FEDERATION OF STUDENTS

Executive Nomination Package

Vice-President,
Operations & Finance

2019-2020

RECEIVED:

Name: ________________________________

Date: ________________________________
IMPORTANT

- Please read this nomination form in its entirety.
- Only undergraduate students and members of the Corporation are eligible to sign Executive nomination forms.
- Fill out all parts of your nomination form.
- For those running in the Feds General Elections, applications are due 4 pm on Thursday, January 17, 2019 to the Feds front desk in the Student Life Centre.*
- A Candidate Info Session will be held on Thursday, January 17, 2019 at 6 pm. This Info Session is mandatory as important information will be shared concerning the elections process and the campaigning period.*
- Candidates are responsible for becoming familiar with the Federation of Students’ By-laws, Elections & Referenda Procedures, and all other applicable organizational documents.
- Candidates are encouraged to submit their information with this nomination form to be included in the Feds Elections promotional materials. Information should be submitted in the following format: name, team name (if applicable), program and year, previous applicable involvement with Feds/Waterloo (point-form), top three platform points (option to expand in section below or direct to external link/contact for full platform, but this area is to be brief point-form and not the place to expand on these points), a maximum 100 word bio/reasons why someone should vote for you, and any links to website/social/email address.*

*Not applicable for those running in a by-election.

Duties as Vice-President, Operations & Finance

The Vice President, Operations & Finance shall, together with the General Manager, have a general supervision of the finances of all areas of the corporation.

The Vice President, Operations & Finance shall, in direct consultation with the General Manager and the President, provide a supervisory role over the full time managers within the Federation of Students, excepting the General Manager and the Research and Policy Officer.

The Vice-President, Operations & Finance shall act upon the approval of the members of Students’ Council in all matters concerning the finances of Students’ Council; and shall act, upon approval of the Board of Directors and the General Manager where action is immediately necessary and cannot await a meeting of Students’ Council, provided that
such action is reported as soon as possible to a meeting of the members of Students’ Council.

The Vice-President, Operations & Finance shall supervise, in direct consultation with the General Manager and the President, the preparation of the annual budget of Students’ Council and submit it to the members of Students’ Council and ensure the accuracy and timeliness of all relevant financial matters and reports.

The Vice-President, Operations & Finance shall supervise, in direct consultation with the General Manager and the President, the preparation of the annual budget of the Federation of Students’ commercial services and submit it to the Board of Directors for approval.

He/she shall review and recommend to the members the action to be taken on all applications to Students’ Council for funds. He/she shall supervise with the General Manager all purchasing done in the name of the Corporation and maintain and be responsible for all receipts and disbursements. He/she shall devise, in direct consultation with the General Manager, the accounting system to be used by Students’ Council and implement such financial controls as may be necessary to properly administer the efficient management of Students’ Council’s funds.

The Vice-President, Operations & Finance shall ensure that all expenditures of the organization, under the jurisdiction of Students’ Council are authorized and are evidenced by proper vouchers.

The Vice-President, Operations & Finance shall carry out his/her responsibilities in direct consultation with the General Manager and the President.

The Vice-President, Operations & Finance shall have supervisory responsibility over the finances of the various services and revenue generating commercial services of the Corporation.

The Vice-President, Operations & Finance shall oversee the finances of all Federation of Students offices, commercial services and auxiliary services. He/she shall determine, after consulting with the Vice-President, Internal the allocation of funds to Federation Clubs.

The Vice-President, Operations & Finance shall also present a financial report to Students' Council at least once a term. He/she shall also present a financial report for each fiscal year and forward such a report when audited to Students' Council and the University Treasurer.

The Vice-President, Operations & Finance shall promote business activities of the Federation of Students to members of the community and the community at large. This position is also responsible for securing corporate sponsorship in order to fund the activities of the Federation, provided such sponsorship is deemed appropriate by the Executive Committee.
The Vice-President, Operations & Finance shall oversee the administration of the Health and Dental Plan, and report to the Board of Directors and Students’ Council all relevant details of the plan including costs and coverage included in the plan. The Vice-President, Operations & Finance is responsible to ensure students are aware of the Health and Dental Plan.

