

Guidelines for OBA Chapter election nomination statements

When writing your statement it is worth spending a little time to consider the following:

- Your own 'life experiences' (e.g. business/commercial/event experience) and why you feel that these are relevant to a Chapter committee role. This is equally as relevant as academic qualifications.
- Make sure that you are clear about the role and what it entails and make sure that your statement sticks within these boundaries. You can read more about the [job description here](#).

Your statement should create a 'word picture' (250 words) of yourself that sets out:

- Your personal qualities that will make you a successful committee member; this might include some of the following:
 - What you really value in your association with the University of Oxford and Oxford Saïd
 - Any recognition / awards or nominations you have received or any other personal successes
 - Any previous roles / experience of representing the interests of others
- What you have to offer that will be of benefit to the OBA Network in your region
- What you can contribute - What you personally hope to get out of being a committee member
- Why you believe that you should be elected

You may find it helpful to use some headings to summarise your points:

- A brief self-introduction and summary of your background
- Describing any similar experience previously, for example - Community role(s) – business advisor – Events management - Previous alumni committee experience - Other 'team player' experience

Some helpful hints:

- Overall, seek to convey an accurate portrayal of yourself and your personality so that you come across as an individual as well as a worthwhile prospective committee member. However, remember that you do have a word count restriction of **250 words**, so try to avoid including information that is not relevant (e.g. 'I have three children, aged x, y and z – unless you are doing so to support a particular point)
- When setting out your profile, aim to avoid using any negative or 'apologetic' words such as - Although... - However... - But... - Nonetheless....
- Do not exaggerate but equally, do not play down your experiences through false modesty (for example 'I have played a small part in...' / 'I have made a modest contribution towards...' / 'I would be humbled by...')
- Consider using sub-headings to make your statement easy to read e.g. - I am... - I have been involved in... - My experience is... - The main skills that I can offer as an OBA Chapter committee member is...
- Don't over promise. Keep your statement believable and achievable.
- Write your statement clearly or if possible type it up.
- Check your statement once finished for any errors. ERS will publish online statements on the election platform exactly as they are provided. So if you provide a statement with a spelling mistake, this is what will be published on the voting website