

Federation of Students

Executive Nomination Package

Vice-President, Administration & Finance

2010-2011



IMPORTANT

- Nomination forms must be returned by **4:00PM, Thursday, January 14th**, 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 **Thursday, January 14th 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 26th**. 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 end of open class enrollment or arranging their fees will not be allowed to stand in the election.

Vice-President, Administration & Finance – Job Description

The Vice-President, Administration & Finance co-ordinates and oversees all day-to-day operational aspects of the Federation of Students and provides supervision to the full-time managers within the Federation of Students, as designated in the Federation of Students' bylaws. S/he is also responsible for all of the financial aspects of the corporation which includes drafting a budget at the beginning of each fiscal year, updating Students' Council on any major expenditures, presents a financial report to Council at least once a term and acts as Treasurer of the Board of Directors and the Chief Financial Officer of the Corporation.

The Vice-President, Administration & Finance is elected each winter term and is a voting member of Students' Council. The Vice-President Administration & Finance chairs or is a member of various committees of the Federation of Students that relate to finances, human resources, and programming. The Vice-President, Administration & Finance is responsible for the promotion of the businesses of the Federation of Students among the community at large. The Vice-President, Administration & Finance participates in the hiring of all full time staff.

The Vice-President, Administration & Finance is a signing officer of the Corporation.

Chris Neal

Time Commitment Required

The term of office for the President is from May 1st to April 30th. The Vice-President, Administration & Finance can expect to work 50-60 hours per 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 14th (4pm), but it is recommended that interested parties submit their nomination forms as soon as possible after nominations open in the fall.

EXECUTIVE NOMINATION FORM

We, the undersigned students of the University of Waterloo, hereby
 nominate _____ for the office of Vice-President
 Administration & Finance of the Federation of Students for the 2010-2011 term of
 office.

* * Please clearly 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. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

32. _____

33. _____

34.. _____

35. _____

(Candidates are encouraged to receive more than the minimum 25 signatures as student signatures only count if the student meets all qualifications outlined above)

Candidate Checklist:

- I am a full-time student, with fees paid/arranged in full
- Complete signatures for nomination
- Check that I can attend the compulsory all-candidates meeting
- Meet the Chief Election Officer or Election Committee designate

Candidate timeline:

Nomination Period – ends January 14th 4pm
All Candidates Meeting – January 14th 4pm
Start of Campaign – January 26th 10am
End of Campaign – February 8th 4pm

Polling - February 9th 10 am - February 11th 10pm (no campaigning during the polling period; Campaign budgets/declaration of spending due)

CONSENT

I, _____ give my consent to this nomination for Vice-President Administration & Finance 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