

# ELECTIONS INFORMATION



# LEADERSHIP

## **ELECTIONS DATES:**

**NOMINATION PERIOD:** Feb 10th —Feb 21st, 2025 @ 12pm.

**CONFIRMATION MEETING:** Prior to Feb 24th, 2025(time/date TBA)

**CAMPAIGN MATERIAL REVIEW:** Prior to Feb 24th, 2025

**CAMPAIGN PERIOD:** Feb 25th - Mar 7th, 2025

**ONLINE VOTING PERIOD:** Mar 4th at 8am until Mar 7th at 8am Voting link found on the main page of your student portal—[www.nsc.ca/savote](http://www.nsc.ca/savote)

# Thinking of Running?

**The NSCC Student Association** plays an important role in ensuring a positive college experience for students. By serving on your campus Student Association, you have the opportunity to provide meaningful input into your learning community and to develop highly transferable leadership skills. Not only that...you have a lot of fun too!

## Expectations of a Student Executive Member

**Student Executive members focus on** improving the learning environment for all students. They plan activities, provide services, get student feedback on campus wide issues, and represent and communicate the ideas of students to both the College administration and the local community.

These student leadership positions do involve work. **Please make note of these key points:**

- You will be expected to pass all of your course work and remain in good academic standing with the college. Your academic standing will be confirmed by Student Life to ensure eligibility to hold the position.
- You will be expected to attend two (2) training development/training sessions during your tenure - one in May (after the Spring elections) and one in October (after the Fall elections).
- All students serving as an executive member are responsible for adhering to NSCC's SA Leadership Agreement, the NSCCSA Common Constitution and Bylaws, as well as fulfilling their Executive checklist of duties that make up the minimum level of commitment required to fulfill the position.
- All executives are expected to serve a minimum of two (2) office hours per week to make yourself available to students, attend weekly executive meetings, and attend all Student Council meetings. It is our experience that students typically spend five (5) hours per week on Student Association activities.
- Executives are expected to provide reports to the Students Council and Student Life on a regular basis, typically monthly.

## CANDIDATE ELIGIBILITY (PLEASE READ):

**As per the NSCCSA Common Constitution, Article VI, Section 3 and the NSCCSA Elections Policy**

- In order to run for and maintain an officer position, a student must be in good standing with the College and the following stipulations must be met:

- Student must have obtained and maintained the grades sufficient to continue in their program of study;
- Student must have been assessed and have paid a Student Association fee;
- Student must be attending the campus where the position is being offered;
- Student must not be on academic probation or have any violations of NSCC's Student Code on Conduct on their academic file, and;
- Student must not have had prior involvement with the Student Association that resulted in termination of that involvement as a result of Students' Council vote or academic standing suspension/dismissal.

## ARE YOU READY?

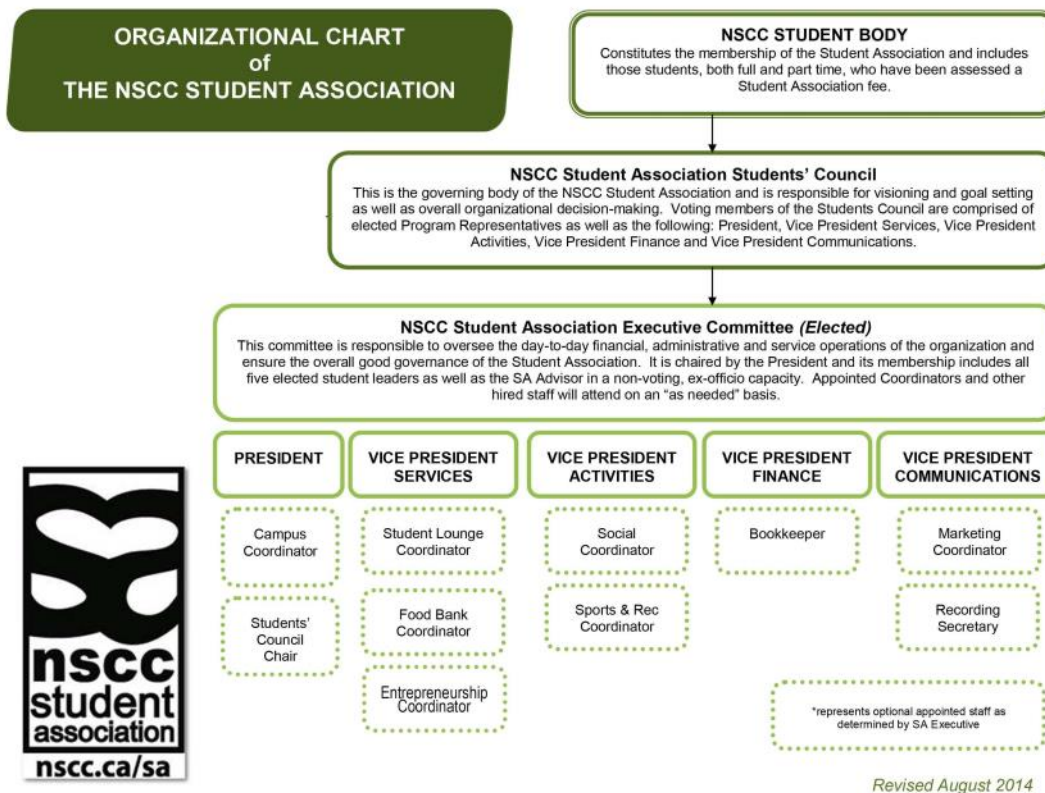
The best way to find out if you are ready to serve as an SA Executive member is to ask! Please don't hesitate to contact your campus SA to get the **REAL DEAL** on being on the SA. Be sure to chat with the executive member currently in the position you're interested in—that's the best way to get a sense of what you'll be doing, how much time you'll be investing, and what the overall experience is like at your campus.

