

**EXECUTIVE COUNCIL
ELECTION
PACKAGE
2022-2023**



INTRODUCTION

NWPSA runs an Executive Council election every year. We elect (3) three students to the Executive Council - one President and two Vice Presidents. These elected student leaders are paid for their work and begin their roles on May 1st for a one year term.

"A COOL QUOTE HERE"

Serving on NWPSA's Executive Council is an excellent leadership development opportunity. on any given day you may attend meetings with NWP staff, plan student events, chat with other students regarding their concerns, or attend a conference across the province or country to network with other student leaders! As a student executive, you work hard to better the lives of students.

THE BENEFITS

Executive Council members are compensated for their time through paid wages, partial tuition reimbursements and professional development opportunities. Some of the highlighted benefits are:

-  Salary Equivalent to \$26.50/hour
-  Free Parking Pass or Monthly Transit Pass
-  Partial Tuition Reimbursements
-  Professional Development Opportunities
-  Mentorship Opportunities
-  Networking Opportunities
-  Travel Opportunities

EXECUTIVE COUNCIL IN A PINCH

TASKS & RESPONSIBILITIES

Once elected to NWPSA's Executive Council, all Executives must:

- **Attend all meetings** of the Executive Council and Students' Council as voting members;
- **Present written reports** on activities for the Executive Council and Students' Council;
- Serve as a member of the **Northwestern Polytechnic Academic Council** and any other committees as directed by the Executive Council;
- Participate in **annual budget planning**;
- Partake in **planning and implementing NWPSA events**;
- **Attend** NWPSA and NWP events;
- Maintain a minimum of 10 hours/week (12.5 hours/week for the President) in **open office hours for student consultations**;
- Maintain a **minimum of 20 hours/week (25 hours/week for the President) of work hours**;
- Be willing to **learn**.

ELIGIBILITY FOR ELECTION

To be eligible for election to any council position within the Students' Association, an individual must:

- Be a **current member** of the Students' Association in good standing; and
- Hold and maintain a cumulative **Grade Point Average (GPA) of 2.0 or higher**; and
- **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)

OUR 2023 DATES

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

02.16 - 03.02

NOMINATION PERIOD

Nomination forms are due by 4pm on March 2, 2023.

MARCH 3

CANDIDATES MEETING

Mandatory meeting for all candidates in the NWPSA office at 3:30pm.

03.07 - 03.21

CAMPAIGN PERIOD

Campaign away using the campaigning rules! Please note that all posters/banners/advertisements must be down by 5pm on March 21, 2023.

03.22 - 03.24

VOTING PERIOD

Voting will be conducted using student emails and an online platform. Each student will get a unique ballot to fill out. Meet at 4pm on March 24, 2023 to receive results.

APRIL

JOB SHADOWING

Candidates who have been successfully voted into Executive Council positions will have the opportunity to job shadow in the month of April.

MAY 1

TERM STARTS

Candidates who have been successfully voted into Executive Council positions officially start on May 1, 2023.

05.15-05.17

EXECUTIVE RETREAT

Make sure you have these dates booked off in your calendar - the new executive team is headed on their annual retreat (*out of town*)!

JOB SPECIFIC DETAILS

Pick the position that will help you carve the skills you need for your future.

There are also specific jobs each Executive Council member must uphold. The information on the next two pages is how each position is defined in the NWPSA Policies and Procedures, followed by a breakdown list of specific tasks and responsibilities.

All members of Executive Council are officers of the Students' Association and shall be responsible for the representation and administration of all affairs of the Students' Association, as directed by the Executive Council and the Students' Council, and in accordance with the Students' Association By-laws and Policies.

POSITION	OVERVIEW
President	<ul style="list-style-type: none">• Representation of all affairs of the Students' Association.• Official Public Relations representative of the Students' Association.• Health & Dental Liaison
VP Internal	<ul style="list-style-type: none">• Oversee and maintain the Club Portfolio.• Oversee and manage the Student Council Committee Portfolios;• Chair the Finance & Governance Committee of the Students' Association.
VP External	<ul style="list-style-type: none">• Understand the political climate and advocate for the needs of Student Association members.• Oversee and maintain the Student Discount Program.• Coordinate with external organizations to provide harm reduction, mentorship and educational opportunities to students.

