



# **Northern College Student Association**

## **Application Kit**

# Nomination Kit Checklist

## Include when returning (you may keep position descriptions)

- Cover Letter (with enrolled program name included) ☐
- Resume ☐
- Statement of Intent ☐
- Statement of Nomination
  - 30 student signatures, no more than 6 signatures over 5 different programs ☐
- Contact Information with signed disclosure ☐

## Qualifications for Application

- New members must have a GPA of 3.0 ☐
- Returning board members must have a GPA of 2.5 ☐
- Must be a post-secondary student enrolled in a program at Northern College ☐

## Expectations of an NCSA Council Member

- President or Vice President roles
  - A time commitment of approximately 8 hours/week (4 hours mandatory office time and attendance at NCSA held events and/or meetings)
- Director roles
  - A time commitment of approximately 6 hours/week (3 hours mandatory office time and attendance at NCSA held events and/or meetings)
- Being active in your school and local communities (attending events, promoting various organizations, being a “voice” for the students)
- Administrative duties (addressing emails, developing pamphlets, planning events etc.)
- Completion of individual member duties

## Statement of Intent

I, \_\_\_\_\_, wish to run for the position of \_\_\_\_\_  
\_\_\_\_\_ for the Northern College Student  
Association (NCSA), Timmins Campus, for the Academic Year 2023-2024.

My program will be complete \_\_\_\_\_  
Month Year

### Nomination Rules:

1. Nomination Kit must be submitted to the Student Life Advisor, C-106 or email to: [youngc@northern.on.ca](mailto:youngc@northern.on.ca)
2. Read the Position Description in its entirety and agree to the roles and responsibilities of the position.
3. Read the NCSA By-Laws and agree to adhere to them.

### Campaigning Rules:

1. Candidates must not make election promises other than the statement of intent
2. All election promotional materials must be approved and stamped by NCSA
3. Promotion material may be distributed only after notification of required campaigning
4. No posters on glass or drywall
5. Please use appropriate bulletin boards and masking tape
6. NO destruction or misrepresentation of opponents' promotional material is permitted
7. Candidates must attend an NCSA orientation meeting in the NCSA Office (F 034)
8. Candidates must be available to shadow the current director for a minimum of 1 month
9. Candidates must disclose if they have placement in their application.
10. It is the candidates' responsibility to ensure that they review the constitution and the duties of their role before they apply.
11. Candidates must attend and be a full-time fee-paying student and attending Northern College for both first and second semester.
12. Candidates must submit a cover letter stating the reasons for why they are applying for the position and a resume to support their application.
13. All rules, regulations and guidelines must be followed or run the risk of disqualification

Please note: In the case of fraud, we reserve the right to disqualify and bring legal action.

**I understand that failure to comply with any or all of these election rules may result in my disqualification. I also acknowledge that I have read the Position Description and By-Laws and agree to abide by them.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Statement of Nomination

#	Name & Program	Student #	Signature
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# Executive Positions

## ***NCSA President***

### Duties Include

- Responsible for the coordination and planning of orientation for students
- Managing, and supervising the affairs and operations of the board of directors
- Representative for NCSA at official functions within and outside the college
- Overseeing all events and functions put on by NCSA
- Responsible for attending student appeals
- Responsible for the student health care plans
- Attending general meetings on a weekly basis
- Attending NCSA and community events
- Completing 4 hours of office hours per week
- Minimum of 2.5 GPA must be met and maintained

## ***Vice President***

### Duties Include

- Responsible for the coordination and planning of orientation for students
- Managing, and supervising the affairs and operations of the board of directors
- Representative for NCSA at official functions within and outside the college
- Overseeing all events and functions put on by NCSA
- Responsible for the student food bank
- Responsible for attending student appeals
- Responsible for the Health Insurance Plans
- Attending general meetings on a weekly basis
- Attending NCSA and community events
- Completing 4 hours of office hours per week
- Minimum of 2.5 GPA must be met and maintained