You can also chat with one of our NSCC Student Life team to get more information:

Isabella Graves - [isabella.graves@nsc.ca](mailto:isabella.graves@nsc.ca)

Mike LePage—[mike.lepage@nsc.ca](mailto:mike.lepage@nsc.ca)

If you're ready to commit and get started, visit <https://www.nscstudentassociation.ca/student-gov> and click the 2025 SPRING NOMINATION FORM link to submit your nomination. Once you have submitted your completed package, Student Life will contact you to confirm your candidacy.



## EXECUTIVE POSITIONS AVAILABLE – SA SPRING ELECTIONS

We are looking for hardworking and dedicated students to fill the following executive positions for the **2025/26** academic year. Check below to see what positions are available at **YOUR** campus!

**AKERLEY— PRESIDENT, VP FINANCE, VP ACTIVITIES**

**LUNENBURG—PRESIDENT, VP FINANCE, VP ACTIVITIES,**

**AVC COGS—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**MARCONI—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**AVC MIDDLETON—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**PICTOU—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**BURRIDGE— PRESIDENT, VP FINANCE, VP ACTIVITIES**

**SHELBURNE—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**CUMBERLAND—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**STRAIT AREA—PRESIDENT, VP FINANCE, VP ACTIVITIES**

**INSTITUTE—PRESIDENT, VP FINANCE, VP ACTIVITIES, VP SERVICE, VP COMMUNICATIONS**

**TRURO— PRESIDENT, VP FINANCE, VP ACTIVITIES, VP SERVICES, VP COMMUNICATIONS**

**KINGSTEC—PRESIDENT, VP FINANCE, VP ACTIVITIES, VP SERVICES, VP COMMUNICATIONS**

**IVANY—PRESIDENT, VP FINANCE, VP ACTIVITIES, VP SERVICES, VP COMMUNICATIONS**

More information on the Student Association can be found online at [www.nsc.ca/sa](http://www.nsc.ca/sa).

# JOB DESCRIPTIONS

Below you will find a brief summary of each position. This is meant to give you a general idea of the expectations, but does not include all duties and responsibilities. For a full job description, please visit <https://www.nscstudentassociation.ca/student-gov> and click the position link under Executive Roles.

## PRESIDENT

The President is ultimately responsible and accountable to the membership of the NSCC Student Association with respect to the day-to-day operations of the organization. A chief spokesperson for the SA, the President is responsible for ensuring the Student Association maintains a positive profile within the NSCC community as well as locally, provincially and nationally. The President is an advocate for the students being served and is the liaison between the Student Association and the campus.

## VICE PRESIDENT FINANCE

The Vice President Finance is primarily responsible to maintain a record of the financial standing of the Student Association and to oversee the financial management of the organization, in partnership with the Executive Committee. Furthermore, the Vice President Finance is responsible to ensure that the approved Student Association budget is adhered to all times, and have a thorough understanding of the funding policies.

## VICE PRESIDENT SERVICES

The Vice President Services is primarily responsible for organizing and delivering campus based awareness programming as well as ensuring that the Student Association services are meeting the needs of the student body. This position also supports opportunities for students to become actively involved in all Students' Council subcommittees as well as other campus clubs, committees and organizations.

## VICE PRESIDENT ACTIVITIES

The Vice President Activities is primarily responsible for the development and delivery of student programming at the campus level, including social, awareness, cultural and other special events as well as sports, recreational and wellness activities. This includes the planning and risk management assessment of all activities.

## VICE PRESIDENT COMMUNICATIONS

The Vice President Communications is responsible for the development and execution of the Student Association's marketing, communications, and social media strategy as well as overseeing general advertising and promotions. Furthermore, the Vice President Communications is accountable for the general recruitment and management of the SA Students' Council as well as the preparation of monthly Council agendas and minutes.