PRESIDENT IN DETAIL

2023

TASKS & RESPONSIBILITIES

EXCLUSIVE TO ROLE:

- Be responsible for the **representation of all affairs of the Students' Association**, as directed by the Executive Council and the Students' Council, and in accordance with the NWPSA By-laws, and Policies & Procedures;
- Serve as a **member of the Northwestern Polytechnic Academic Council**, and as a primary delegate for any other committee meetings as directed by the Executive Council or the Students' Council;
- Serve as the **official representative** of the Students' Association to the Northwestern Polytechnic Executive;
- Serve as the **official public relations representative** on behalf of the Students' Association;
- Serve as a **secondary delegate for the Alberta Students' Executive Council (ASEC)**;
- Be responsible for **directing student grievances** as per Northwestern Polytechnic policy, in conjunction with the VP Internal of the Students' Association;
- Main signatory for all financials, contracts and agreements. **Responsible for financial due diligence**;
- Uphold the **principles of Policy & Procedure Governance for the Students' Council** and Operation Governance for the Executive Council;
- Serve as the **liaison for the Health and Dental Plan** and be the official Students' Association representative to the Health and Dental benefits provider;

EXECUTIVE COUNCIL:

- **Chair all meetings of the Executive Council** as a voting member. Oversee agenda preparation and documents for all Executive Council and Students' Council meetings. Distribute meeting packages a minimum of two (2) business days prior to EC meetings, and five (5) business prior to SC meetings;
- **Attend annual budget planning**;

STUDENTS' COUNCIL:

- Serve **Ex-Officio on all committees** for the Students' Council;
- **Attend all Students' Council meetings** as a voting member. Help find a neutral chair to chair the Students' Council meetings;
- **Chair the Evaluation Committee** of the Students' Association as a non-voting member;

STUDENTS' ASSOCIATION:

- **Present compliance reports** to the Executive Council regarding activities in the role of President and present all Executive Council reports to the Students' Council; and
- Keep **regular, posted, office hours for consultation with students**, and to perform the duties of the position. Office hours must be a minimum of twenty-five (25) hours per week.

VP INTERNAL IN DETAIL

2023

TASKS & RESPONSIBILITIES

EXCLUSIVE TO ROLE:

- Be responsible for **directing student grievances** as per Northwestern Polytechnic policy, in conjunction with the President of the Students' Association;
- Serve as a **member of the Northwestern Polytechnic Academic Council**, and as a secondary delegate for any other committee meetings as directed by the Executive Council or the Students' Council;
- Provide **oversight of all Executive Council and Students' Council elections**.
- Prepare and present to Students' Council for approval, in consultation with the Executive Director and the Executive Council, a **budget for the Students' Association for a 12 month period**;
- Oversee **Mental Health initiatives and events in coordination** with the Department Assistant, and/or College Departments;
- Manage the **NWPSA clubs program**;

EXECUTIVE COUNCIL:

- Attend all **meetings of the Executive Council as a voting member**, all Students' Council meetings as a voting member and **chair the Students' Council meetings in the absence of the Neutral Chair**;
- **Attend annual budget planning**.

STUDENTS' COUNCIL:

- Serve as the **official point of contact for the Students' Council**, in conjunction with the Executive Director, for the Students' Council members;
- **Organize Students' Council orientation** in conjunction with the Executive Director;
- **Ensure that all NWP committees have student representation** in conjunction with the President;
- **Chair the Finance Committee and Governance Committee** of the Students' Association or any NWPSA committee as directed by the Executive Council as a non-voting member;

STUDENTS' ASSOCIATION:

- **Present compliance reports** to the Executive Council regarding activities in the role of VP Internal; and
- Keep **regular, posted, office hours for consultation with students**, and to perform the duties of the position. Office hours must be a minimum of twenty (20) hours per week.

