

# Executive Election Nomination Package

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2018/2019

Students' Association of Bow Valley College  
STUDENT COUNCIL | ROOM N347



## Eligibility Form

To run for a position, students must meet the following criteria:

- Be an active member of the Students' Association (this means you paid your SA fees. LINC and Youth in Transition students are ineligible for nomination as they do not pay SA fees)
- Have a minimum 2.50 cumulative GPA (if a continuing student)  
Able to maintain a 2.50 cumulative GPA upon being elected
- Not have been on academic probation or have received an Academic Misconduct or a Learner Code of Conduct Misconduct from Bow Valley College for at least one (1) full calendar year prior to nomination
- Eligible to register in classes for the Fall and Winter terms, must be registered in at least credit class per semester
- ***It is strongly recommended that candidates for the Vice-President of Operations and Finance be from the Business Administration program or have a strong financial/accounting background***

Name:

BVC Email:

ID#:

Other Email:

Phone:

Cumulative GPA:

**Term runs from May 1, 2018 – April 30, 2019**

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I have received a complete SABVC Executive Election package and have read and understood the materials and election rules, including the appropriate policies and bylaws of the Students' Association of Bow Valley College which are contained in this package. I realize that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines. I agree to abide by any additional rulings that the Electoral Committee may deem necessary to ensure the fairness of this election.

I authorize the Office of the Registrar of Bow Valley College to release my personal information to the Students' Association of Bow Valley College in order to confirm my eligibility to stand for election. This includes verification of qualifications outlined at the top of this page, through official Bow Valley College records.

Term runs until April 30<sup>th</sup>, 2019.

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## Important Information

This package MUST be submitted to the SABVC office prior to:

**3:00 PM on March 2, 2018**

The personal information collected on this form will be used to administer and manage Students' Association's programs and services, and to maintain the Students' Association's records. This information will be protected by the provisions of the Freedom of Information and Protection of Privacy Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements needed to deliver services you have requested. We treat your personal information with care and respect, and use it to improve our services to you.

Nominations open: February 20, 2018

Nominations close: March 2, 2018

Voting to commence: March 13, 2018 at 9 am

Voting to cease: March 15, 2018 at 3 pm

## Permission

I give my permission to the Students' Association of Bow Valley College to confirm my registration and student status with the Director of Learner Success Services or designate of Bow Valley College.

I understand that this is a verification of my status at Bow Valley College and is being used only for the purpose of confirming eligibility to run and hold office as a Student Representative in accordance with the Students' Association Bylaws. I further understand that no additional information will be provided unless my explicit, written consent is given.

I give my consent to the Bow Valley College Director of Learner Success Services or designate to provide information regarding my status with the Executive Director or designate of the Students' Association of Bow Valley College.

**Candidate Name:** \_\_\_\_\_

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

(indicate either President, VP External, VP Student Life, or VP Operations & Finance)



**Please read the following carefully and thoroughly:**

Nomination Package Instructions:

- 1) Read the What does it take to be a SUCCESSFUL Student Executive section
- 2) Complete the eligibility form. All candidates must:
  - a. Have a MINIMUM cumulative GPA of 2.50
  - b. Be an active member of the Students' Association, (this means you pay SABVC fees)
- 3) Not have been on academic probation or have received a misconduct from Bow Valley College for at least one (1) full calendar year prior to nomination
- 4) ***It is strongly recommended that candidates for the VP Operations and Finance position be from the Business Administration program or have a strong financial/accounting background***
- 5) Receive 15 signatures from members of SABVC willing to nominate you as a Student Executive.  
*Note: LINC and Youth in Transition students are unable to sign this form as they do not pay SABVC fees making them ineligible for membership*
- 6) Return the Candidate Profile section of the Nomination Package to SABVC AND:
  - a. Complete all five questions of your Candidates Profile and email them to: [marketing@sabvc.ca](mailto:marketing@sabvc.ca).

*Nomination packages will be considered incomplete until answers to all five questions have been emailed to [marketing@sabvc.ca](mailto:marketing@sabvc.ca). Print or hand-written responses will not be accepted. Nomination packages received after the February 2<sup>nd</sup> at 3 pm deadline will not be considered.*

### **Mandatory All Candidates Meeting**

Are you serious about wanting to be a Student Executive? Then you will have to attend the All Candidates Meeting on March 2<sup>nd</sup> at 3 pm in room N347. **No shows will be disqualified.**



## What does it take to be a SUCCESSFUL Student Executive?

As a Student Executive, you are to follow the strategic direction given by the Student Councillors. You are to carry out SABVC's mission, values, and strategic plans for students.

