

**Centennial College Student Association Inc.
2019/2020 Elected and Appointed Position Package**

Thank you for your interest in a position with the 2019/2020 Centennial College Student Association Inc. (CCSAI) Board of Directors. Please familiarize yourself with the job description of the position(s) available, as well as the CCSAI Bylaws.

All requirements must be completed in full and received by the CCSAI by the deadline; failure to do so will result you in being ineligible to run/apply for a Board position.

The package for all positions must include:

- Consent to Apply Form
- GPA Authorization Form
- Volunteer Form
- Plus:
 - **President** - obtain a minimum of 75 signatures from each campus (Ashtonbee, Downsview, Morningside, Progress, and Story Arts Centre) and an additional 25 signatures from any of the Learning Sites resulting in (minimum) 400 signatures in total and the completed College Staff Acknowledgement form.
 - **Vice-President** - obtain a minimum of 150 signatures from their campus of attendance. **Vice-President** must also include the completed College Staff Acknowledgement Form
 - **Campus Director** – obtain a minimum of 75 signatures from their campus of attendance.
 - **Appointed Positions** - include a resume and cover letter addressed to Penny Kirlik, Executive Director/CEO. No signatures are required.

Eligibility

In accordance with the CCSAI bylaws, any full-time activity fee paying student at Centennial College is eligible to run/apply for a position on the Board provided requirements are met for that particular position. All candidates must have minimum grade point average of 3.0 in most recently completed academic semester (Fall 2018), must be registered as a full time post-secondary student at Centennial and must be returning to school full-time in Summer 2019 and/or Fall 2019 and Winter 2020. The GPA is verified by the Registrar.

For the position of President, candidates must also have been on the CCSAI Board since May 1, 2018, achieved a positive vote of confidence (majority vote) from the Board of Directors and be able to work 35 hours a week from May 1, 2019 through to April 30, 2020.

First semester students are not eligible to run/apply for a Board position.

All candidates (President, Vice-President and Campus Director) that have successfully completed the nomination package, and met the eligibility requirements, will be notified by the Board

Development Officer to attend an All Candidates Meeting. Please dress business casual for this meeting as photos will be taken for all CCSAI election promotion/marketing purposes. The Board Development Officer will review campaign procedures and answer any questions.

Honourariums/Working Hours

All members of the Board shall receive an honorarium on a monthly basis, after the completion of the honourarium evaluation process.

- Vice President and **Appointed Positions** \$1000
15 hours a week (plus meetings, events, training etc.)
- Campus Director \$700
10 hours a week (plus meetings, events, training etc.)

The **President** shall receive a monthly salary (\$3033.33) based on a full-term of office, under an employment agreement with the CCSAI.

All Board members are required to attend the following as part of their position:

- Full Board Meetings
- Governance Meetings (**President**, **Vice Presidents**, **Board Development Officer**, **Advocates**)
- Programming Meetings (**President**, Campus Directors, **Club Liaison**, **Events Liaison**, **Athletics Representative**)
- Board Retreat (Summer 2019, dates TBD)
- Board Training (Summer 2019, dates TBD)

**Centennial College Student Association Inc.
Consent to Apply**

Please read each requirement, and initial to indicate you understand these requirements, and agree to them:

- 1) I have read and clearly understand my responsibilities as a candidate and/or applicant for a Board position with the Centennial College Student Association Inc.
- 2) I verify that I will not be holding a full semester coop/placement (more than three days a week) in one, two or three semesters during the 2019/2020 term of office.
- 3) I verify that I will be enrolled in a minimum of 60% course load in at least two of three semesters. (President, one Centennial College professional development offering in at least two of three semesters).
- 4) That I will attend all scheduled meetings as required per the position.

Therefore, as a member of the Association according to By-Law 1, I submit my application for the position of:

_____ *(Position you wish apply for to, e.g. Board Development Officer)*

PRINT ALL INFORMATION CLEARLY

Legal Surname Legal First Name Nickname (Optional)

Address City/Town Postal Code

(_____) _____
Phone Number email Student Number

Program Campus

Date of Birth Signature of Nominee Date of Signature

Note: You must be at least 18 years of age on the date that you take office.

FOR OFFICE USE ONLY

Received – Date and Time

CEO Signature

Eligible *Ineligible* *Student Advised* *Email* *Phone*

**CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.
AUTHORIZATION FORM**

AUTHORIZATION:

I hereby acknowledge that to run for an elected position or apply for an appointed position on the CCSAI, I must meet the requirements as stipulated in the Centennial College Student Association Inc. By-Laws (Bylaw 1, Article V Eligibility). I authorize Centennial College to release information to the CCSAI regarding my academic registration and behavioural status at Centennial College. I understand that this will be done at the close of the nomination period/application period to verify compliance with the above By-Laws.

