

Elections Representative (ISSSER) Application Package

Introduction: The Interdepartmental Science Students' Society is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that science students may enjoy an enriching and valuable undergraduate experience.

The success of the ISSS is intertwined with the strength of its leading members, who are elected in a March Election or September By-election. The ISSS Elections Representative (ISSSER) is responsible for managing these elections in a way that is fair, transparent, and democratic.

Responsibilities: The ISSSER must be responsible for the following tasks for a term lasting April 30, 2013 to April 30, 2014.

1. Market both September and March Elections to all Members, with the assistance of the ISSS Design Team.
2. Hold at least one hour of office hours before the nomination deadline, and three hours after the nomination deadline and before voting days for each election.
3. Make available and accessible a nominations package as described in section §12.4 of the Procedures Manual fifteen days before the nomination deadline for a March Election.
4. Accept and collect nomination packages until the nomination deadline.
5. Be responsible for approving that a candidate meets the eligibility criteria as per the Constitution.
6. Approve or reject any campaign expenses within 1 day of submission.
7. Communicate with the Students' Union Chief Returning Officer (CRO) to coordinate the use of the SU's online voting system.
8. Review campaign expenditures, and approve or reject campaign expenses within five days of the election.
9. Chair and coordinate any meetings of a replenishment committee needed to refill a vacant position.

Qualifications:

1. The ISSSER must be an undergraduate student registered in the Faculty of Science at the University of Alberta until April 30, 2014.
2. He/she may not be a current Executive or Councillor, nor may he/she run for an Executive or Council position during his/her term.
3. Finally, the ISSSER must sign a disclosure agreement where he/she shall agree to declare all associations, biases and potential conflicts of interest, including prejudice or partiality for a particular candidate, to the President throughout his/her term.

Process: Interested Members should fill out the application package found below, submit a

résumé, and submit a letter of intent. We thank all applicants for their interest, but only shortlisted candidates will be notified.

Deadlines: Application packages are due at the ISSS office (CCIS 1-150) or electronically by **4:00pm on Friday, April 12, 2013**. Electronic applications, especially supporting documents, are encouraged to save resources and to facilitate distribution, and should be sent to iss@ualberta.ca.

Remuneration: The ISSSER will be given an honorarium of \$200.00 at the end of his/her term.

Rules: Further descriptions on the role of the ISSSER, and the ISSS elections process can be found in our Constitution and Procedures Manual online at www.iss.ca.

Contact Information: If you have any questions or concerns about the position or process, you should contact iss@ualberta.ca.

Application Package

Personal Information

Name: _____

Program of Study: _____

Year of Study: _____

Email Address: _____

Telephone Number: _____

Please confirm you have attached the following supporting documents. Electronic submissions to iss@ualberta.ca are encouraged:

- Letter of intent*
- Maximum two-page resume
- Application package

***Letter of Intent**

The letter of intent may be a maximum of 1 page for the application. The letter should outline the relevant skills and experiences, your motivations for the position, and what you would like to accomplish during your term.