



# MSA ELECTIONS

2026 - 2027

# NOMINATION PACKAGE

[msa.elections@mohawkcollege.ca](mailto:msa.elections@mohawkcollege.ca)



I am exactly  
where I need to be

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*You  
Got  
This!*

# YOU DID IT!

This is the first step in your leadership journey with the Mohawk Students' Association (MSA). Congrats to you! The deadline to submit your completed nomination package, letter of intent and resume is:

 March 5, 2026 by 4:00 p.m. 

Ensure you carefully read through this package and consider its requirements, information, deadlines, and procedures. If you have questions about the elections nomination package or its process, please reach out to our Chief Returning Officer (CRO) at: [msa.elections@mohawkcollege.ca](mailto:msa.elections@mohawkcollege.ca)

## CHECKLIST



Complete the Candidate Verification Forms, Disclosures, Consent and Confidentiality Agreements



Submit a Letter of Intent and Resume along with this completed Nomination Package

Please send all items to:

[msa.elections@mohawkcollege.ca](mailto:msa.elections@mohawkcollege.ca) with the subject line of the position you are nominating yourself for.

Only 1 nomination package per person will be accepted.

Candidacy is subject to eligibility criteria and interview.



# **SPECIAL MEETING ELECTIONS: AVAILABLE POSITIONS**

- Director-at-Large



## **IMPORTANT DATES**

Session	Opens	Closes	Time	Details	Mandatory
Nomination Period	January 19	March 5	12:01 am - 4:00 pm	Email Submission	✓
Interviews for Selection	February 2	March 5	Various	Hybrid, Invitation	✓
All Candidates Meeting		March 6	12:00 pm - 1:00 pm	Virtual Info Session	✓
Candidate Headshot + Video Shoot		March 9	Various	In-Person, Fennell, Appointment	✓
Board Endorsement		March 11	4:00 pm - 5:00 pm	Virtual	✓
Awareness Tour	March 16	March 20	10:00 am - 2:00 pm	Cross-Campus	✓
Voting (Special Members Meeting + Elections Ratification)		March 24	3:30 pm - 4:30 pm	In-Person, Fennell (Arnie)	✓

# MOHAWK STUDENTS' ASSOCIATION OVERVIEW

## BACKGROUND

The MSA is a Non-Profit Organization built for and led by Mohawk College students through an elected Student Executive Team (SET) and Board of Directors (BOD). Though we are a separate entity of the college, we work collaboratively to support Mohawk Students. We empower Mohawk Students to create a community they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice so they can achieve personal success in their college experience and beyond.

## SET AND BOD - "THIS IS WHAT WE DO!"

Advocacy & Leadership	<p>Through different initiatives, we are actively working to strengthen the MSA by:</p> <ul style="list-style-type: none"><li>• Having appropriate resources that support robust governance and advocacy</li><li>• Empowering you to become engaged advocates and advocating for your interests</li><li>• Increasing awareness and inspiring confidence regarding our initiatives and outcomes</li><li>• Giving you opportunities to provide feedback, to feel heard and represented</li><li>• Identifying mechanisms to increase MSA staff and Board engagement with you, the Mohawk Students, and creating different student leadership opportunities</li></ul>
Engagement & Support	<p>We strive to enhance your success by:</p> <ul style="list-style-type: none"><li>• Collaborating across the Mohawk Community to enhance the scope, delivery, and impact of experiences available to you</li><li>• Recommending services and programming initiatives that improve your social, physical, mental, and professional well-being</li><li>• Bridge any gaps between us, the College, and community partners, and</li><li>• Nurturing initiatives led by YOU!</li></ul>
Sustainability & Operations	<p>We are enhancing our business practices and organizational culture (to benefit you) by:</p> <ul style="list-style-type: none"><li>• Using technologies that strengthen operating efficiencies</li><li>• Ensuring staff have a sense of belonging, feel purposeful and supported</li><li>• Strengthening organizational resilience through sustainable funding, forecasting and contingency planning</li><li>• Being engaged with and leading alongside the higher education community, and prioritizing social, financial, and environmental sustainability</li></ul>



# **DIRECTOR-AT-LARGE**

## **POSITION OVERVIEW**

Director-at-Large is a member of the Mohawk Students' Association (MSA) Board of Directors and is responsible for providing governance oversight in support of the MSA's mission, strategic direction, and long-term sustainability. Directors-at-Large act in the best interest of the organization as a whole, rather than representing a specific constituency, and contribute to effective board governance, policy development, and organizational accountability.