The Vice-President, Operations & Finance shall monitor and supervise, in direct consultation with the General Manager and the President, all the operations of the Universal Bus Pass program. The Vice President, Operations & Finance shall ensure that all practices of the U-PASS program adhere to the by-laws, policies, and procedures.

The Vice-President, Operations & Finance shall facilitate, manage, and supervise the Health and Dental Plans, in direct consultation with the Account Manager of the service provider, General Manager, and the President.

The General Manager, in consultation with the Vice President, Operations & Finance shall be responsible for the reconciliation of the Health and Dental Plan accounts.

The Vice-President, Operations & Finance shall serve as an advisor and administrative officer to Students' Council relative to any and all matters relating to finances internal to the corporation.

The Vice-President, Operations & Finance shall present annual budgets to Students’ Council and the Board of Directors.

The Vice-President, Operations & Finance shall oversee the administration of the Student Refugee Program, and report to the Board of Directors and Students' Council all relevant details of the program and its supported students. The Vice-President, Operations & Finance is responsible for setting how the fund will be annually spent to meet the needs of the sponsored students. The Vice President, Operations & Finance is responsible to ensure students are aware of and able to opt out of the program at the beginning of each academic term.

The Vice-President, Operations & Finance shall report to the Executive Committee, Board of Directors and Students’ Council.

**Time Commitment**

The term of office for the Vice-President, Operations & Finance is from May 1st 2019 to April 30th 2020, and is a full time position. The Vice-President, Operations & Finance will also be expected to attend certain events outlined in their job description that may fall outside of regular working hours.

**Candidate Eligibility:**

Candidates for Executive positions must be full members of the Federation of Students. According to the Bylaws, a full membership is defined as follows:
1. Each undergraduate student currently registered at the University of Waterloo;

2. Each undergraduate student currently engaged in a co-operative work term;

3. Each undergraduate student who is not registered in the current term but who was registered in the previous term and has shown intention to register in the next term; and

4. The President and Vice-Presidents of the Corporation.

Nominations for Executive positions require the signature of the candidate and the signature of one hundred (100) other electors. These electors must be members of the appropriate constituency.

The Electoral Officer shall check the validity of each nomination form. If a nomination is invalid, the nomination shall be rejected and the candidate shall be notified.

Candidates who have not clarified their membership status by either adding sufficient classes to their schedule or arranging their fees will not be allowed to stand in the election.

How much does it cost to run?

Executive campaigns have a strict spending limit of $250 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.
CONSENT
I, __________________________________________ give my consent to this nomination for Vice-President, Operations & Finance of the Federation of Students. I will be running on team ______________________________ (if applicable).

________________________________________________________________________
Signature of Candidate

________________________________________________________________________
Faculty and Year of Study

________________________________________________________________________
Date

________________________________________________________________________
ID Number

________________________________________________________________________
Local Address

________________________________________________________________________
Permanent Address

________________________________________________________________________
Local phone number

________________________________________________________________________
Permanent phone number

________________________________________________________________________
E-mail address

WatIAM

STATEMENT OF UNDERSTANDING*
I, ________________________________, if elected, agree to fulfill all of the basic duties of an Executive and will strive to fulfill all of the additional expectations of an Executive.

________________________________________________________________________
Signature

________________________________________________________________________
Date

*Signing of this Statement of Understanding is recommended, but not required to become an Executive.
EXECUTIVE NOMINATION FORM

We, the undersigned students of the University of Waterloo, hereby nominate
___________________________________________ for the office of Vice-
President, Operations & Finance of the Federation of Students for the 2019-2020 term of
office.
___________________________________________

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

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(Executive Candidates are required to receive 100 signatures)

Candidate Checklist:
- I am a member of the Corporation
- Complete signatures for nomination