

# Class Council Election

*Package 2018-2019*



## Welcome!

Thank-you for expressing a genuine interest towards the upcoming Class Council Elections! You have chosen to become involved with the Nursing Science Society at a very exciting time! The Nursing Science Society is very thrilled to see all of our nominees. We hope you are excited as well! Any questions or comments? Feel free to contact the NSS Vice President, University Affairs Caroline Frankfurter at [vpua@nss.queensu.ca](mailto:vpua@nss.queensu.ca) or the NSS President Julia Kruizinga at [president@nss.queensu.ca](mailto:president@nss.queensu.ca)

- NSS Executive

**Class Council Positions: Year President**

* Attend all NSS Executive Council meetings as voting members
* Attend all Academic Council meetings as voting members
* To act as a liaison between the NSS, the Faculty of the School of Nursing and the students of their representative year
* To be responsible for informing their class of all events or issues in which the NSS is involved
* To organize in conjunction with their year and their vice president events, inter year and year events
* To promote class participation in the NSS
* To sit on the Academic Affairs Council
* To oversee all financial transactions of their year and cosign all cheques with their Vice President. Year 1 and AST Year 3 are to open a bank account in September in conjunction with their Vice President.
* To provide written reports on year activity/events for the NSS website bi- weekly.
* To act as a liaison between the Vice President Operations and their respective year. This would entail updating their Facebook page and emailing when appropriate.
* It shall be the duty of the Year 3 AST student president to be the student representative to the Progress Committee. If the aforementioned student is unable to attend a meeting, or is unavailable to be in Kingston to advocate for a student, a delegate should be found.



* To produce a written transition report to the incumbent Year President by the AGM in April, with the exception of Year 1, AST Year 3, AST Year 4 presidents by the end of September.
* The Year 4 presidents will be responsible for producing a written transition manual for the incumbent Year 4 president by the end of June. The AST Year 4 president will be responsible for producing a written transition manual for the incumbent AST Year 4 president by the end of November.

## Vice President, Logistics

* To take minutes of all Class Executive meetings and submit them on a biweekly basis to the NSS Vice President, Operations for internal record.
* To set the day and time for biweekly class council meetings and ensure that the NSS Executive Board is invited to at least one per semester as official observers/guests.
* To book the room for each class council meeting.
* To take over the position of Class President if the President steps down or is unable to fulfill their duties.
* To attend biweekly class council meetings.
* To oversee the budget and finances for all class council events and initiatives.
* To inform, facilitate, and when appropriate, intramural signups for the respective class.
* To maintain open communication with the NSS Vice President, Operations throughout the duration of their term and meet once per month to discuss the business of their respective class, and the status of the class bank account.
* To produce a written transition report by March 1st, prior to the election of his or her successor. This transition report shall be submitted to the NSS Vice President, Operation in an accessible format.

## Vice President, Fundraising

* To be responsible for chairing fundraising initiatives for their class. The purpose of these fundraising initiatives can be to support pinning ceremony and formal events, charitable initiatives and/or any initiative deemed appropriate by the class council.
* To assist in the organization of all fundraising events sponsored by the NSS.



* To inform their year of upcoming fundraising initiatives.
* To dedicate one (1) fundraising initiative per year to a charitable agency.
* To run and organize at least one (1) fundraising event per semester for their year.
* To report all incoming and outgoing fundraising transactions of the class council bank account with the Vice President, Logistics
* To provide updates to their respective year regarding fundraising progress.
* To attend bi-weekly class council meetings.
* To produce a written transition by March 1st prior to the election of his or her successor. This transition report shall be submitted to the NSS Vice President, Operations in an accessible format.

## Vice President, Events

* To be responsible for the organization of all social events related to their class.
* To assist with the Vice President, Events in the organization of all social events sponsored by the NSS
* To inform their year of upcoming events
* To attend bi-weekly class council meetings.
* To run and organize at least one (1) social or one (1) health and wellness event for their class each semester.
* To participate in the annual fall planning of National Nursing Students’ Week.
* To produce a written transition report by March 1st, prior to the election of his or her successor. This transition report shall be submitted to the NSS Vice President, Operation in an accessible format.



## Campaigning Provisions

* Campaigning will only begin on the date specified above and all campaign materials will be taken down no later than the end date specified above.
* Active campaigning includes, but is not exclusive to: posters, statements and advertisements and class visits (arranged beforehand with the professor). Posters must follow the Queen's poster policy which differs for each building
* Campaign materials are subject to a spending limit of $60.00 to ensure there is a level playing field, and all receipts must be presented to the Returning Officer upon request for verification



## Nursing Science Society Class Council Election Nomination Form Name:

**Phone Number:**

**Queen’s E-mail:**

**Current Year of Study (please circle):** 1st Year of AST / 4 Year

## Position you wish to run for (please circle):

**Year President**

**Vice President, Logistics Vice President, Fundraising Vice President, Events**

Each applicant in the **FOUR YEAR STREAM** is required to obtain **TEN (10)** signatures from students enrolled in Queen’s School of Nursing from any year of study

Each applicant in the **AST STREAM** is required to obtain **FIVE (5)** signatures from students enrolled in Queen’s School of Nursing from any year of study

Best of Luck!



## Signature Page

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| --- | --- | --- | --- |
|  | Name | Student Number | Signature |
| 1 |  |  |  |
| 2 |  |  |  |
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| 10 |  |  |  |



**Agreement & Signature Form**

By signing below, you demonstrate understanding of the roles and responsibilities of Class Council, and agree to these commitments should you be successful.

## Name of Applicant:

**Signature of Applicant:**

**Date:**