

St. Clair Student Representative Council

DIRECTOR PACKAGE

PACKAGES AVAILABLE

Wednesday, September 19, 2018 @ 4:00 pm

Tuesday, August 28, 2018 @ 9:00 am

PACKAGE DEADLINE

Submit packages to the SRC office at either main campus or downtown at the TD Student Success Centre

Main Campus

Room #SC112
8:30 am - 4:30 pm
519-972-2716

TD Student Success Centre

305 Victoria Ave Windsor, ON
8:30 am - 4:30 pm
519-972-2727 Ext. 4823



THE NOMINATION PACKAGE

Within this package you will find important information regarding candidacy for the 2018-2019 Director positions.

It is your responsibility as a candidate to know and understand the information within this document.

If you have any questions, comments, or concerns please contact Anna Millerman, amillerman@stclaircollege.ca.

NOMINATION POLICY

All candidates must be currently enrolled as a full-time activity fee paying student at St. Clair College with a cumulative GPA of 2.0 or higher and are in good academic standing.

Candidates also must be 18 years of age in order to be a member of the Student Representative Board of Directors.

All candidates must not have filed for bankruptcy and must be bondable.

CONTACT INFORMATION

Each candidate must provide a valid St. Clair College email address in his or her nomination package. It is strongly advised that candidates check their emails very regularly. If you fail to do so, you may not receive important information regarding your candidacy.

The Student Representative Council will have email tracking technology to provide an independent audit trail of emails sent, delivered and read by candidates. In the case of a disagreement regarding email notification, this information will be used as evidence of compliance by the Student Representative Council Inc. in any appeal. If you have any questions regarding this, please contact Anna Millerman at amillerman@stclaircollege.ca.

ELECTION RULES

1. I will comply with the election procedures as set by the SRC Inc. and attend the information and training sessions as scheduled.
2. Candidates must obtain their own nomination signatures.
3. All deadlines are final. No extensions will be given.

Director Job Description

Position Summary: Work with and support the Executive team, depending on your campus, in the maintenance and running of the Class Representatives program and programming. Work with and support the Manager of Student Experience and Facilities & Production Coordinator in the planning, staging and execution of events and activities. Also, Directors must attend events sponsored by the SRC, and encourage student participation. In addition, Directors are expected to attend all SRC Board and Director Meetings, and maintain a minimum of five office/service hours per week during the fall and winter semesters.

Background: As an applicant, you should be aware of the responsibilities and obligations that you will assume as a member of the Board. This includes either as a member of the Executive Committee or as a Director.

The Student Representative Council Inc. (SRC) is a not-for-profit organization as authorized under the corporate laws of Ontario. As such, the SRC Inc. must comply with all Federal, Provincial, Municipal statutes and regulations.

The corporation is operated by a Board of Directors, which consists of Executive (President, Vice President of Student Affairs and Vice President of Downtown Affairs), which are elected at large once a year; and up to ten Directors appointed by the Executive. Reporting to the Executive is the Executive Director who is responsible for the Board of Directors and the General Manager who is responsible for the business operations of the SRC.

Note – *Major projects and the number of Directors may change from time to time based on the priorities of the Board.*

Duties: In carrying out the duties and responsibilities, a Director will typically utilize and demonstrate the following:

- Perform duties of the office with the highest degree of integrity, honesty, and respect
- Base decisions on what is best for the SRC Inc.
- Do not allow personal bias or agendas to affect decisions and actions in carrying out duties of the office

Planning and Organizing

- Prepare plans for the major project, determine critical dates for execution, and determine criteria for successful completion of project, in concert with the Manager of Student Experience and the Facilities & Production Coordinator

Controlling

- Periodically meet with the President or V.P. of Downtown Affairs to review progress on the major project and other assigned duties depending on the Director's campus location
- Take corrective action where required to ensure actual work meets planned outcomes within agreed-upon time lines
- Be adaptive to the various changes in student and SRC Inc. needs