We are looking for student leaders who are:

- **Great communicators!** You need to be able to express opinions, even when there is disagreement. We want respectful debate on Council. We looking for leaders who have strong reading and writing skills.
- **Ambassadors of SABVC!** We want you to showcase our events and services to students. This means talking to students outside of your friend groups. The goal is to ensure all students know how great SABVC is!
- **Advocates!** SABVC is here to meet the needs of students. Whether it is tuition increases, mental health resources, or increased representation with government, SABVC needs people who are promoting the best interests of students.
- **Great listeners!** Part of being a great communicator is listening to the needs of **all** students! We want people who go out there and listen to the entire student body, not just from a program or friend group.
- **Informed!** SABVC wants student leaders who can make decisions based on lots of information. This means having leaders who read the documents provided BEFORE attending their meetings and who keep up-to-date on municipal, provincial, and federal issues relating to students.
- **Respectful!** SABVC is here to represent all students, even those who may be of a different age, gender, ethnicity, sexuality, or religion than you are. Our diversity is our strength.
- **Dependable!** You need to be able to commit a minimum of 50 hours per month and attend all General Student Council Meetings. If you cannot commit the time to our student body, SABVC has other ways to get involved.



## **General Information:**

Council meetings occur every second Friday at 11 am. Student Executives are to attend every General Council meeting.

### **Becoming a student leader offers many great benefits including:**

- The opportunity to make a difference for your fellow students
- To learn valuable leadership skills
- Excellent experience for your resume
- The ability to create the strategic direction of SABVC
- An opportunity to have a voice at the College level

### **As an elected student leader, SABVC will provide you with:**

- Training on policies and bylaws
- The Strategic Plan
- Orientation to SABVC, (mandatory)

## **SABVC**

The Students' Association of Bow Valley College, (SABVC), is an incorporated non-profit organization legislated through the Post-Secondary Learning Act of Alberta. SABVC is the official conduit of communication between the College and the student body. We have many active student volunteers and an extensive operating budget. SABVC is responsible for providing great services, amazing events, and effectively representing students to the College and municipal and provincial governments. ***We want students who are passionate about making a difference in students' lives.***

### **Students' Council**

The General Students' Council is the highest governing body of SABVC. They are to provide the strategic direction and vision for the Association. The Council delegates its operational authority to the Executives and Staff of the Students' Association and sets the expectations and direction for SABVC.



## **Election Information:**

### **Contacts:**

**Jay Decore**

**403.441.2382**

[executivedirector@sabvc.ca](mailto:executivedirector@sabvc.ca)

Executive Director

**Huong Doan**

**403.410.1695**

[hdoan@sabvc.ca](mailto:hdoan@sabvc.ca)

Executive Assistant

**Justin Hardjowirogo**

[election@sabvc.ca](mailto:election@sabvc.ca)

Chief Returning Officer





## **Candidate Profile – You Need To Read This**

For your nomination package to be considered complete, you will have to complete the following questions and email them to: [marketing@sabvc.ca](mailto:marketing@sabvc.ca).

**NOTE: In order to be declared an eligible candidate, this form must be received by SABVC prior to 3 p.m. on March 2<sup>nd</sup>, 2018**

Your responses will be shared with all student leaders so ensure your answers are well researched. **SABVC will not edit spelling or grammatical errors. Be sure to proofread your responses.**

**Incomplete nomination packages will not be accepted. All questions must be answered.**

- 1) Tell us about yourself (Max. 100 words)
- 2) What do you know about the Students' Association of Bow Valley College? (Max. 100 words)
- 3) If elected, what will you bring to the students at Bow Valley College? (Max. 100 words)
- 4) What traits are required to be an effective student leader? (Max. 100 words)
- 5) In your opinion, what is the biggest challenge for students today? (Max. 100 words)

**If the word count for each answer exceeds the maximum, SABVC will edit the response without approval. Ensure your answers do not exceed the word count by more than 15 words.**

By submitting this package, I authorize SABVC to use:

- My personal image
- My comments and other related information for promotional marketing purposes.

Candidates must attend an **"All Candidates Meeting"** taking place at 3 p.m. on March 2nd, 2018. Failure to do so will result in disqualification.



## **Former Student Leader Testimonials:**

**Louis Ikoghode, President, 2014-2015**

Qualities that make a successful student leader:

To be counted as successful, a student leader must be a servant-leader with empathy, must possess an ability to see and comprehend the "big picture" and build meaningful coalitions beyond the comfort zones engendered by ethnicity and familiarity. A successful student leader must advocate boldly, tirelessly and vociferously for students.

The "servant-leader" must not only have a heart like Caesar's for "When the poor have cried, Caesar hath wept" (Shakespeare's Julius Caesar), but also be guided by the immortal words of Frantz Fanon who said that "the future will have no pity for those 'leaders' who possessing the exceptional privilege of being able to speak words of truth to 'the powers that be' have taken refuge in an attitude of passivity, of mute indifference and sometimes of cold complicity."

**Sophia Olisa, Councillor, VP Student Life, President, 2012-2014**

I believe what makes a successful leader are too many to mention. But, what stood out for me was authenticity. When one is authentic and genuinely care about people (in this case students) one will want to do what is in their best interest at all times.

Also, being a Student Leader once, I realized one will be questioned and scrutinized every now and then, it is good to embrace it when it happens because it is how one handles these times that speak volumes. However, whether good or bad leadership qualities displayed will be determined by the one in question, so choose always to imbibe the good qualities so it becomes a part of you.

