



Guidelines for Alumni Advisory Council election nomination statements

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

- Your own 'life experiences' (e.g. business/commercial/OBA Network experience) and why you feel that these are relevant to being a member of the Alumni Advisory Council. 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. This is an advisory role rather than a governance position [You can read more about the role of an AAC member here.](#)

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

- Your personal qualities that will make you a successful advisory member; this might include some of the following:
 - What you really value in your association with Oxford Saïd and the University of Oxford
 - 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 / network
 - What you can contribute - What you personally hope to get out of being an alumni advisory council member
 - Any recognition / awards or nominations you have received or any other personal successes
 - 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 – 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** or **three minutes** for video, 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 Alumni advisory Council is...



- Don't over promise. Keep your statement believable and achievable.
- Please provide a typed statement/ or transcript of your video.
- Check your statement once finished for any errors. Civica (The electoral service) will publish online statements or videos 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
- Allowed file types are jpg, png, jpeg, .gif, .doc, .docx, .pdf, .mov, .avi, .mp4

NB: Your election statement should describe why you think you should be elected. It will be reproduced and published on the election website.

It must not exceed the stated word limit of 250 words or three minutes as it will be only uploaded to these cut off points