Leadership

- Provide formal and informal leadership
- Encourage and exhibit innovation
- Set an example at all times
- Help celebrate achievements of self and others ("rally hearts as well as minds")
- Exhibit team player behaviour and support the efforts of fellow Directors
- Be enthusiastic
- Obtain feedback from all the stakeholders on your project and other Board issues
- Demonstrate good problem solving skills and techniques in individual and group settings

Communication

- Preparation of memorandums, letters and reports
- Presentation of reports to the Board, student groups, College staff and executive
- Meet with President and/or Vice President of Downtown Affairs as required
- Inform other directors on the progress of events
- Maintain a written record and final report of all your events for future reference

Meetings

- Participate in Board meetings
- Attend Class Representative meetings as required
- Attend and participate in Orientation activities
- Prepare for meetings by reviewing the agenda, support material, and conducting additional research when necessary

In addition to the above, it is expected that each Director will exhibit excellence in the quality and quantity of work; cooperate with peers; participate and provide support to other Directors in the completion of their major project; be reliable and dependable; exhibit good judgment and initiative in the execution of all duties and activities; and plan and define individual and group work projects.

Specifications: During tenure of office, must continue to be a student in good academic standing. Have a true desire to meet different people from all over the community. As a Director, you are required to work 5 hours a week during the school year (September 01 – April 30). Keep in mind that your position often requires extra hours on top of the 5 hours expected in office.

Basic Job Breakdown

The following is a quick outline of job duties that a Director is responsible for;

FALL SEMESTER:

Each Director is required to work 5 hrs. per week in the office during the fall semester. Please note that night events, Board meetings, Class Representative meetings, and any other meetings required for attendance is not included in the 5 office hours. The following are mandatory events that each Director will need to attend. Note that other mandatory dates may arise as the SRC sees fit.

Orientation Week – August – During the daytime

Frosh Week – September – During the summer the Manager of Student Experience and the Facilities & Production Coordinator will have put together a programming line-up for the first and second week of school which may include events such as Dirty Bingo, Tony Lee, pub nights, etc. All events are traditionally scheduled at night during these weeks and attendance by all board members is mandatory

Hunger Bites – October 02 & 03, 2018 and October 10 & 11, 2018

SRC/Alumni Children's Christmas Party – December – 1st Saturday of the month

SRC Toy & Food Drive – December – Monday, December 17, 2018 & Tuesday, December 18, 2018

WINTER SEMESTER:

Board Workshop – January – This is similar to the board workshop in May/June

Orientation – January – 1st Friday of the month

Frost Week – January – Same outline as “Frosh Week” in September

KPI’s – February – During the Directors office hours, it will be required of them to attend classrooms and conduct KPI surveys

NOMINATION FORMS

Only forms issued in this package and containing valid signatures will be considered as official. Director candidates must obtain their own nomination signatures.

SRC staff will check the validity of the nomination forms. Improperly completed forms can be resubmitted before the deadline. However, no extensions will be granted if an error is found and the deadline has passed.

INTERVIEW PROCESS

Each Director candidate must be able to attend a Director interview to complete the process. Interviews will first take place on Monday, September 24, 2018 @ 6:00 p.m. If the Monday becomes full depending on the amount of candidates, interviews will also take place on Wednesday, September 26, 2018 @ 6:00 p.m. in the SRC Boardroom SC165.

BOARD TRAINING

If the candidate is successful in becoming a Director for the 2018-2019, there is a mandatory board training that all Board members must attend. Those dates are still being determined.