**Nicole Neufeld, Councillor 2016-2017**

My name is Nicole Neufeld, I was a councillor for the 2016-2017 academic year. To be a quality student leader you need to always be thinking of the impact of your choices. You can't just act in favour of one faction of Bow Valley, for example, you may be a PN student but you are still representing the entirety of the student population. Being a quality student leader means commitment to greater good, putting in effort at meetings, and attending events that you say you will. You should act as though all of your words and actions are being recorded for others to see, because as a representative of SABVC, you are in the public eye! It surprised me that we all had such different ideas of what was best for events and for our students. It makes total sense seeing as we all come from different backgrounds, but it was eye opening for sure. You had to really create strong ideas and be able to back up your plans while in meetings. But above all, as long as you can follow the mission statement, be respectful and have fun you will be a great student leader!



## Job Descriptions

Interested in being a student leader? You will need to know what you are signing up for.

### President

- Keep the focus of SABVC on its mission, vision, and priorities
- Be responsible for directing the governance affairs and initiatives of Students' Council
- Be SABVC's spokesperson to SABVC Members, the College, the City of Calgary, and all levels of government
- Represent BVC students on the Bow Valley College Board of Governors as a student representative
- Coordinate lobbying efforts to the College as necessary and deemed appropriate by Council in conjunction with the VP External Communications
- Actively participate in lobby efforts with SABVC's student government associations (e.g. ASEC)
- Liaise with the Executive Director in order to;
  - Provide a link between the organization's governance and its administration,
  - Develop strategic plans and priorities for SABVC
  - Act as the primary conduit of communication between the Executive Director and the Executives, and
  - Support the Executive Director in his/her role and report to Council annually in order to perform salary and benefit reviews for the Executive Director
- Liaise with the administration of the College along with members of the Executive Committee, meeting with key administration as necessary
- Ensure the health and maintenance of SABVC governance;
  - Provide leadership to Students' Council
  - Prepare the agenda for Council, in consultation with Councillors and Executives, as well as prepare the agenda for Executive Committee Meetings with input from other Executive Committee members
  - Work with the Executive Director to provide orientation and training to the non-executive members of Council and committee chairs
  - Serve as the official spokesperson for the Executive Committee to Council on all matters affecting Council's governance responsibilities
  - Recognize success and achievements of the board
  - Oversee the development and implementation of the SABVC bylaws and policies
  - Serve as the official interpreter of these bylaws if there is any question as to their meaning
    - Notwithstanding the above, Council may override any interpretation of the Chair via Special Resolution vote in favour
    - Serve as a member of all committees of Council, except for the Appeals Committee and
    - Perform other duties of a President as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time



### **Vice President of Operations and Finance**

The Vice President of Operations and Finance shall:

- Provide the link between the operations and finances of SABVC to Council and the Executive Committee and make recommendations for policy changes as necessary to ensure long-term sustainability of SABVC
- Obtain and review SABVC's operations such as, but not limited to, insurance coverage, regular financial reports, budgets, audit reports, contractual obligations, and to report any potential organizational risk to Council
- Ensure that the financial records of the Students' Association are maintained in good condition for the annual audit at the end of each fiscal year, in consultation with the Executive Director
- Update the Executive Committee and Council on SABVC's financial position monthly by providing appropriate reports
- Prepare SABVC's budget, in consultation with the Executive Director and in alignment with SABVC's mission, vision, and priorities
- Participate in making recommendations to Council concerning expenditures not covered in, or amendments to, the budget approved by Council
- Keep accurate records of Council and Executive Committee meeting attendance and minutes, and ensure proper quorum and proper recording of motions, decisions, and actions of items of Council, and
- Perform other duties of a Vice President of Operations and Finance as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time



### **Vice President of Student Life**

The Vice President of Student Life shall:

- Encourage a positive student experience at Bow Valley College
- Develop, facilitate, and/or sponsor events, programs, and initiatives that collectively support a student's physical, social, emotional, spiritual, and/or mental wellbeing
- Collaborate with the College or other organizations on events or initiatives when appropriate to increase SABVC's impact
- Advocate to the College when appropriate on behalf of SABVC Member's wellbeing
- Coordinate, in conjunction with SABVC staff, at least one event per month from October to March of each year
- Perform other duties of a Vice President of Student Life as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time



### **Vice President of External Communications**

The Vice President of External Communications shall:

- Communicate regularly with all levels of government in consultation with the President, as part of an external advocacy role
- Research issues and external affairs that affect post-secondary education and SABVC Members and create policy statements and press releases on issues of concern
- Educate and create dialogue with SABVC Members on external affairs and issues that may impact them, organizing initiatives and/or lobby efforts as applicable
- Inform Council of all government policy on post-secondary education and other issues relevant to members of SABVC
- Liaise with, and represent SABVC on outside organizations, committees, and coalitions, unless such duties have been otherwise assigned in the Bylaws,
- In the event that the President is absent on leave or the elected individual has resigned or been impeached, or the position is otherwise vacant, the Vice President of External Communications shall assume the President's duties until the President returns or the vacancy is filled
- Liaise with provincial and national organizations, with priority given to organizations that SABVC is a member of (ASEC) and
- Perform other duties of a Vice President of External Communications as outlined in these Bylaws or any policy of SABVC, or as assigned by Council from time to time