

XpressionFM By-election 2026/27

Candidate Guide

XpressionFM are electing individuals to take up the remaining committee positions for the 2026/27 year. The positions available are as follows:

- **Head of News (x1):** Responsible for controlling output of the station's News team. This includes content team shows, Guild sabbatical officer coverage, News bulletins and coverage of significant news events..
- **Networking and Outreach Officer:** Responsible for supporting presenters with booking guests and artists, and arranging on-air features for the station. Oversees the station's communication with its alumni.
- **Welfare Secretary:** Responsible for supporting the wellbeing of all members, including committee by supporting workload where appropriate. Works to ensure members feel welcome in the station and provides signposting for those who require additional support.

Detailed descriptions for each of these positions can be found within this information pack.

There is no formal limit on the number of roles applicants can apply for, though it is strongly recommended individuals apply for..

This election will be overseen by the Returning Officer, who manages the administration of the election, announcement of candidates and processing of results. The Returning Officer for this election is Ben Dunkley. Please contact stationmanager@xpression.fm with any questions relating to the application process or the available positions. You are also welcome to contact the current post holder for further detail about the role.

If at any time you feel this election is not being run fairly, you can submit a query to the Guild Activities Team at activities@exeterguild.com and they will get in touch to discuss the next steps.

What is being on the XpressionFM committee like?

Each member of the committee will have their own area of individual responsibility, though working as a part of the XpressionFM committee is an extremely collaborative and creative experience. Committee members are very welcome to organise projects and other initiatives for members, which this year have included a student DJ night, Movember broadcast and local council elections coverage, to name a few. This will importantly build up your skillset and experiences which is great for future careers both inside and outside the media sector.

The station has four content teams – News, Music, Sport and Drama – who are managed by their respective content team heads. Other committee roles may work with these content teams at times to support the running of projects. Much of the work done within the station is collaborative, and pulls in the different specialisms and strengths each member of the committee can offer. As such, you should view a role on the station's committee not as acting alone, but predominantly led by yourself with support from other areas. This is particularly true for our larger-scale events such as Freshers' Week and presenter training.

Our station is a member of the Student Radio Association (SRA). Whilst all XpressionFM members are automatically a part of the SRA, work you carry out on committee can be used towards entering into the

annual Student Radio Awards and Amplify Awards. These celebrate both on-air content and behind the scenes work that goes into the running of student stations.

We have also been in discussions with the Guild to redevelop the booth (studio 4) cupboard into an accessible toilet.

XpressionFM is also a member of X-Media – Exeter’s student media group – which includes Exposé, Photography society, Razz Magazine and XTV. The station regularly collaborates with these groups, particularly for socials and large-scale events, and as such there is the opportunity to meet other committee members within these groups as well as picking up new skills and opportunities.

Election Process

- Nominations open at **9am on Thursday 14 May**, and will close at **5pm on Wednesday 20 May**. You will not be able to apply after this time.
- Voting will open at **9am on Thursday 21 May** and close at **5pm on Monday 25 May**.
- Results will be released on **Tuesday, 26 May**.

When you complete your application, you will be able to provide a manifesto of up to 300 words. Whilst you are welcome to detail your manifesto as you see fit, it is advised that candidates consider their motivations for applying, skills they have applicable to the role, and any ideas they might have. There is, however, no formal requirement of what you include.

You are also able to attach an image of yourself – both this and your manifesto will be circulated to members, and available to view at the point of members completing their ballot. Any changes made must be saved on the Guild election website before the closing time of nominations; after this point, the last saved version (if any) of your manifesto and candidate picture will auto-finalise.

If you require technical guidance on completing your nomination, please view [this video](#) for a walkthrough of how to use the election system.

The Students’ Guild has issued guidance on the operation of two candidates running together as a pair (also referred to as a ‘slate’) in elections. In line with this guidance, for this election the use of members running together to share a role is **not** permitted in respect of how our committee is structured. Please note this does not prevent candidates from endorsing other candidates running for the same or different role as themselves, but they will need to both submit an **individual** nomination. Please contact the Returning Officer with any questions.

The Guild has additionally issued conduct guidance which it expects all candidates to review. This guidance principally refers to the [Guild’s Code of Conduct](#).

Individuals wishing to nominate themselves who do not currently hold a membership will need to purchase one for the 2025/26 academic year from our [Guild page](#) before starting their nomination.

If you are a candidate, please ensure you check your university email regularly throughout the election process as this will be used to communicate with you. If there would be an alternative method of contact that you would prefer, please get in touch.

Following the closure of voting, the Returning Officer will inform candidates of their outcome by phone call as soon as the results are confirmed and received from the Student’s Guild. Once all candidates have been contacted, these results will be shared with the station’s membership.



