



**STUDENT  
RADIO**  
ASSOCIATION

30 LEICESTER SQUARE  
LONDON, WC2H 7LA

# **Want to run the Student Radio Association?**

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This guide contains everything you need to know if you are thinking of running for a Regional Officer position in the Student Radio Association Elections.

## About the Student Radio Association

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We are the representative body which supports and acts on behalf of the UK student radio community. Representing any radio station that is linked to a place of education - such as a university, college or school.

We exist to encourage and facilitate communication between student stations, to assist in their development, and to offer support and advice to new stations.

The SRA also runs the national Student Radio Awards every November - celebrating the best in student radio in the UK; as well as an annual conference and training days throughout the year.

## Your opportunity to get involved

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The Student Radio Association is run entirely by dedicated volunteers who are elected annually. All of the roles are incredibly rewarding and great fun. They also require a significant time commitment, and you will need to give some consideration to this before applying; especially in light of any other commitments that you may have (for instance, running your station or finishing your degree!)

There is a wide range of positions available:

**Executive Officers** act as directors of the organisation and look after the day-to-day running and oversight of the Association and its' activities.

**Regional Officers** are responsible for representing the Student Radio Association, and its members, in a specific geographical region. These Officers are only elected by the members in their own region.

**Administrative Officers** are, for the most part, tasked with looking after a specific project or activity. Some of the Executive Officers have deputies who fall into this category. This group of officers are usually appointed by the Executive Committee based on a fair application process, rather than elected.

## What's in it for me?

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Volunteering to run the Student Radio Association will give you a great opportunity to demonstrate management skills that will look great on your CV. We always take care to reiterate that becoming an Officer is, by no means, a guarantee to a future career in radio; but it can help you develop essential skills that are valued by employers in a range of industries. As an Officer, you will be involved in running some high-profile events at big venues with hundreds of guests. The sense of achievement from running a successful event of this scale is something that needs to be experienced to be believed!

On top of all of this, we cover all expenses that you incur undertaking your role (in line with our expenses policy) and we hold a special training and team-building weekend in early summer which gives you an opportunity to meet the rest of the newly-elected team. The camaraderie is fantastic, and we guarantee you will meet new people and make new friends.

## **Regional Officer positions**

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The Student Radio Association has members that are geographically spread across the length and breadth of the UK. In order to provide support for stations at a local level, and to ensure that we stay in touch with all our members, we split the country into eight geographical regions. Each region has an elected Regional Officer who acts as our 'eyes and ears' on the ground.

The eight regions are:

- London and South East
- South West and South Wales
- South
- Midlands
- North West and North Wales
- North East
- Yorkshire
- Scotland
- Northern Ireland

All Regional Officers report to the Training & Development Officer, who will provide support and training as required.

All Regional Officer positions are voluntary. You should expect to contribute approximately 5 hours a week, although the role is what you make it and people have been known to put in many more hours than this. This will vary greatly throughout the year. You will need to be flexible at times and the workload is often more demanding in the run-up to our big events.

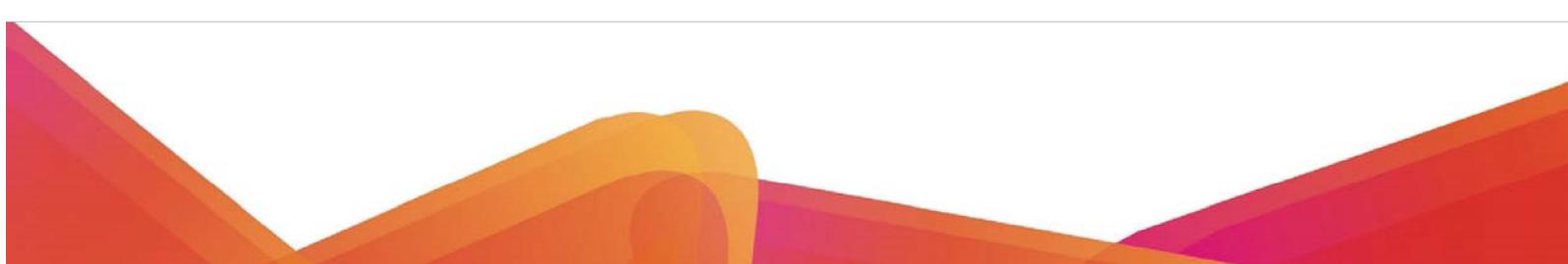
If you are thinking about running for one of these positions, we strongly encourage you to contact the current officer to discuss their role further, or to speak to the Membership and Development Officer. This will give you an insight into what the role entails, and the skills you will need to undertake it successfully

## **Rules and restrictions**

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Because Regional Officers are expected to have current student radio experience, and work closely with the stations in their region, there are a few eligibility criteria.

