

WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

Executive Nomination Package | 2020-2021
Vice President, Operations & Finance

Federation of Students, University of Waterloo, operating as
Waterloo Undergraduate Student Association (WUSA)

RECEIVED BY:

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 WUSA General Elections, applications are due 4 p.m. on Thursday, January 23, 2020 to the WUSA front desk in the Student Life Centre.*
- A Candidate Info Session will be held on Thursday, January 23, 2020 at 6 p.m. This Info Session is mandatory as important information will be shared concerning the elections process and the campaigning period.*
- Candidates are responsible for familiarizing themselves with the Waterloo Undergraduate Student Association's 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 Waterloo Undergraduate Student Association's Elections promotional materials. Information should be submitted in the following format: name, team name (if applicable), program and year, previous applicable involvement with WUSA/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 is the Chief Operations Officer and Chief Financial Officer for the Corporation and, in consultation with the General Manager, has general oversight of all contractual, legal, financial, operational, and personnel matters for all areas of the corporation. As such, the role acts as a chief advisor to the President, the Executive Committee, and, where applicable, the Board and the Students' Council.

The Vice President, Operations & Finance, in direct consultation with the President, is responsible for the supervision and evaluation of the General Manager, as well as

oversight and evaluation of all full and part time personnel and human resource management for the Corporation.

The Vice President, Operations & Finance is the default Secretary of the Corporation and has general responsibility for organizing and managing the minutes and other legal documents of the Corporation and ensuring that a recording secretary has been appointed for the Board of Directors, Students' Council, any General Meeting of the members, and any other governing bodies or meetings of the corporation as determined by the Board of Directors.

The Vice President, Operations & Finance supervises, in direct consultation with the General Manager, and subject to the oversight the Budget and Appropriations Committee, the preparation of the Corporation's budgets and present them to the Students' Council and the Board of Directors for bicameral approval.

The Vice President, Operations & Finance ensures the accuracy, completeness, and timeliness of all relevant financial matters and reports to the Students' Council and Board of Directors.

The Vice President, Operations & Finance shall review and recommend to the members the action to be taken on all applications to Students' Council for funds. They are chiefly responsible for the Enterprise, Opportunity, and Innovation Endowment Fund; the Special Projects Fund; and the Student Life Endowment Fund; acting as Executive Director for each of the funds.

The Vice President, Operations & Finance is generally responsible for supporting the President and the Executive Committee in accomplishing the organizations strategic goals. The President, in conjunction with the Executive Committee, sets the short-to-mid-term strategic targets under the Long-Range Plan and Council objectives/policies, which the Vice President, Operations & Finance, is responsible for administering.

The Vice President, Operations & Finance, in consultation with the General Manager, has direct supervision of all commercial, business, and information technology operations for the Corporation.

The Vice President, Operations & Finance 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. They 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 the Corporation's funds, on behalf of the Students' Council.

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

The Vice President, Operations & Finance shall oversee the finances of all Waterloo Undergraduate Student Association offices, commercial services, and auxiliary services in accordance with the Bylaws and Policies of the Corporation, and as especially directed by the Board of Directors.

The Vice President, Operations & Finance shall promote business activities of the Waterloo Undergraduate Student Association 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 Corporation, provided such sponsorship is deemed appropriate by the Executive Committee in accordance with the Policies of the Corporation.

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 for ensuring students are aware of the Health and Dental Plan.

The Vice President, Operations & Finance shall oversee the administration of the Student Legal Protection Service, 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 for ensuring students are aware of the Student Legal Protection Service.

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 Transit Pass program, and negotiates any indentures or provisions of the program with the support of the Vice President, Education.

The Vice President, Operations & Finance, is responsible for overseeing and approving the budgets for the Student Refugee Program, which is administered in collaboration with University partners and the relevant participating Affiliated and Federated Institutions of Waterloo (e.g. St. Paul's University College). They 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 for the negotiation of all contracts, agreements, memoranda, and other legal instruments on behalf of the Corporation under the supervision of the President, and subject to the approval of the Board of Directors.

The Office of the Vice President, Operations & Finance, is generally responsible for administration and oversight of all data for the corporation, including compliance with privacy regulations, and responsible for membership management, fees payment and processing, refunding and opt-outs, and similar.

The Vice President, Operations & Finance reports to the President, Board of Directors and Students' Council.

Time Commitment:

The term of office for the Vice President, Operations & Finance is from May 1, 2020 to April 30, 2021, 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 Waterloo Undergraduate Student Association. 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.

The Vice President, Operations & Finance is an *ex-officio* Director on the Board, which has the following additional requirements:

1. Must be at least 18 years of age;
2. Must not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada; and
3. Must not be an undischarged bankrupt or expect to become bankrupt during the duration of the term of office.

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 Corporation.

The Chief Returning Officer, or designate thereof, will check the validity of each nomination form. If a nomination is invalid, the nomination will be rejected and the candidate will be notified. Candidates whose nominations are rejected after the end of the nomination period will have two business days to make corrections and amendments.

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 \$375.00 per single member candidate. Candidates will receive a subsidy from the Waterloo Undergraduate Student Association for up to 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 Waterloo Undergraduate Student Association. 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 understand that as an Executive, I will be expected to balance the best interests of the undergraduate student body and those of the corporation. I understand that if elected, I will be required to complete Conflict of Interest Declaration forms and to follow all other responsibilities indicated in Council and Board Procedures, as well as the policies and bylaws of the Corporation

 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 Waterloo Undergraduate Student Association for the 2020-2021
term of office.

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

PRINTED NAME

SIGNATURE

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