# DIRECTOR POSITIONS

## ***Director of Internal Affairs***

### Duties Include

- Responsible for meeting minutes and meeting agendas
- Responsible for office scheduling and general assistive duties
- Responsible for assisting in running the food bank
- Completing 3 office hours a week
- Minimum GPA of 2.5 must be maintained
- Attend NCSA events and community events
- Attending general meetings on a weekly basis

## ***Director of Finance***

- Responsible for recording and handling all the finances, book keeping and accounting services for NCSA
- Maintaining full and accurate receipts
- Creating and balancing the annual budget
- Designated signing officer
- Attending weekly meetings on a weekly basis
- Attending NCSA and community events
- Completing 4 hours of office hours per week
- Minimum of 2.5 GPA must be met and maintained

### ***Director of Public Relations***

#### **Duties Include**

- Responsible for creating and distributing promotional material (posters, flyers etc.)
- Responsible for maintaining and creating posts to be shared on NCSA social media platforms (Facebook, Twitter etc.)
- Responsible for the display cases
- Communicating the Image of NCSA in the college and community
- 3 hours of office hours per week
- Minimum 2.5 GPA must be maintained
- Attending general meetings on a weekly basis
- Attend NCSA events and community events

### ***Director of Pub operations***

#### **Duties include:**

- Responsible organizing ideas for pub events
- Works closely with pub manager
- Responsible for sourcing acts and performance for the school year
- Attending general meetings on a weekly basis
- Attending NCSA and community events
- Completing 3 office hours a week
- Minimum GPA of 2.5 must be met and maintained

### ***Director of Athletics***

#### **Duties include:**

- Responsible for intermural events
- Responsible for intercampus intermural
- Organizing Ideas for students living in residence
- Responsible for the fire pit
- Completing 1 hour a week in the gym with gym manager
- Attending general meetings on a weekly basis
- Attending NCSA and community events
- Completing 3 office hours a week
- Minimum GPA of 2.5 must be met and maintained Familiar with all documentation and procedures in regards to student directive.

***Director of Events and Residence Life***

Duties include:

- Should be a student living in Residence
- Responsible for engaging students living in the residence
- Responsible for organizing events for residence
- Finding volunteers to help out with NCSA events
- Connecting students with volunteer opportunities for community hours
- Completing 3 office hours a week
- Minimum GPA of 2.5 must be maintained
- Attending general meetings on a weekly basis
- Attending NCSA and community events

***Director of Cultural Affairs***

Duties include:

- Should be enrolled in a Social Services program
- Connecting with the LGBTQ group on campus (ALLY)
- Connecting with the Native student assembly (NSA)
- Connecting with the International Student community
- Attending ALLY meetings and reporting back to NCSA
- Attending NSA meetings and reporting back to NCSA
- Is the acting liaison and representative of NCSA for all NSA and LGBTQ related events at Northern College
- Connecting with the LGBTQ organizations in the community
- Attending general meetings on a weekly basis
- Completing 3 office hours a week
- Attending NCSA and community events
- Connecting students with opportunities to interact with LGBTQ and Aboriginal activities.
- Minimum GPA of 2.5 must be met and maintained

***Director of Student Affairs***

Duties include:

- Respect Committee
- Student Forum
- Program Advisory Committee
- Student Life Advisors
- Attend student appeals as necessary.
- Be available and attentive to students during procedures regarding advocacy.
- Attend Student Forums.
- Relay all items surrounding student life to students as presented by the CSA POSSE member.
- Provide Thank you cards to organizations in a timely fashion.
- Monthly email/recorded documentation of conversations between NCSA, PC, HB and KL.



## Contact Information

Name:

Address:

City:

Postal Code:

Home Phone:

Cell:

Student Email:

Home Email:

Student #:

I, \_\_\_\_\_, hereby acknowledge that I have read and understand the By-Laws of NCSA and agree to abide by them if I become an elected member.

I also hereby acknowledge the responsibilities and commitment required to be a member.

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Signature

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Date