

Students' Council Nomination Package

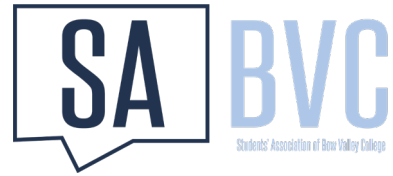
2020/2021

DATE PICKED UP: _____

DATE RETURNED: _____

**YOUR NOMINATION PACKAGE MUST BE SUBMITTED
TO SABVC BY 2 PM ON SEPTEMBER 25, 2020.**

**READ THE PACKAGE CAREFULLY. CANDIDATES ARE
NOT ALLOWED TO CHANGE OR EDIT THEIR PACKAGE
ONCE IT HAS BEEN SUBMITTED.**



I am running for the position of Student Councillor representing:

- School of Foundational Learning
- School of Global Access
- School of Continuing Education
- School of Health and Wellness
- School of Technology

Or I am running to represent:

- Indigenous Students
- Regional Students

Note: Students will need to be enrolled in the school they represent. Indigenous or Regional student representatives can be part of any school at Bow Valley College. Regional Student Representative should be attending once of the regional campuses.

Candidates must be fee-paying members of SABVC.



STUDENT COUNCILLOR – JOB DESCRIPTION:

Council's main duties and responsibilities are:

- Manage the business and affairs of the Students' Association, being responsible for approval or disapproval of Bylaws, policies, strategic plan, committees, annual budget, events, partnerships, hiring of a CRO for elections, referendums and/or appeals, and any other duties determined by Council from time to time.
- Ensure they are making the best decisions possible on behalf of the membership and in line with the SABVC mission, values, and Strategic Plan.
- Ensure Council adheres to SABVC Bylaws and policies by focusing Council's activities on the Students' Association's purposes.
- Conduct themselves with the highest level of integrity and exemplify the expectations set out in the SABVC Code of Conduct and in the BVC Learner Code of Conduct.
- Be accountable to the membership for the conduct of the affairs of the Students' Association.
- Develop and manage SABVC's governance.
- Promote the building of relationships with key contacts outside the organization.
- Assist in the coordination and implementation of local, provincial and national campaigns relating to educational affairs.
- Govern other external committees relevant to the interests of SABVC membership.
- Foster positive working relationships between Councillors and Students' Association staff.
- Review and approve Students' Council and Executive Committee meeting minutes.
- Oversee the activities of the Executives.
- Host and chair SABVC Annual General Meetings, Special Meetings and Referendums.
- Perform other duties as outlined in the Bylaws or any policy of SABVC, or as assigned by Council from time to time.

Term runs from October 1, 2020 – April 30, 2021



STEP 1 – Eligibility Form

To be able to run for this position, you need to check if you are eligible to be a candidate. According to SABVC Bylaws, you must meet the following criteria. Please check all boxes that apply for you.

- be an **Active Member of SABVC**, and have an honest intention of remaining an Active Member for the duration of the term for the office or seat for which they are seeking election;
- be *free of Academic Misconduct and BVC Learner Code of Conduct* sanctions one year prior to the elections and during elections (this includes plagiarism);
- having *not be on academic probation* for 1 year prior to the nomination package submission;
- be *18 years of age* or older;
- be a student at BVC for at least one semester with a cumulative **GPA of at least 2.00**;
- attend classes at the *main downtown* Calgary campus; (online or regional students are exempt)
- be *free of criminal record* prior and during elections;

I, _____, student ID number _____,

inform that I satisfy all criteria listed above and I am eligible to run for the **Student Councillor** position. I am willing and able to perform the duties and responsibilities of the office for which I am seeking candidacy as an Executive. I am also bondable and disclosure of any criminal record.

(signature)

_____ / _____ / 2020

(date)

STEP 2 – Candidate Profile

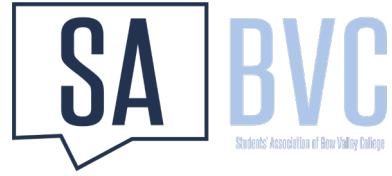
Please answer the following questions and email them to: nominations@sabvc.ca.