VP EXTERNAL IN DETAIL

2023

TASKS & RESPONSIBILITIES

EXCLUSIVE TO ROLE:

- Serve as a **member of the Northwestern Polytechnic Academic Council** and any other committee meetings as directed by the Executive Council or the Students' Council;
- Understand the **political climate and advocate** for the needs of the Students' Association members to government;
- Serve as the **official representative of the Students' Association to organizations external** to the NWP;
- Serve as the **main liaison between the Alberta Students' Executive Council (ASEC) and the Students' Association**;
- Serve as the **primary Alberta Students' Executive Council (ASEC) voting delegate**;
- Serve as a member on at least **two (2) Alberta Students' Executive Council (ASEC) committees**;
- Organize and **maintain a Student Discount List**;
- Coordinate with **external organizations to provide harm reduction, mentorship, and educational opportunities to students**;
- Manage **marketing and advertisement sales for the Student Handbook**;
- Maintain an **off-campus housing list**;
- Liaise with **Housing Staff and residents to support programming and students living in residence**; and
- Work with the President to **maintain relationships with NWPSA's stakeholders**.

EXECUTIVE COUNCIL:

- Attend all **meetings of the Executive Council as a voting member**, all Students' Council meetings as a voting member and **chair the Students' Council meetings in the absence of the Neutral Chair**;
- **Attend annual budget planning**.

STUDENTS' COUNCIL:

- **Chair any Ad Hoc Committee of the Students' Association** or any NWPSA committee as directed by the Executive Council as a non-voting member;

STUDENTS' ASSOCIATION:

- **Present compliance reports** to the Executive Council regarding activities in the role of VP External; and
- Keep **regular, posted, office hours for consultation with students**, and to perform the duties of the position. Office hours must be a minimum of twenty (20) hours per week.

NOMINATIONS PACKAGE CHECKLIST

Everything in this list must be completed before submitting your Nomination Package. Any missing items could result in a nominee's exclusion from the election.

Prior to the nomination deadline (March 2, 2023), submit the following by email to the Executive Director at edirector@nwpolytech.ca:

- Completed Nomination Form (Section A)
- Completed Declaration of Candidacy (Section B) with your signature
- Completed Consent and Release Form (Section C) with your signature plus a witness signature
- Declaration of Nominators (Section D) signed by 15 current NWP students, complete with their names, student ID numbers, and signatures
- Completed NWPSA Executive Council Nominee Campaign Declaration (Section E) with your signature
- Copy of your unofficial transcript
- A personal essay, maximum 500 words, about yourself and why you are interested in serving on Executive 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.

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

Contact the Executive Director for any answers to all issues related to the election via email at edirector@nwpolytech.ca.

15

Current NWP Student
Signatures

500

Maximum Word Count Personal
Statement about yourself and why
you want to serve on Executive
Council

1

Photograph of yourself
that you love.

ELECTION FORM

2023

SECTION A: PERSONAL INFORMATION

NAME OF NOMINEE: _____
(legal name not required)

STUDENT ID NUMBER: _____ **PRONOUNS:** _____

ADDRESS: _____

POSTAL CODE: _____

EMAIL: _____ **PHONE:** _____

POSITION

What position are you running for (select only one)?

- PRESIDENT**
- VP INTERNAL**
- VP EXTERNAL**

SECTION B: DECLARATION OF CANDIDACY

I, _____ will be a student of Northwestern Polytechnic for the 2023-2024 Academic Year. I am giving permission to NWPSA to confirm my registration and GPA with the Registrar of the Polytechnic. I am willing to let my name stand for election to the NWPSA Executive Council for the 2023-2024 Academic Year.

Signature of Candidate

Date

ELECTION FORM

2023

SECTION C: CONSENT AND RELEASE FORM

I, hereby give the Northwestern Polytechnic Students' Association (NWPSA) the absolute and irrevocable right and permission, with respect to any photographs, videos, taped interviews, or digital images that it has taken of me to:

1. Use, re-use, publish and re-publish the same in whole or in part, individually or in conjunction with other photographs, interviews, or images in a publication, print advertisement, electronic media (e.g. CD-ROM, Internet, DVD, Social Networking Sites), or other forms of promotion;
2. Use my **preferred name** in connection therewith, if NWPSA so chooses.

This permission is unconditionally granted to NWPSA for any purpose deemed appropriate by NWPSA, both internal and external to the Association, and including distribution by NWPSA to any third party deemed appropriate by NWPSA for publication or use by that third party.

I, hereby waive any right that I may have to inspect and approve the finished product or copy that may be used in connection with the information contained in the interview or the image that has been reproduced. I further understand that NWPSA shall not be required to pay any consideration to myself for the unlimited usage of the photograph, videos and/or digital image and contents of any taped interview.