# SOME OTHER THINGS YOU SHOULD KNOW

Aside from knowing your duties as a Student Association executive member, there are some other responsibilities/activities/opportunities you should be aware of:

**Student Leadership Conference**—NSCC hosts a leadership development conference and invites all incoming SA executive members to attend. Looking at your development as leaders, the conference includes such topics as fostering good communications, encouraging volunteerism, building school spirit and a whole host of other important topics. Group discussions, networking opportunities, growth and learning are all on the agenda.

## **DATES/LOCATION: MID-OCTOBER, LOCATION TBD**

**Workshops/webinars**—Held a few times/semester, NSCC Student Life staff conduct workshops to help support your leadership development. These will be great additions to your student portfolio and will help you in your work for and with students. Examples: netiquette, event planning, time management, fundraising, professionalism, running meetings, SA service development, risk management and much, much more!

**Leadership Agreement, Common Constitution and Bylaws, and Executive Checklist**—To ensure that students are modeling the type of professional behaviour expected of our leaders, each elected executive will be required to sign and adhere to a Leadership Agreement upon their election. In this agreement, we outline conduct guidelines and expectations for a successful year in student leadership. You will also be expected to have an understanding of our Common Constitution and Bylaws, documents which were developed to provide a framework for the functioning of the Student Association. In order to be eligible to receive an honorarium from the Student Association for their work, each executive is also required to complete roles and responsibilities outline for their position contained in the Executive Checklist.

**Academic Standing**—All student leaders are expected to remain in good academic standing in order to serve on the Student Association. In order to seek an Executive position, leaders must have a passing average during the fall/winter semesters. Leaders will be provided a copy of NSCCSA's Policy on Academic Standing at the beginning of their term of office and Student Life staff will confirm individual standing at the end of each semester.

**Student Life Appreciation Awards Program**—The Student Life Appreciation Awards serve to recognize the tremendous efforts of our campus Student Associations and their work on behalf of students throughout the year. It also serves to acknowledge outstanding contributions to student life and leadership at NSCC. Awards are handed out at our annual Appreciation banquet, held in late March/early April of each year.

**If you are interested in seeking election to one of the SA executive committee positions offered during our spring elections, please complete the online nomination form found at**

**[www.nsc.ca/sa](http://www.nsc.ca/sa)**

# ELECTIONS

## **As per the NSCCSA Bylaws, Section IV:**

Program Representatives are appointed from among the students enrolled in each program by a vote of the members in that program, by either secret ballot or a showing of hands. If a particular program has more than one class/section, each class/section is eligible to select a representative.

New Executive Committee members are elected in one of the following ways, as determined by the Students' Council:

- The Students' Council will call Spring elections for the positions of President, VP Finance, and VP Activities, and Fall elections for the positions of VP Services and VP Communications (and any positions not filled in Spring); **or**
- The Students' Council will call Spring elections for all five (5) available positions of President, VP Finance, VP Activities, VP Services, and VP Communications and Fall elections for any positions that have been vacated since the last election and/or not filled in Spring; **or**
- The Students' Council will, due to having a campus size of under 500 students, call spring and/or fall elections for three (3) available positions, those being President, VP Finance, and VP Activities.

The decision of which format will to be used must be made prior to the announcement of Spring elections at each campus.

Officers shall be elected by majority vote of the student membership. All recognized members of the Student Association are eligible to vote in the election and each member shall be entitled to one (1) vote for each position.

Votes will be taken by online ballot. In the event of a tie between candidates offering for the same position, members must be informed of the circumstances and online balloting must be extended in order to break the tie. Only the tied candidates will be included on the second ballot and only members who did not cast a ballot during the initial voting period are eligible to cast a vote. The candidate obtaining the greatest number of votes for their respective position will fill the office.

In the event that a candidate is running unopposed, a Yes/No ballot shall be implemented to affirm the candidate, with a majority Yes vote required.

Any candidate may request a recount in writing to NSCC Student Life and requests must be submitted no later than 48 hours after the announcement of the election results.

The terms and conditions of the election are not subject to appeal. However, the implementation of the election process may be subject to appeal. For purposes of these elections, an Elections Appeals Committee will adjudicate any appeals.

Any Executive positions that remain vacant after the Spring elections period shall be reoffered during the Fall elections.

Should any positions remain vacant after Fall elections, a hiring process will be established. Candidates wishing to apply for any available Executive positions shall be required to submit a current resume and a cover letter addressing their qualifications for the position being sought. Each eligible candidate will be interviewed by a committee consisting of members of the current Executive, Students' Council, and may be joined by a Student Association Advisor or NSCC Student Life staff member. The candidate selected by the hiring committee will be affirmed at the next Students' Council meeting and requires a majority vote of the current sitting Students' Council as confirmation.

**A meeting with each candidate will be held prior to the campaign start date. This meeting will confirm the candidate's ability to seek election as well as review the Student Association elections policy with special attention paid to campaign guidelines as well as procedures for voting and dealing with election appeals. NO CAMPAIGN MATERIALS MAY BE POSTED ANYWHERE UNTIL CANDIDATES HAVE OFFICIALLY BEEN CONFIRMED.**