CHECKLIST – DIRECTOR CANDIDATE

TASK	DUE DATE	COMPLETED
APPLICATION/FORMS	-----	-----
Complete application package and return to the SRC office	WEDNESDAY, SEPTEMBER 19, 2018 @ 4:00 PM	
Include a <u>COVER LETTER</u> and <u>RESUME</u> with the Application	WEDNESDAY, SEPTEMBER 19, 2018 @ 4:00 PM	
Complete the <u>APPLICATION TO BE A DIRECTOR CANDIDATE ON THE SRC BOARD OF DIRECTORS 2018/2019</u> form	WEDNESDAY, SEPTEMBER 19, 2018 @ 4:00 PM	
Complete the <u>REGISTRAR'S LETTER</u> with the application	WEDNESDAY, SEPTEMBER 19, 2018 @ 4:00 PM	
Complete all <u>100 SIGNATURES</u> with the application	WEDNESDAY, SEPTEMBER 19, 2018 @ 4:00 PM	
DIRECTOR INTERVIEWS	-----	-----
Must be able to attend a <u>DIRECTOR INTERVIEW</u> during the specified dates. SRC will be in contact with each candidate to select a specific time and date for the interview	TUESDAY, SEPTEMBER 24, 2018 & WEDNESDAY, SEPTEMBER 26, 2018 @ 6:00 PM - 9 PM	
RETREAT		
Must be able to attend the annual <u>TRAINING WORKSHOP</u> in October	T.B.A.	

**APPLICATION TO BE A DIRECTOR CANDIDATE
ON THE SRC BOARD OF DIRECTORS
2018/2019**

DATE RECEIVED: _____
TIME RECEIVED: _____
RECEIVED BY: _____

Candidate for the position of: _____ **DIRECTOR** _____

NAME: _____

STUDENT #: _____

ADDRESS: _____

ST. CLAIR E-MAIL ADDRESS _____@stclairconnect.ca

TELEPHONE: _____

PROGRAM: _____ YEAR: _____

PLEASE READ ALL INFORMATION CAREFULLY BEFORE SIGNING

I confirm that I am a student in **GOOD ACADEMIC STANDING**, and eligible to stand for nomination according to the SRC Inc. Corporate Bylaws.

I confirm that all forms are filled out and this application is supported with the signatures of 100 students who are members of the SRC Inc. (full-time, fee-paying), and a **COVER LETTER** and an attached **RESUME**. The candidate must obtain their own nomination signatures.

I confirm that I am 18 years of age or older in order to be eligible to be a board member on the SRC Board of Directors.

I pledge to maintain Good Academic Standing throughout my service to the SRC. Failure to do so will result in my removal from the SRC Board of Directors.

I attest that I have not filed for bankruptcy and am bondable.

I will comply with the election procedures as set by the SRC Inc., and attend the information and training sessions as scheduled.

Meetings of the Board of Directors will be on a regular basis, not less than twice a month during the academic year. Directors must be physically present during all board meetings scheduled. School year office hours are as follows; Directors – 5 hours a week

I confirm that this information is accurate and true, and I understand that misrepresentation or omission of facts from this application may be cause for my immediate removal as a Director.

I swear to maintain issues of confidentiality during and after my term of service to the SRC. Failure to do so will result in legal action against me.

I swear to act in and promote the best interest of the SRC Inc. during my term. Failure to do so may result in my removal from the Board of Directors.

I understand that an incomplete application will result in my disqualification from the SRC Elections.

Date: _____

Signature: _____

Date: _____

Witness: _____

REGISTRAR'S LETTER

Date: _____

Office of the Registrar

Attention: Registrar

I _____ give the Registrar's Office the right to release my Academic Standing to the Student Representative Council Inc., with the understanding that the information will be kept confidential within the SRC as well.

This is the information you may need to access my records.

