

What does the election committee do?

Preparing for next years board

The task of the election committee evolves around nominating people for the board for the following year. It's an important responsibility, since you're the ones (pretty much) deciding who runs the organisation! It's not as awful as it sounds, although it can take some effort to get all the spots filled.

- preparing for the yearly election of SFQs board, which means
 - president
 - secretary
 - treasurer
 - members (at least 3)
 - trusted auditors (preferably 2)
- Interview with the sitting board
- Reaching out to potential new board members
- Interviewing potential new board members
- Nominating the next years board
 - with motivations
- Prepare a list of names with people interested to be on the next years election committee (no nominations required, just a name list)

Start by getting into contact with the rest of the election committee! It can be helpful to make a decision regarding how to keep in contact, delegate and report work done, such as a Facebook group, Skype-chat, Drive-folder etc.

Interviews with this year's board

Build a picture of the group

Interviews and creating a profile of all the sitting members is important and helpful to evaluate if they should remain or switch positions for the following year. Around fall, a questionnaire can be sent out to check if they're comfortable with their post and would like to remain in the board for another year, as well as if some part of the work has been rough, such as communication with another board member. It's important to know if this is the case, to be able to find out why that's been and then speak to the board member about this. Obviously, anything one board member tells you about another is confidential.

The first thing the election committee does is contacting the sitting board. Interview templates are available and can be edited if needed, if new questions have arisen during the past year or the like. The template can be found in a separate document. Previous committees have, for example, mailed the sitting board members, or sent out a form.

When the sitting board has been interviewed, it will be known (amongst other things) who wants to remain on the board, and which positions will need to be filled.

Reach out to new candidates

Find interested people

Beyond this, it can be helpful to reach and try to engage new candidates during the other parts of the year. This will be done by the sitting board members too, so you won't be alone with it! It can be

useful to have a contact list for all of the local branches ready, so that information about the board election and how to apply can reach out to the members of the local branches!

After that, it's time to start spreading the form for applying to be a member of the board! This is usually done by linking the form in different forums, for example:

- SFQs Facebook-page, home page, so forth so on.
- The local branches Facebook-pages and other social media
- Universities student unions Facebook pages (contact the unions and ask if its okay for them to post the form)
- Any billboards around campuses (Rainbows, for example, has their own billboard where the information can be posted)

Since SFQ posts the form on their Facebook page, it's usually enough to share that post in other groups/on other pages (or ask other groups to do so).

When applications arrive, prepare a list for this year and next years election committee. It's also very useful to try to collect information on people interested to be on the next years election board!

When the year is over and you might be staying, or leaving the election committee, make sure the material you've gathered and used is available for the next years committee.

Example texts for spreading the application form

ANSÖKAN TILL NY STYRELSE (20xx)

(Meddelande från valberedningen)

[english below]

Hej! Vill du vara del av en fantastiskt förening? Sveriges Förenade HBTQIA+studenter söker nu efter nästa års förbundsstyrelse. Vill du arbeta för en inkluderande högskola, representera studentperspektiv, skriva debattartiklar, föreläsa och besöka prides runt om i landet? Då är detta din chans! Du anmäler ditt intresse via formuläret nedan. Valberedningen kommer därefter att kontakta dig för en kort telefonintervju.

Ansökan har öppet tom den XX/XX.

[Eng]

APPLICATION TO THE BOARD OF SFQ 20xx

(Message from the election committee)

Hi! Do you want to be part of a wonderful association? The Swedish Federation of LGBTQIA+students are now looking for their next national board. Are you interested in working towards a more including university, representing fellow students, writing debate articles, organizing workshop and visiting pride parades all around the country? Then this is your chance! You can use the attached form to run for a position. The elections committee will then contact you for a short phone interview.

The application form will close on XX/XX.

If you're contacting local branches of SFQ

Remember to put in your name in the right places! That makes the invitation sound much more personal and increases the likelihood of the people actually reading the email and helping.

"Hej! Mitt namn är [name] och jag kommer från SFQs valberedning. Vi har precis lagt upp ett inlägg på SFQs facebookside angående att ansöka till nästa års styrelse och vi skulle uppskatta om ni kunde sprida det på sociala medier och eventuella mailinglistor!

Här är en länk till inlägget: [länka till SFQs publicering av årets formulär]

Med vänlig hälsning

[your name] och valberedningen

Hello! My name is [name] and I'm from the SFQ election committee. We have just put up a post on SFQs facebook page for applying to next year's board and we would love it if you could spread it on your social media and eventual mailing lists!

This is a link to the post: [link to SFQ's post]

Best regards

[your name] and the election committee "

If you're writing to other organisations

"Hej, jag skriver från valberedningen inför styrelsevalet för SFQ – Sveriges förenade HBTQ-studenter. Vi är riksförbundet för normkritik och hbtq-perspektiv i högskolan, med lokalavdelningar runt om på landets universitet och högskolor. Eftersom vi inte har någon lokalavdelning på ert lärosäte så vore vi tacksamma om ni kunde sprida länken till intressanmälan för att kandidera för en styrelseposition. Gärna till exempel på sociala medier och i eventuella mailutskick, så att vi kan nå ut till även ert universitet/er högskola!

Här är en länk till inlägget från SFQs egen facebookside: [länka till SFQs publicering av årets formulär]

Med vänlig hälsning,

[your name] och SFQs valberedning

Hi, I'm writing to you from the election committee for the board election for SFQ - The Swedish Federation of LGBTQIA+ Students. We are a national federation for LGBTQIA+ student branches throughout Sweden. Since we don't have a local branch at your university, we'd be grateful if you could share the link to the application for board membership. For example on social media and in e-mail newsletters, if you have those.

This is a link to the post: [link to the application form]

Best regards,

[your name] and the election committee "

Nominations

When all forms have been filled in and you have received all the replies if this year's board members want to continue, it is time to compile the information and see if any post becomes vacant or if you feel that any board member should resign.

Then, the nomination of the next year's board will be held. Get in touch with the members you want to nominate to each post to avoid any misunderstandings so that the nominees actually want to join the board in the post you suggested! Then, write a short motivation for why this person fits the nominated post, based on profiles made based on previous election poll interviews and your own collected material.

This must be submitted to the chairman at least three weeks before the Congress in the 3rd or 4th week of November. As of 2018, it is included in the statutes that the nomination committee in SFQ will write a list of contact information for the inclusion of new elected representatives to the congress.

Documents to keep track of

- Interview guidelines
 - For the current board
 - For new candidates
- Application form (via google forms)
 - For the current board
 - For new candidates