

NSCC Student Association Spring 2023 Elections



NOMINATION PERIOD: Feb 13th to Feb 24th, 2023 @ 12pm

CONFIRMATION MEETING: Prior to/on February 27th, 2023

CAMPAIGN MATERIAL REVIEW: Prior to February 27th, 2023

CAMPAIGN PERIOD: February 27th to March 3rd, 2023

ONLINE VOTING PERIOD: March 6th at 8 AM to March 9th, 2023 at 8 AM.

Voting link found on the main page of your student portal located at www.nsc.ca/savote

CANDIDATE ELIGIBILITY (PLEASE READ)

As per the NSCCSA Common Constitution, Article VI, Section 3 and the NSCCSA Elections Policy:

- To run for and maintain an officer position, a student must be in good standing with the College and the following stipulations must be met:
- Student must have obtained and maintained the grades sufficient to continue in their program of study;
- Student must have been assessed and have paid a Student Association fee;
- Student must be attending the campus where the position is being offered;
- Student must not be on academic probation or have any violations of NSCC's [Student Community Standards Policy](#) on their academic file, and;
- Student must not have had prior involvement with the Student Association that resulted in termination of that involvement because of Students' Council vote or academic standing suspension/dismissal.

When you're ready, reach out!

The best way to find out if you are ready to serve as an SA Executive member is to ask! Whether on teams, via email or phone, please don't hesitate to contact your campus SA or NSCC Student Life to get the real deal on being on the SA. We can give you a sense of what you'll be doing, how much time you'll be investing, and what the overall experience is like at your campus.

NSCC Student Life - studentlife@nsc.ca

Mike LePage – mike.lepage@nsc.ca

Isabella Graves- isabella.graves@nsc.ca

When you're ready to run for an executive position, visit the [Student Association web page](#) and click the **2023 SPRING NOMINATION FORM** link to submit your nomination online. Once you have submitted your completed package, Student Life will contact you to confirm your candidacy based on the above criteria.

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So, if you're thinking of running

The NSCC Student Association plays an important role in ensuring a positive college experience for students. By serving on your campus Student Association, you can provide meaningful input into your learning community and develop highly transferable leadership skills. Not only that...you have a lot of fun too!

Expectations of a Student Executive Member

Student Executive members focus on improving the learning environment for all students. They plan activities, deliver services, get student feedback on campus wide issues, and represent and communicate the ideas of students to both the College administration and the local community. These student leadership positions do involve work.

Please make note of these key points:

- You will be expected to pass all your course work and remain in good academic standing with the college throughout your term of office. Your academic standing will be confirmed by Student Life periodically to ensure eligibility to hold the position.
- There will be a training conference held from May 5th to May 7th in Halifax.
- All students serving as an executive member are responsible for adhering to NSCC's SA Leadership Agreement, the NSCCSA Common Constitution and Bylaws, as well as fulfilling their Executive checklist of duties that make up the minimum level of commitment required to fulfill the position.
- All executives are expected to serve a minimum of two (2) "office hours" per week to make themselves available to students, attend weekly executive meetings, and attend all Students' Council meetings. It is our experience that students typically spend five (5) hours per week on Student Association activities.
- Executives are expected to provide reports to the Students' Council and Student Life on a regular basis, typically monthly.

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EXECUTIVE POSITIONS AVAILABLE – 2023 SA SPRING ELECTIONS

We are looking for hardworking and dedicated students to fill the following executive positions for the upcoming academic year. Check below to see what positions are available at your campus!

The following campuses are currently recruiting all Executive positions: President, VP Finance, VP Activities, VP Services, VP Communications

**Institute of Technology
Ivany
Kingstec
Marconi
Truro**

All other campuses are recruiting for President, VP Finance, and VP Activities

Please note: eCampus Student Association operates through an appointed committee structure. Speak to your Student Services Advisor or contact studentlife@nsc.ca for more details on how to get involved.

A meeting with each candidate will be held prior to the campaign start date. This meeting will confirm the candidate's ability to seek election as well as review the Student Association elections policy with special attention paid to campaign guidelines as well as procedures for voting and dealing with election appeals.

No campaign materials may be posted anywhere until candidates have officially been confirmed.

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JOB DESCRIPTIONS

Below, you will find a summary of each Executive position. This is meant to give you a general idea of the expectations but does not include all duties and responsibilities. To review each job description in full, please visit the [Student Association web site](#) and click the position link under **Executive Roles**.

President

The President is ultimately responsible and accountable to the membership of the NSCC Student Association with respect to the day-to-day operations of the organization. A chief spokesperson for the SA, the President is responsible for ensuring the Student Association maintains a positive profile within the NSCC community as well as locally, provincially, and nationally. The President is an advocate for the students being served and is the liaison between the Student Association and the campus.

Vice President – Finance

The Vice President Finance is primarily responsible to maintain a record of the financial standing of the Student Association and to oversee the financial management of the organization, in partnership with the Executive Committee. Furthermore, the Vice President Finance is responsible to ensure that the approved Student Association budget is adhered to at all times and have a thorough understanding of the funding policies.