Full Name: _____

Student Number: _____

Date of Birth: _____

SRC ELECTIONS NOMINATION FORM

- Name, student number and signature must be completed to be considered a full nomination
- Duplicate signatures will not be counted
- Each candidate must have your full 100 signatures in order for you to be eligible

CANDIDATE'S NAME: _____ CANDIDATE'S POSITION: **DIRECTOR** _____

	NAME (PRINT)	STUDENT NUMBER	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

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- Duplicate signatures will not be counted
- Each candidate must have your full 100 signatures in order for you to be eligible

CANDIDATE'S NAME: _____ CANDIDATE'S POSITION: **DIRECTOR** _____

	NAME (PRINT)	STUDENT NUMBER	SIGNATURE
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____
31.	_____	_____	_____
32.	_____	_____	_____
33.	_____	_____	_____
34.	_____	_____	_____
35.	_____	_____	_____
36.	_____	_____	_____
37.	_____	_____	_____
38.	_____	_____	_____
39.	_____	_____	_____
40.	_____	_____	_____

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- Each candidate must have your full 100 signatures in order for you to be eligible

CANDIDATE'S NAME: _____ CANDIDATE'S POSITION: **DIRECTOR** _____

	NAME (PRINT)	STUDENT NUMBER	SIGNATURE
41.	_____	_____	_____
42.	_____	_____	_____
43.	_____	_____	_____
44.	_____	_____	_____
45.	_____	_____	_____
46.	_____	_____	_____
47.	_____	_____	_____
48.	_____	_____	_____
49.	_____	_____	_____
50.	_____	_____	_____
51.	_____	_____	_____
52.	_____	_____	_____
53.	_____	_____	_____
54.	_____	_____	_____
55.	_____	_____	_____
56.	_____	_____	_____
57.	_____	_____	_____
58.	_____	_____	_____
59.	_____	_____	_____
60.	_____	_____	_____

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- Duplicate signatures will not be counted
- Each candidate must have your full 100 signatures in order for you to be eligible

CANDIDATE'S NAME: _____ CANDIDATE'S POSITION: **DIRECTOR** _____

	NAME (PRINT)	STUDENT NUMBER	SIGNATURE
61.	_____	_____	_____
62.	_____	_____	_____
63.	_____	_____	_____
64.	_____	_____	_____
65.	_____	_____	_____
66.	_____	_____	_____
67.	_____	_____	_____
68.	_____	_____	_____
69.	_____	_____	_____
70.	_____	_____	_____
71.	_____	_____	_____
72.	_____	_____	_____
73.	_____	_____	_____
74.	_____	_____	_____
75.	_____	_____	_____
76.	_____	_____	_____
77.	_____	_____	_____
78.	_____	_____	_____
79.	_____	_____	_____
80.	_____	_____	_____

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CANDIDATE'S NAME: _____ CANDIDATE'S POSITION: **DIRECTOR** _____

	NAME (PRINT)	STUDENT NUMBER	SIGNATURE
81.	_____	_____	_____
82.	_____	_____	_____
83.	_____	_____	_____
84.	_____	_____	_____
85.	_____	_____	_____
86.	_____	_____	_____
87.	_____	_____	_____
88.	_____	_____	_____
89.	_____	_____	_____
90.	_____	_____	_____
91.	_____	_____	_____
92.	_____	_____	_____
93.	_____	_____	_____
94.	_____	_____	_____
95.	_____	_____	_____
96.	_____	_____	_____
97.	_____	_____	_____
98.	_____	_____	_____
99.	_____	_____	_____

100. _____

SRC ELECTIONS NOMINATION FORM

- Name, student number and signature must be completed to be considered a full nomination
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- Each candidate must have your full 100 signatures in order for you to be eligible

CANDIDATE'S NAME: _____ CANDIDATE'S POSITION: **DIRECTOR** _____

	NAME (PRINT)	STUDENT NUMBER	SIGNATURE
101.	_____	_____	_____
102.	_____	_____	_____
103.	_____	_____	_____
104.	_____	_____	_____
105.	_____	_____	_____
106.	_____	_____	_____
107.	_____	_____	_____
108.	_____	_____	_____
109.	_____	_____	_____
110.	_____	_____	_____
111.	_____	_____	_____
112.	_____	_____	_____
113.	_____	_____	_____
114.	_____	_____	_____
115.	_____	_____	_____
116.	_____	_____	_____
117.	_____	_____	_____
118.	_____	_____	_____
119.	_____	_____	_____

120. _____