Name: _____

Address: _____

Student Number: _____

Program: _____

FREEDOM OF INFORMATION ACT NOTICE:

The personal information on this form is collected under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, c272. The personal information will be used to verify eligibility to run or apply for a position with the CCSAI, and to verify achievement of a 3.0 GPA in the most recently completed academic semester by a person holding an elected or appointed position on the CCSAI board during their term of office. The information will be disclosed only to the President, Board Development Officer, and the CCSAI Executive Director. Questions about this collection should be directed to the same individuals.

SIGNATURE: _____

DATE: _____

Centennial College Student Association Inc. (CCSAI)
2019/2020 General Elections
Volunteer Experience Protocol

In order to qualify for election or apply for an appointed position and serve on the Board of Directors of the CCSAI, a member of the association must have satisfied the requirements of volunteer experience as per the CCSAI Volunteer Experience Protocol. In order to qualify, a member must demonstrate participation in any of the following activities:

- ✓ Be an active member of a CCSAI sanctioned club.

Name of the club: _____

For verification, please provide:

Contact name: _____

Title: _____

Phone number: _____

- ✓ Currently work, or have worked in a part time capacity for the CCSAI.

What capacity?

For verification, please provide:

Contact name: _____

Title: _____

Phone number: _____

- ✓ Volunteered at a CCSAI sanctioned event.

What event/campus?

For verification, please provide:

Contact name: _____

Title: _____

Phone number: _____

- ✓ Provided support to a CCSAI staff member in the delivery of programs, activities and services.

Whom did you provide support to: _____

What campus: _____

For verification, please provide:

Contact name: _____

Title: _____

Phone number: _____

- ✓ Participated in a CCSAI sanctioned focus group or forum.

What focus group or forum did you attend: -

For verification, please provide:
Contact name: _____
Title: _____
Phone number: _____

- ✓ Volunteered to assist at a college event (i.e. convocation, service fairs, Experience Centennial etc.)

Name the event/s you assisted at?

For verification, please provide:
Contact name: _____
Title: _____
Phone number: _____



CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.
College Staff Acknowledgement

As part of my commitment to run for a Board position (President or Vice President) with the Centennial College Student Association Inc., I have received signatures as required, from three College staff, one of which must be from the Student and Community Engagement Department.

Representative Name: _____
Title: _____
Department: Student & Community Engagement
Signature: _____
Date: _____

College Representative Name: _____
Title: _____
Department: _____
Signature: _____
Date: _____

College Representative Name: _____
Title: _____
Department: _____
Signature: _____
Date: _____

Candidate's Name: _____
Intended Position: _____
Candidate Signature: _____
Date: _____

**CCSAI 2019/2020 Board of Directors
Elected /Appointed Positions Dates**

Monday, February 4, 2019	9:00 am	Nominations Open Elected Positions
Friday, February 15, 2019	4:00 pm	Nominations Close Elected Positions only*
Friday, March 15, 2019	4:00 pm	Deadline for Applications Appointed Positions only*
Wednesday, February 20, 2019 & Friday, February 22, 2019	7:30 pm	All Candidates meeting (CCSAI Boardroom, Progress Campus)
Tuesday, March 5, 2019	9:00 am	Campaigning Opens**
Tuesday, March 12, 2019 Wednesday, March 13, 2019 (All Campuses)	8:00 am – 8:00 pm 8:00 am – 8:00 pm	Elections Day
Appointed Position Interviews will be conducted in the weeks of March 18, 2019 and March 25, 2019		
Monday, April 22, 2019	7: 30pm	Ratification of the CCSAI Board of Directors 2019/2020

CCSAI Offices

All offices are open Monday through Friday, 8:30 am – 4:30 pm.

Progress Campus

941 Progress Avenue
Student Centre, 2nd Floor
(416) 289-5000 ext.2245

Story Arts Centre

951 Carlaw Avenue
(416) 289-5113

Morningside Campus

755 Morningside Avenue
Room 113
(416) 289-5166

Ashtonbee Campus

75 Ashtonbee Road
A106

*Your completed package may be submitted at any CCSAI campus office between **8:30 am – 4:00 pm**

**Campaigning may continue until the close of polls on Wednesday, March 13, 2019

*** General questions may be brought to the attention of any current staff/board member of the CCSAI.