Voting Process

Voting will open at **9am on Thursday 21 May** and close at **5pm on Monday 25 May**. Ballots will be cast via the [Guild Election website](#). All positions in this election will be decided by a membership vote, via **Ranked Choice Voting**.

- i. If a candidate receives over 50% of the first-choice votes for a position, they will be elected.
- ii. If no candidate receives over 50% of the first-choice votes for a position, the candidate with the least number of votes will be eliminated. The eliminated candidate's second-choice votes (if any) will be redistributed to the remaining candidates. This process will continue until one candidate is remaining.
- iii. For positions which elect two individuals (content team heads), the second-choice vote of the winning candidate will be redistributed. The process in (ii) will take place until a second candidate is elected.
- iv. Where candidates are tied on the number of votes at any stage of the process above, the Guild election system will select one successful candidate at random to proceed to the next stage.

Each position will have Re-Open Nominations (RON) as a candidate. RON is a means of indicating you believe none of the candidates on the ballot for a position are suitable for the role. If RON wins a position, no candidate will be elected to the role (note point iii above regarding roles with two positions). The station's committee may then decide to re-open that position's nominations at a later point.

Head of News (Elects ONE)

The elected Head of News will work alongside their co-head to plan, present and produce output for the station's News team. To date this has consisted of two weekly news shows: Exefocus (local/university news) and Newshour (national/international news), although this can be changed.

The News team is responsible for representing the station during the sabbatical officer (Guild) elections, which typically includes candidate interviews and a wider scale 'meet the candidate' style event. They also cover any other major news stories such as a general election. The heads would also be involved with managing the team's group chat (if desired) and Instagram page, conducting interviews with current Guild sabbatical officers and supporting the station's Obit procedure in the case of a death of a senior national figure.

Time Commitment:

You will be involved with researching, advertising, presenting and producing (including uploading) the team's two News shows. This will take around five to six hours per week during term-time. As the Head of News position is a two-person role, you would be working with your other elected Head to manage the workload; how this would look in practice would very much be how the two of you would work as a team. You should broadly expect an even split in the amount of shows you host.

The News team is responsible for the daily news bulletins broadcast from the station; the Heads of News ensure these go out on time and meet the required standard. You would not personally be creating bulletins



every day, but would need to train News team members on how to script and create them, as well as cover for absences where needed.

Around key News team events, such as sabbatical officer elections or an election, the workload will increase significantly, and you will want to plan your studies to allow you to commit the most to these events. Planning for these events will often start several weeks or months in advance, though you would receive support from other members of the committee, and members of the News team.

It is worth saying the role is very much what you make of it, and you can dedicate as much additional time as you would like to other areas of the News team. This could include interviews or exclusive reporting. You may also find your role is made less time consuming through offering opportunities to the News team, such as a Correspondents scheme, or collaborations with other societies.

Qualities:

The following skills are by no means a minimum requirement for the role – they are more areas to see whether you would be a good fit for the position:

- An interest in News and current affairs
- Ability to work as part of, and lead, a team
- Understanding of impartiality and discussion hosting when on-air, and ability to keep balance during discussions
- Commitment to longer-term projects, e.g. Guild Elections or correspondent schemes
- Basic knowledge of, or desire to learn, the station's broadcast (Myriad) and sound mixing (X32 Producer) equipment, and audio editing software (Adobe Audition). This can very much be learnt whilst doing the role and is not expected of candidates

What would I gain from the role?

- Audio production, technical and editing skills
- Experience of presenting, interviewing and moderating
- Experience of leading a team and working on large-scale projects
- Opportunities to build your portfolio of presenting, producing and outreach work in news radio
- An opportunity to enter for awards – the annual Student Radio Awards includes the categories 'Best Journalistic Programming' and 'Best Event Programming', among others, which work from a News team could go towards.

For further information please contact our current Heads of News, Adrian (api211@exeter.ac.uk) and Matas (ml1056@exeter.ac.uk).

Networking and Outreach Officer

The elected Networking and Outreach Officer will work to support the station's committee and membership with arranging features and on-air opportunities for the station. This involves taking pitches for potential airplay and interview requests from artists, students, charities, and other organisations. The elected individual will also spend time working to seek interview opportunities and make contact to arrange these.

A number of features we arrange is through press releases from a variety of agents. Lots of these may not be particularly relevant, but the Networking and Outreach Officer will work through what the station receives and pass appropriate interview opportunities to presenters. Separately, they will look to make contact directly with figures in areas of interest to listeners. In the past this has included requests to the university press office, senior figures in the university leadership team, touring artists visiting Devon, and charities to mark events such as World Mental Health Day.