I AM of the legal age and have read the foregoing and fully understand the contents thereof.

THIS CONSENT and RELEASE is granted to NWPSA in perpetuity from the
_____ day of _____, 20____

Signature of Candidate

Witness Signature

Print Name

Print Name

Date

Date

ELECTION FORM

2023

SECTION D: DECLARATION OF NOMINATOR

As an NWPSA member, I nominate the above candidate for a position of the NWPSA Executive Council for the 2023-2024 Academic Year to represent the students of NWP. I confirm that I am a student of NWP, hereby give my permission to the NWPSA to confirm my registration with the Registrar of the Polytechnic.

01

Nominator (Print Name)

Signature

Student ID

Date

02

Nominator (Print Name)

Signature

Student ID

Date

03

Nominator (Print Name)

Signature

Student ID

Date

04

Nominator (Print Name)

Signature

Student ID

Date

05

Nominator (Print Name)

Signature

Student ID

Date

06

Nominator (Print Name)

Signature

Student ID

Date

07

Nominator (Print Name)

Signature

Student ID

Date

08

Nominator (Print Name)

Signature

Student ID

Date

09

Nominator (Print Name)

Signature

Student ID

Date

10

Nominator (Print Name)

Signature

Student ID

Date

11

Nominator (Print Name)

Signature

Student ID

Date

12

Nominator (Print Name)

Signature

Student ID

Date

13

Nominator (Print Name)

Signature

Student ID

Date

14

Nominator (Print Name)

Signature

Student ID

Date

15

Nominator (Print Name)

Signature

Student ID

Date

2023

CAMPAIGN RULES SCHEDULE E

2023

NWPSA EXECUTIVE COUNCIL CAMPAIGN RULES

To ensure a fair and transparent election the following campaign rules MUST be adhered to by all candidates. Deviation from these rules may be subject to expulsion from the election race.

1. Campaign is defined as:
 - a. Any physical and visible items promoting and/or supporting a candidate, including any online promotion of and by the candidate, and;
 - b. All verbal persuasion and pressure to support a candidate by the candidate, and;
 - c. Scheduled speaking opportunities.
2. A maximum of \$200 CAD may be spent by a candidate on their campaign. To ensure compliance to this rule the campaign expense form and all receipts must be submitted to the Chief Returning Officer (CRO), through email (SACRO@nwpolytech.ca), no later than 10:15am the day following the last day of campaigning.
3. Any negative or slanderous campaigns directed towards any nominees or otherwise will not be tolerated, including but not limited to, verbal, print, social, or digital material.
4. Bribery for votes will not be tolerated.
5. Campaigning on topics or issues pertaining to alcohol or other controlled substances is not permitted.
6. Each candidate may print up to thirty (30) 11x17 colour posters through the SA office at no charge.
7. During the forums, candidates should be prepared to answer questions asked on any number of topics. Questions chosen are at the CRO's discretion.
8. Out of town or otherwise unavailable candidates may receive help from the SA Executive with the placement and/or removal of campaign material, at the discretion of the Chief Returning Officer.
9. All physical campaign material must be removed from campuses no later than 5pm on the last day of the election.
10. Candidates are not permitted to volunteer or loiter at or near voting stations during the election.
11. Candidates may continue to campaign during the election period.
12. Candidates may remind students to vote and who to vote for; however, they may not actively facilitate any part of the voting process.
13. Any candidate that does not follow the above guidelines, as determined by the Chief Returning Officer, will be subject for removal from the election process.

SECTION F: DECLARATION OF ACCEPTANCE ON THE TERMS OF CAMPAIGNING

I, _____ (Candidate Legal Name) hereby agree to the terms and conditions provided on www.nwpsa.ca and above for Campaign Procedures and Rules for the 2023-2024 NWPSA Students' Council Elections.

Signature of Candidate

Date

IMPORTANT CONTACTS

Tahnia Getson, they/her
Executive Director, NWPSA
edirector@nwpolytech.ca

J de Montarnal, they/them
Governance & Student Support Coordinator, NWPSA
jdemontarnal@nwpolytech.ca

Chief Returning Officer, NWPSA
sacro@nwpolytech.ca