**Position Type:** Volunteer

**Hours:** 2 hours/week (Approximately 8 hours per month)

**Reports to:** Board Chair

**Oversees:** *Operations through the Executive Director; Advocacy through the Student Executive*

## **ROLE SPECIFIC**

## **KEY RESPONSIBILITIES**

### **1. Governance & Strategic Leadership**

- Act as a fiduciary of the MSA, exercising a duty of care, loyalty, and obedience to the organization
- Participate in board-level decision-making related to strategy, policy, financial oversight, and risk management
- Review and approve budgets, financial statements, and major organizational decisions as required
- Ensure compliance with applicable legislation, MSA bylaws, policies, and governance best practices
- Monitor organizational performance and hold the Student Executive and Executive Director accountable to approved goals and policies
- Participate in board committees, working groups, or governance reviews as assigned
- Contribute to board self-assessment, succession planning, and continuous governance improvement

## 2. Board Participation

- Attend and prepare for all scheduled Board of Directors meetings and special meetings
- Review meeting materials in advance and engage in informed, constructive discussion
- Vote on motions and resolutions in accordance with board responsibilities and ethical standards
- Maintain confidentiality of sensitive board and organizational information

## QUALIFICATIONS & COMPETENCIES

- Must be a current Mohawk College student in good standing or have been
- Interest in governance, policy, finance, or organizational leadership
- Ability to think strategically and make decisions in the best interest of the organization
- Strong ethical judgment, professionalism, and accountability
- Ability to commit approximately 2 hours per week to board responsibilities
- Prior governance or leadership experience is an asset but not required

## WHAT YOU'LL GAIN

- Practical experience in non-profit and student-government governance
- Exposure to fiduciary oversight, policy development, and strategic decision-making
- Leadership experience applicable to future board or governance roles
- Opportunity to contribute to the long-term success and integrity of the MSA

## WORK ENVIRONMENT

- Day and evening availability as required
- Onsite at Fennell Campus for Board meetings; day and evenings as required
- Hybrid opportunities for committee work; asynchronous and synchronous

# **CANDIDATE VERIFICATION FORM**

**NAME:** \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_

I \_\_\_\_\_ verify that I am currently enrolled or have been enrolled in a Mohawk College program.

**Signature:** \_\_\_\_\_

I have a field placement taking place (date) \_\_\_\_\_

I have a full co-op semester taking place (date) \_\_\_\_\_

I will not use any position to complete any outstanding academic criteria towards graduation from a Mohawk College program;

I have already graduated from Mohawk College.

I am legally eligible to work in Canada and have a valid Social Insurance Number (SIN);

**International Students Only** - I have a valid work permit under Immigration, Refugee and Citizenship Canada (IRCC) regulations

I have reviewed the position description, and commit to the hours and term limits (May 1, 2026-April 30, 2027):

Director-at-Large (Student)

Director-at-Large (Alumni)



# **CANDIDATE VERIFICATION FORM**

## **CONTINUED**

I understand that, if successful in the elections (Special Meeting Elections), I must commit to:

- Maintaining MSA Bylaws, Governance Policies, and employment standards for the entire duration of my term of office starting May 1, 2026, until April 30, 2027
- Attendance and participation at MSA Training Retreats:

### **2026-2027 MSA Board Training (date subject to change)**

April 27 - April 30, 2026 (potential overnight)

Attendance and participation at MSA Board of Directors Meetings:

### **2026 2027 MSA Board of Directors Meeting Schedule**

May 20, 2026	September 23, 2026	January 20, 2027
June 17, 2026	October 21, 2026	February 17, 2027
July 22, 2026	November 18, 2026	March 17, 2027
August 19, 2026	December 16, 2026	April 21, 2027

