023 (online voting period: 24th-27th October).

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