

Federation of Students
Executive Nomination Package

Vice-President, Internal

2009-2010



IMPORTANT

- Nomination forms must be returned by **4:00PM, Friday, January 23rd**, in the Elections Committee mailbox in the Federation of Students office. Early submittal of completed nomination forms is suggested.
- A Close of Nominations meeting will be held on **Friday, January 23rd at 4:00PM** in the Multi-Purpose Room of the Student Life Centre. Attendance by all candidates is required.
- Campaigning will begin on **Tuesday, January 27th**. Any campaigning before that date is a violation of the council procedure and will result in a fine against the candidate.
- Remember: Only **Full-time Undergraduate students** are eligible to sign executive nomination forms.
- Remember to fill out all parts of your nomination form.
- **Make Sure You are a Full-time Student!** Candidates who have not clarified their membership status by either adding sufficient classes to their schedule by January 16th (end of open class enrollment) or arranging their fees by January 27th will not be allowed to stand in the election.

Vice-President, Internal – Job Description

The Vice-President, Internal is the Secretary of the Board of Directors; s/he promotes the activities of the Federation of Students and its Commissions to the University Community.

The Vice-President, Internal also works to ensure that the University of Waterloo provides an environment wherein its members can pursue personal and social growth as well as academic excellence.

The Vice-President, Internal addresses important issues outside the responsibility of the Vice-President, Education, with the purpose of educating the University Community. Wherever possible, this is done in conjunction with related university departments and groups.

The Vice-President, Internal oversees and assists all Federation of Students clubs and services. S/he encourages interaction amongst the services with the purpose of finding areas of mutual interest. S/he chairs the Internal Administration and Internal Funding Committees, the CCC and COPS committees, and is the Secretary of the Federation of Students Board of Directors.

The Vice-President, Internal acts as the liaison between the Federation of Students and its services, and provides an informational link between Students' Council and Faculty Student Societies, Residence Councils, Federated and Affiliated Colleges. S/he is the primary liaison between student groups on campus.

The Vice-President, Internal ensures that the Federation of Students maintains links with community groups and acts as the Federation's representative to these groups, including membership on the Advisory Board of the Mayors' Student Advisory Committee.

The Vice-President, Internal works closely with the university's administration and related offices on issues dealing with extracurricular student life, and s/he coordinates volunteer efforts on campus.

The Vice-President, Internal has the supervisory responsibility over the services of the Federation of Students, the Arts Commission and the Clubs Director. S/he has the power to approve funding requests from the Federation of Students' Special Projects Fund, the Enterprise, Opportunity and Innovation Fund, and the Student Life Endowment Fund. Major decisions are made jointly with the Internal Administration Committee and Internal Funding Committee on behalf of Students Council.

Expected Time Commitment

The term of office for the President is from May 1st to April 30th. The Vice-President, Internal works approximately 50 hours a week.

How Much Does it Cost to Run?

Executive campaigns have a strict spending limit of \$300 per candidate. Candidates who **receive at least seven per cent of the votes cast** will receive a subsidy from the Federation of Students for one hundred per cent of their actual campaign expenses. Disqualified candidates are not eligible for this subsidy.

When do nominations close?

The nomination period closes January 23rd, but it is recommended that interested parties submit their nomination forms as soon as possible after nominations open January 5th.

EXECUTIVE NOMINATION FORM

We, the undersigned students of the University of Waterloo, hereby
 nominate _____ for the office of Vice-President
 Internal of the Federation of Students for the 2009-2010 term of office.

* * Please print your full name, sign your full name, and indicate your ID Number * *

	PRINTED NAME	SIGNATURE	ID NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____

- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

CONSENT

I, _____ give my consent to this nomination for **Vice-President Internal** of the Federation of Students.

_____ Signature of Candidate Year of Study	_____ Faculty and
_____ Date	_____ ID Number
_____ _____ Local Address	_____ _____ Permanent Address
_____ Local phone number number	_____ Permanent phone
_____ E-mail address	