NWP SA

STUDENT COUNCIL APPLICATION PACKAGE

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NOTICE OF VACANCY

As per the Students' Association of Northwestern Polytechnic's Elections Policy and By-laws, a call is made for applications to fill the following position(s) within the Students' Association.

- STUDENT COUNCILORS (1)

Applications for the vacancy open at 9:00 AM on Monday October 26, 2026 and will close at 3:00 PM on Friday November 20, 2026.

Interviews to fill the position will take place within two weeks of applications closing. Successful applicants will be contacted to schedule their interview.

NWPSA PILLARS

INVENT

We work together to create, improve and implement services, events and initiatives to improve student life.

ADVOCACY

We listen to the student body to best understand their concerns, ideas and understandings about their needs as students. We then lobby these needs to the institution as well as municipal and provincial government bodies.

PLANNING

We take all of our learnings and strategically plan for the years to come so that students are always set up for success. We are constantly learning, striving and planning to be better.

COMMUNITY

Our goal is to bring community to the students at Northwestern Polytechnic so that students aren't always expected to find it themselves. We strive to garner as much community involvement in our initiatives so that students always have a network to fall back on.

INTRODUCTION

NWPSA runs an annual General Election to fill their Council positions as per the By-laws and Policies. In the instance when Student Council positions are not filled or become vacant after the close of the General Election, council vacancies are to be filled via interview for appointment. These position(s) are then held from their appointed date until April 30th of the current year.

The **Students' Association** (SA) exists to serve the students! It is a **student-led non-profit** organization that is mandated under the Post-Secondary Learning Act (PSLA). Elected students sit as the members of the Students' Association Council and lead your SA.

The **Students' Association Council** is the highest **governing body** that makes the over-arching decisions that guide the organization with the best interest of the students in mind. These decisions include the vision, policies, and finances of the Students' Association.

The **Executive Council** is the **working board and representing body** that represent students on institution committees and advocates on behalf of students to governing bodies, at municipal, provincial, and federal levels. They also work to move the organization forward and implement Council's decisions.

The **Board of Governors Student Representative** sits on the highest **decision-making body in the institution**. They ensure that the student voice is being represented and considered by the institution.



STUDENTS COUNCIL IN A PINCH

Councilors serve one-year terms from May 1 to April 30, *or from date of appointment to April 30*. They act as a liaison between the student body and the SA, overseeing the governance of the organization. Councilors have a responsibility to represent the concerns and interests of the Membership (the students) in all decision-making and promote the interests of the Membership above their own.

No experience is required, joining is a great opportunity to learn about governance, finance, and how non-profits operate. Council also provides opportunities to meet new people, network, and enhance student experience. There will be training, teambuilding, and opportunities for Councilors to ask questions. This position is required to volunteer a minimum of and five (5) hours per month from the date of appointment to April 30.

ALL COUNCILORS WILL BE REQUIRED TO ATTEND MANDATORY ORIENTATION MEETINGS WITH THE G&SS COORDINATOR.

2026-2027 DATES

These dates are **MANDATORY** to abide by. Please ensure you have them clearly marked in your schedules.

10.26-11.20
APPLICATION PERIOD

Application Forms are due back to the G&SS Coordinator by November 20, 2026 at 3:00 PM.

11.23-12.04
INTERVIEW PERIOD

The successful applicant will be contacted to set up an interview with the current Students' Council during this period.

DECEMBER
TERM STARTS

Applicants will be contacted regarding filling the position. Successful applicants officially start in December 2026.

STUDENT COUNCILORS (6)

ELIGIBILITY FOR APPOINTMENT

To be eligible for appointment to a Student Councilor position within the Students' Association, an individual must:

- Be a **current member** of the Students' Association in good standing; and
- Maintain a cumulative **Grade Point Average (GPA) of 2.0 or higher** in the most recent academic term and subsequent semesters during their term;
- **Comply with all procedures** and guidelines surrounding elections as outlined in the bylaws, policies & procedures, and this document; and
- **Not have held the position in question for two (2) consecutive years**.

Additionally, an ideal candidate should demonstrate an **interest in student leadership**, have an **eager and willing nature to learn** and **passion for student life** on campus.

(NWPSA By-law 4.3)

BENEFITS

- Up to $500 honorarium for completion of term and expectations
- $20 Monthly Howlers Voucher
- Free lunch at monthly Student Council meetings
- Mentorship Opportunities
- Networking Opportunities
- Free ticket to NWPSA Excellence Awards

MINIMUM HOUR REQUIREMENTS

- 5 volunteer hours/month date of appointment - April
    - Including monthly SC meetings (1st Wednesday of the month 11:30am -1:00pm)

STUDENT COUNCIL IN DETAIL 2026

TASKS & RESPONSIBILITIES

Council members **act in a position of trust and are trustees** for NWPSA. Their authority is derived from:

- The Post-Secondary Learning Act (Alberta);
- NWPSA By-laws; and
- NWPSA Policies and Procedures.

Council members responsibilities are to:

- **Attend Student Council meetings** and participate according to the rules of order outlined in NWPSA By-laws;
- **Attend the Student Council orientation sessions;**
- **Represent the best interests of its students;**
- **Serve on at least two (2) NWPSA committee;**
- **Sit on and attend NWP Academic Council** along with any other committees that may arise;
- **Review and monitor** the NWPSA By-laws, and Policies and Procedures;
- Gain an understanding of Councilor Roles and Responsibilities, and **obtain the knowledge and skills necessary** to meet them;
- Review all material included in Agenda packages and **provide any applicable feedback** prior to all meetings;
- Appoint commissions to **investigate any grievances that may arise** concerning the members of the Students' Association;
- **Support and/or volunteer in Students' Association events;**
- **Review and approve the Students' Association annual budget;**
- Be a member of NWPSA and **in good standing**, with a cumulative GPA of 2.0 or higher in the most recent academic term and subsequent terms during their term; and
- **Fulfill all other requirements** as outlined in the NWPSA By-laws, and Policies and Procedures.

APPLICATIONS PACKAGE CHECKLIST

Everything in this list **MUST** be completed before submitting your Application Forms. Any missing items could result in a applicants exclusion from the interview process.

Prior to the application deadline (November 20, 2026), submit the following via email to the Governance & Student Support Coordinator at **bbroaders@nwpolytech.ca**:

- ☐ Completed Personal Information Form (Section A)
- ☐ Completed Confirmation of Position (Section B) with your signature
- ☐ Completed Consent and Release Form (Section C) with your signature plus a witness signature
- ☐ Copy of your unofficial transcript
- ☐ Copy of your current résumé.
- ☐ A personal essay, maximum 500 words, about yourself and why you are interested in serving on Council.
- ☐ A photograph of yourself that you are comfortable having used with your essay and other printed/digital material including but not limited to the NWPSA website and social media. If you have not submitted a photo for any reason, the photo space may be filled with a "No Photo Available" image.
- ☐ Additionally, applicants must meet with the Governance & Student Support Coordinator to disucss the role and understand the interview process.

1

Copy of your unofficial transcript

500

Maximum Word Count Personal Statement about yourself and why you want to serve on Council/in the position your running for

1

Photograph of yourself that you love.

1

A copy of your current résumé.

Thank you for your willingness to serve the student body of NWP!

Contact the G&SS Coordinator for any answers to all issues related to the application via email at **bbroaders@nwpolytech.ca**

APPLICATION QUESTIONS?



Governance & Student Support Coordinator

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