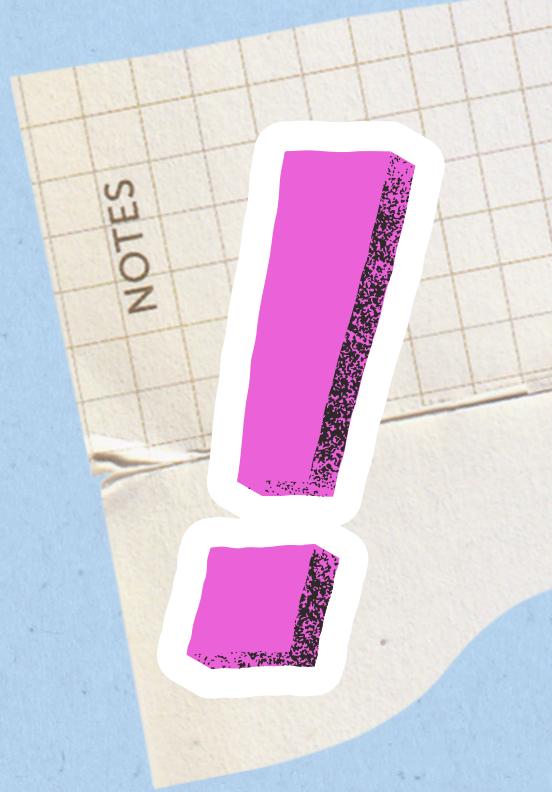


# ELIGIBILITY CRITERIA

These criteria help maintain a high standard of leadership, ensuring that our student leaders are accountable, capable of making informed decisions, and dedicated to upholding the values and mission of the MSA. By setting clear eligibility requirements, the criteria promote fairness, transparency, legal compliance and the selection of leaders who are best suited to advocate for students' needs and interests. All eligibility criteria must be maintained throughout the entire duration of a member's term of office (prior to the election and from May 1 to the following April 30).

## CRITERIA

- Must be **18** years of age;
- **Reside in Ontario** throughout the term of office;
- Be **legally eligible to work in Canada**, including possession of a valid Social Insurance Number (SIN);
- Have not been deemed incapable of managing property under the *Substitute Decisions Act, 1992* or the *Mental Health Act*;
- Have not been declared incapable by any court in Canada or elsewhere;
- Have not declared bankruptcy in Canada or elsewhere;
- Have no criminal or pending criminal offences on individual record in Canada or elsewhere;
- Be bondable;
- Be or have been **Full Member of the MSA** (aka. enrolled at Mohawk College);
- If a current **Full Member**, must have an **overall grade point average of 70%**;
- **Not be employed as a full-time or part-time employee of the MSA**, unless the individual agrees to resign their paid position prior to taking office;
- **Not have any outstanding financial debts with Mohawk College or the MSA**;
- Have no violations under Mohawk College's Student Behaviour Policy, Academic Integrity Policy and/or the MSA's Governance Policies;
- Has neither resigned nor been removed from office subject to part of a disciplinary process.



# ELIGIBILITY CRITERIA

## DECLARATION

Under the Freedom of Information Act, your records are personal and restricted. The Chief and Deputy Returning Officer, for the purpose of the election, requests permission to inspect your records to ensure you meet these qualifications. Your signature on this document gives your official permission for the inspection of your Mohawk College and other records. Permission granted for above sited purposes only.

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Name (please print)

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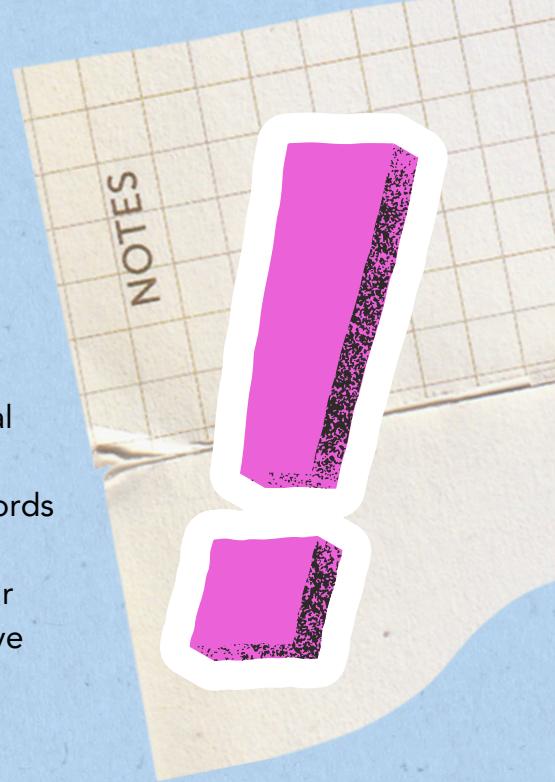
Date

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Signature

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Student ID



# **CONFIDENTIALITY AGREEMENT**

This Agreement is entered into between the MSA and the undersigned Nominee for Director at Large. By signing this document, the Nominee acknowledges that if elected to the Board, they will be entrusted with access to confidential, privileged, and sensitive information and agree to be bound by the following terms:

## **1. Duty of Confidentiality**

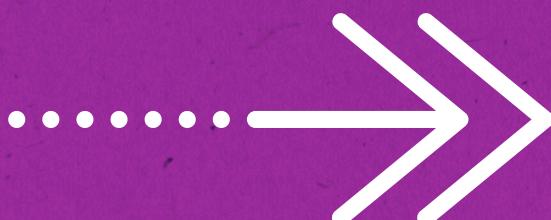
- a. The Nominee agrees to maintain strict confidentiality over all non public information obtained through Board service, including during the nomination, election, onboarding, and term of office.
- b. This duty continues during the Nominee's term of office and indefinitely after it ends, regardless of how or why their term concludes.