Vice President – Activities

The Vice President Activities is primarily responsible for the development and delivery of student programming at the campus level, including social, cultural and other special events as well as sports, recreational and wellness activities. This includes the planning and risk management assessment of all activities.

Vice President – Services

The Vice President Services is primarily responsible for organizing and delivering campus-based awareness programming as well as ensuring that the Student Association services are meeting the needs of the student body. This position also supports opportunities for students to become actively involved in all Students' Council subcommittees as well as other campus clubs, committees, and organizations.

Vice President – Communications

The Vice President Communications is responsible for the development and execution of the Student Association's marketing, communications, and social media strategy as well as overseeing general advertising and promotions. Furthermore, the Vice President Communications is accountable for the general recruitment and management of the SA Students' Council and the preparation of monthly Council agendas and minutes.

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Some Other Things You Should Know

Aside from knowing your duties as a Student Association executive member, there are some other responsibilities/activities/opportunities you should be aware of:

Student Leadership training

Student Life will hold sessions to train you in your role as a Student Association Executive, including a weekend Leadership Conference which will take place in October 2023.

Workshops/webinars

Held at various times throughout each semester, NSCC Student Life staff conduct workshops to help support your ongoing leadership development. These workshops will be great additions to your student portfolio and will help you in your work for and with students. Examples: netiquette, event planning, time management, fundraising, professionalism, running meetings, SA service development, risk management and much, much more!

Leadership Agreement, Common Constitution and Bylaws, and Executive Checklist To ensure that students are modeling the type of professional behaviour we expect of our leaders, each elected executive will be required to sign and adhere to a Leadership Agreement upon their election. In this agreement, we outline conduct guidelines and expectations for a successful year in student leadership. You will also be expected to review our Common Constitution and Bylaws, documents which were developed to provide a framework for the functioning of the Student Association. To be eligible to receive an honorarium from the Student Association for your work, each executive is also required to complete roles and responsibilities outlined for their position contained in the Executive Checklist.

Academic Standing

All student leaders are expected to remain in good academic standing to serve on the Student Association. To seek an Executive position, leaders must have a passing average during the fall/winter semesters. Leaders will be provided a copy of NSCCSA's Policy on Academic Standing at the beginning of their term of office and Student Life staff will confirm individual standing at the end of each semester.

Student Life Appreciation Awards Program

NSCC Student Life Appreciation Awards serve to recognize the tremendous efforts of our campus Student Associations and their work on behalf of students throughout the year. It also serves to acknowledge outstanding contributions to student life and leadership at NSCC. Awards are handed out at our annual Appreciation event, held in late March/early April of each year.

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Some Election Policy Highlights

As per the NSCCSA Bylaws, Section IV:

- Program Representatives are appointed from among the students enrolled in each program by a vote of the members in that program, by either secret ballot or a showing of hands. If a program has more than one class/section, each class/section is eligible to select a representative.
- New Executive Committee members are elected in one of the following ways, as determined by the Students' Council:
 - The Students' Council will call Spring elections for the positions of President, VP Finance, and VP Activities, and Fall elections for the positions of VP Services and VP Communications (and any positions not filled in Spring); or
 - The Students' Council will call Spring elections for all five (5) available positions of President, VP Finance, VP Activities, VP Services, and VP Communications and Fall elections for any positions that have been vacated since the last election and/or not filled in Spring; or
 - The Students' Council will, due to having a campus size of under 500 students, call spring and/or fall elections for three (3) available positions, those being President, VP Finance, and VP Activities.
 - The decision of which format will be used must be made prior to the announcement of Spring elections at each campus.
- Officers shall be elected by majority vote of the student membership. All recognized members of the Student Association are eligible to vote in the election and each member shall be entitled to one (1) vote for each position. Votes will be taken by online ballot. In the event of a tie between candidates offering for the same position, members must be informed of the circumstances and online balloting must be extended in order to break the tie. Only the tied candidates will be included on the second ballot and only members who did not cast a ballot during the initial voting period are eligible to cast a vote. The candidate obtaining the greatest number of votes for their respective position will fill the office.
- If a candidate is running unopposed, a Yes/No ballot shall be implemented to affirm the candidate, with a majority Yes vote required.
- Any candidate may request a recount in writing to NSCC Student Life and requests must be submitted no later than 48 hours after the announcement of the election results.
- The terms and conditions of the election are not subject to appeal. However, the implementation of the election process may be subject to appeal. For purposes of these elections, an Elections Appeals Committee will adjudicate any appeals.
- Any Executive positions that remain vacant after the Spring elections period shall be reoffered during the Fall elections. Should any positions remain vacant after Fall elections, a hiring process will be established.
- Candidates wishing to apply for any available Executive positions shall be required to submit a current resume and a cover letter addressing their qualifications for the position being sought. Each eligible candidate will be interviewed by a committee consisting of members of the current Executive, Students' Council, and may be joined by a Student Association Advisor or NSCC Student Life staff member. The candidate selected by the hiring committee will be affirmed at the next Students' Council meeting and requires a majority vote of the current sitting Students' Council as confirmation.