You must currently be a student and intend to remain involved with this station for a majority of the next 12 months. You must continue to be a resident, during term time, in the region you wish to represent.



## What does a Regional Officer do?

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The focus of this role is to represent and support student stations at a grass-roots level. You are our person on the ground. Regional Officers are responsible for supporting, communicating with and developing stations in their patch.

A Regional Officer will stay in regular contact with all of the stations in their region; letting them know what's going on, organising training or social opportunities, and feeding good news stories back to the SRA.

You will also play a role in recruiting new member stations within your region.

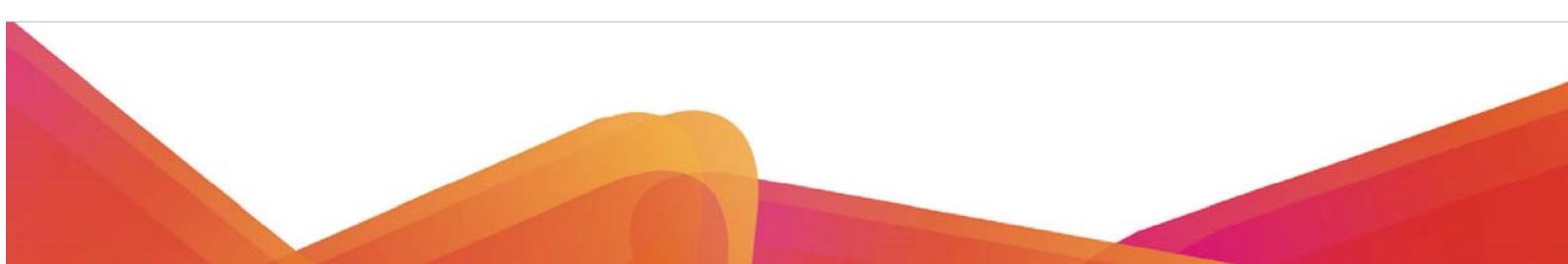
Some of the activities that Regional Officers have worked on in the past:

- Planning, organising and running regional nominations parties in the run up to The Student Radio Awards.
- Contributing content to our website.
- Supporting the planning of the National Student Radio Conference.
- Visiting member stations to discuss their training and development needs.

The responsibilities of Regional Officers are:

- To provide advice and support to members in their region, and where appropriate refer them to the relevant Executive or Administrative Officer.
- To attend any training relevant to the role provided by the Student Radio Association.
- To plan and organise training opportunities for members within their region with the assistance of the Membership and Development Officer
- To plan and organise social events for members within their region.
- To assist with the free flow of information between the Organisation and its members.
- To encourage student radio stations within their region that are not currently members of the Organisation to become members.
- To declare any Conflict of Interest to the Executive Committee.
- To represent the Student Radio Association in a professional manner.

Skills that will benefit candidates for the position of Regional Officer include:

- Good intrapersonal skills
  - Energetic
  - Communication Skills
  - Planning and organisation skills
  - Time management
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## **Interested? Here's what to do next...**

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If you would like to nominate yourself for a position, please send your manifesto on a single A4 page to:

[returning.officer@studentradio.org.uk](mailto:returning.officer@studentradio.org.uk)

Your manifesto should explain your reasons for running as a candidate and highlight the skills that you can bring to the role. You may also want to include any ideas that you have for the year ahead.

Please ensure that it fits on to a single side of A4 and send it as either a Microsoft Word or PDF document. Other formats may not be accepted.

Candidates will be notified to the membership in advance of the Student Radio Conference.

**Please see the “Notice of an Election of Officers” document for details of the election process.**

Any questions?

If you have any questions about the election process or your eligibility to run as a candidate, please contact the Returning Officer via: [returning.officer@studentradio.org.uk](mailto:returning.officer@studentradio.org.uk)