## **2. Confidential Information**

- a. "Confidential Information" includes, but is not limited to:
  - i. In camera discussions and Board deliberations
  - ii. Draft motions, reports, and working documents
  - iii. Legal, financial, contractual, employment, and disciplinary matters
  - iv. Strategic, operational, or governance information
  - v. Personal, academic, or employment information of members, students, staff, or volunteers
  - vi. Any information reasonably understood to be sensitive or not publicly released
- b. Confidential Information may be oral, written, electronic, or otherwise recorded.

## **3. Use and Disclosure**

- a. The Nominee agrees that Confidential Information:
  - i. shall only be used for legitimate Board and organizational purposes;
  - ii. shall not be disclosed, shared, published, or discussed with any unauthorized person;
  - iii. shall not be used for personal, political, or campaign advantage.
- b. Directors are bound by collective responsibility and shall not disclose how individual Directors voted, spoke, or disagreed during Board deliberations



# CONFIDENTIALITY AGREEMENT

## 4. Records & Documents

- a. All Board records, communications, and materials remain property of the MSA.
- b. The Nominee agrees not to copy, forward, store, screenshot, or distribute Board materials except as authorized.
- c. Upon leaving office, all Board materials must be returned or destroyed as directed.

## 5. Breach

- a. Any Breach or misuse of Confidential Information is a serious violation of fiduciary duty and may result in:
  - i. disqualification or removal from office
  - ii. disciplinary action under the MSA Bylaws and Governance Policies
  - iii. ineligibility for future positions with the MSA, including but not limited to:
    - 1. full-time, part-time, or contract employment
    - 2. volunteer positions
  - iv. legal action where appropriate

## ACKNOWLEDGEMENT

By signing below, the Nominee confirms that they:

- understand the seriousness of the obligation
- accept it as a condition of candidacy and service
- agree to be legally and ethically bound by it



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Signature

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Date

# CANDIDATE NOMINATION AGREEMENT

## CANDIDATE INFORMATION

Name:

Student Number:

Address:

Phone Number:

Mohawk College Email:



## CANDIDATE AGREEMENT

I agree to the following (initial beside each):

I have read the MSA Nomination package to its fullest and certify all information provided on my behalf to be accurate.

I have read and understand all of the election information, and agree to abide by them throughout the election period as pertaining to the role I am applying for.

Further, I understand if elected, I am to uphold all information in this package throughout the duration of the term of office. I understand that an infraction in this regard may result in disqualification from the election or removal from role.

Please acknowledge attendance at the **All Candidates Meeting** you will be attending as part of mandatory candidate training for all election nominees:

Friday, March 6, 2026 from 12:00-1:00 p.m. via Microsoft Teams

If a candidate is unable to meet those dates and times, it is their responsibility to alert the Chief and Deputy Returning Officer prior to submitting this document for accommodation consideration or be disqualified.

Candidate's Signature

Date

# WHAT TO EXPECT NEXT

## ELECTIONS INTERVIEWS FOR ENDORSEMENT OR SELECTION

The nomination process is just the first step, and those who pass our nomination verifications will be invited for interviews with the *Selection Panel*! You'll have the opportunity to share your vision, showcase your leadership skills, and demonstrate why you're the perfect fit for the role. Get ready to engage in meaningful conversations, answer key questions, and set yourself apart from the competition. **Be sure to prepare, as these interviews are a critical step toward securing your spot on in our elections.**

Don't miss out—let's make your candidacy unforgettable!

Those invited for interviews will be given instructions ahead of time for review and increased accessibility and equity. Should you need other accommodations, please alert our People & Culture Department to support you by emailing: [msapeopleandculture@mohawkcollege.ca](mailto:msapeopleandculture@mohawkcollege.ca)

## OTHER LEADERSHIP OPPORTUNITIES WITH THE MSA

Only those individuals who are successful in the nomination verification and/or interview process will appear on the ballot. Any individuals who are not successful, do not worry! The MSA has many other leadership opportunities to support your time at Mohawk College including:

- Certified Living Wage on campus employment across our many departments (e.g., Events, Communication, Marketing, Finance, Services, Advocacy, Hospitality!)
- Clubs and Communities Executive Leadership Program
- Clubs and Communities Membership
- CO-OP and placement opportunities
- Student Representative Programs (e.g., Committee Membership, student forum and surveying participation, research projects, etc.)
- Board of Directors meeting attendance
- Voting in our elections, Annual and Special Members Meetings
- Leadership Focus Group Series
- and more!