The elected individual will also work with our station's vast alumni network to maintain our relationship with this community, predominantly through engaging with our Facebook group. This could involve sharing updates on activity in the station and any archive footage. At their discretion they may wish to organise speaker events or similar opportunities that utilise our alumni network and provide insight on the industry to current members. The Networking and Outreach Officer will not directly organise any alumni events themselves, though may wish to contribute ideas and support the Head of Events in the planning of any initiatives.

Time Commitment:

The Networking and Outreach Officer role is self-directed, allowing flexibility in when you spend more time to arrange opportunities for members. Depending on workload, this position will take approximately three to five hours a week to research and contact individuals, agree logistics of interviews and liaise with committee members. In the lead up to particularly significant interviews or an alumni speaker event you are organising, you can expect for there to be more responsibility and other aspects you need to organise.

In the lead up to events such as 24 Hours Live, Alumni Weekend or other projects where planning is needed, there will be a deadline to work towards and you can expect to be spending time where required supporting other committee members.

Beyond the outlines above, the role is very creative and allows the elected individual large flexibility both in the opportunities they gain for members, but also how they plan their workload.

Qualities:

The following skills are by no means a minimum requirement for the role – they are more areas to see whether you would be a good fit for the position:

- Interest in student radio, and the medium of audio content generally
- Ability to work as part of a team and support longer-term projects
- Great interpersonal and communication skills
- Ideas on what the station could do to improve its outreach work and improve engagement with the wider student body and local community
- You may already have ideas of which artists or individuals the station may want to work with, though this is not a requirement

What would I gain from the role?

- Experience in outreach work, interview booking and producing on a wide range of topics and interests, which would be great for any portfolio
- Experience in supporting a wide range of interests across the station's committee and membership
- An opportunity to enter for awards – the annual Student Radio Amplify Awards include the category for 'Best Outreach Project', among others.

For further information please contact our current Networking and Outreach Officer, Lucas (lhl216@exeter.ac.uk).

Welfare Secretary

The elected Welfare Secretary will work to support the station's member experience and wellbeing. Primarily, this means being a positive individual who makes themselves known to members across the station, acting as a friendly face to make people feel welcome. This is particularly the case during events or socials where members may be nervous about taking part or may not know anyone else present.



The Welfare Secretary runs our welfare email account, a confidential account only accessed by the individual. This inbox is advertised to members as an opportunity to raise any concerns they may be having about their time in the station or with their personal life generally. The scope of what is raised will be wide ranging and the elected individual will need to respond to any emails within a reasonable timeframe, and with the correct signposting. Depending on the query this may be to another member of committee, support services within or outside of the university, or they may be able to discuss the concern informally over email or in-person. Above all, the Welfare Secretary must ensure any contact they have is confidential, unless there is a concern they need to report to the Station Manager or external body.

Both the university and Students' Guild regularly organise training sessions related to wellbeing and workload, which the Welfare Secretary would be strongly encouraged to attend, where they are able to. They would also work to encourage other members of committee to complete their individual Guild training relating to active listening.

Working closely with the Station Manager, the elected individual will help to identify in committee where there are difficulties with workload in the lead up to larger-scale events or initiatives that need more support. Where agreed, the Welfare Secretary can help with planning ahead of, and/or the operations during an event.

NOTE: It is not expected the successful candidate provides counselling or other direct support to members beyond signposting to available resources, nor be available to be contacted at any time.

Time Commitment:

The workload of the Welfare Secretary role will depend on when concerns are raised by members, though the elected individual can expect to spend several hours a week checking the Welfare inbox, checking in with new members and attending socials and content team shows. This role is very much defined by being visible and known to members, so there is a large degree of flexibility in how your time in this position, and any projects you might wish to work on.

Where agreed the Welfare Secretary may wish to work individually on other projects to the above that support member experience or promote conversations around wellbeing. In the past this has included a Movember panel discussion discussing men's health, and anonymous member surveys. Particularly, any ideas which can support the member experience in the station and make our members feel welcome is highly encouraged.

Qualities:

The following skills are by no means a minimum requirement for the role – they are more areas to see whether you would be a good fit for the position:

- Interest in student radio, and the medium of audio content generally
- Strong interpersonal skills and ability to support members who may be nervous or uncertain about being involved with XpressionFM
- Ability to support other committee members their workload and proactively offer support should this become an issue for individuals
- Ability to maintain impartiality and confidentiality should matters arise

What would I gain from the role?

- Experience in supporting a diverse range of members
- Experience in membership experience and feedback collection
- Detailed understanding of the station's event and operations planning process
- Strong relationships with the station's membership and committee, and a sense of supporting members



- An opportunity to enter for awards – the annual Student Radio Amplify Awards include the category for 'Best Outreach Project', among others.

For further information please contact our current Welfare Secretary, Louisa (ls1060@exeter.ac.uk).