- 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) Diversity is a strength of SABVC. In your own words, how would you contribute to promoting diversity to the membership of SABVC? (*Max. 100 words*)
- 4) Can you describe some key issues facing post-secondary students in Alberta right now? (*Max. 100 words*)
- 5) What is your platform? (*Max. 100 words*)
(A platform is a declared policy of a candidate as to why people should vote for them)

ATTENTION:

- **All questions above must be answered**, otherwise your application will not be considered completed;
- Please be aware your responses will be shared with all members so ensure your answers are well researched. Be sure to proofread your responses. **SABVC will not edit spelling or grammatical errors**;
- If the word count for each answer exceeds the maximum, SABVC will edit the response without approval. **Please ensure your answers do not exceed the word count by more than 15 words.**

In order to be declared an eligible candidate, your answers must be received by SABVC prior to 2 p.m. on September 25, 2020.



STEP 3 – Agreement Form

Please read carefully and complete the Agreement Form below.

I have received a complete SABVC **Student Councillor** Nomination package and have read and understood the materials contained in this package.

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 in this nomination package, through official Bow Valley College records.

I grant the Executive Director permission to access my student records at Bow Valley College to confirm eligibility of my nomination.

I have read the applicable rules, policies, and SABVC Bylaws.

I would fulfil the requirements of this position.

I agree and I am able to:

attend the All Candidates Meeting on September 25, 2020 at 2 pm **(Mandatory)**

I give my permission to the Students' Association of Bow Valley College to use my candidate profile essay and picture to inform members of the Association about my platform.

By submitting this package, I authorize SABVC to use:

my personal image;

my comments and other related information for promotional marketing purposes.

Name: _____ BVC ID Number: _____

Cumulative GPA: _____ Program: _____

BVC email: _____ Other email: _____

Phone number: _____ Alt. phone number: _____

signature

date

_____ / _____ / 2020

STEP 5 – Submission

Now that you collected all information required to run for this position, you will submit your nomination package to SABVC.

You will **email** your nomination package to nominations@sabvc.ca, that includes:

- ✓ **STEP 1 - Eligibility Form** – completed and signed (page 2);
- ✓ **STEP 3 - Agreement Form** – completed and signed (page 4);

You will **send by email** (to: nominations@sabvc.ca):

- ✓ **STEP 2 - Candidate Profile** – all 5 questions answered (page 3).

In order to be declared an eligible candidate, ELIGIBILITY FORM, AGREEMENT FORM, NOMINATION LIST, AND CANDIDATE PROFILE must be received by SABVC **prior to 2 p.m. on September 25, 2020.**

ATTENTION:

- Nomination packages will be considered incomplete until answers to all five questions in the Candidate Profile AND nomination packages have been emailed to nominations@sabvc.ca. Print or hand-written responses will not be accepted.
- Nomination packages and/or Candidate Profile essays received after the September 25th at 2 pm will not be considered.
- If you fail to submit one or more of the documents listed above, your application will not be considered.
- You must attend the All Candidates Meeting, it is mandatory. All rules will be explained at that time, and all candidates and campaign team members will be required to sign agreements binding them and their conduct to the campaign rules. If you do not attend the All Candidates Meeting you will be disqualified from standing as a candidate in this election.



- Your campaign team cannot consist of more than one member besides you.

Important Information

The personal information collected in this nomination package will be used to administer and manage Students' Association's Executive Election. This information will be protected by the provisions of the Protection of Personal Information 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.

Election Dates

Nominations open: September 1, 2020 at 9 am

Nominations close: September 25, 2020 at 2 pm

All Candidates Meeting: September 25, 2020 at 3 pm **(Mandatory)** *You will be sent a meeting invitation via email

Election Commences: September 28 at 9 am

Election Ends: September 30, at 3 pm

Orientation: October 3 and October 4 from 10 am – 3 pm **(Mandatory)**

Contact Information:

Name	Phone Number	Email
Jay Decore , Executive Director	403.540.4452	executivedirector@sabvc.ca
Huong Doan , Executive Assistant		hdoan@sabvc.ca
Kim Cox , Chief Returning Officer	-	election@sabvc.ca

Thank you for your application!

SABVC Team