



**MSA
ELECTIONS
2025 - 2026**

***NOMINATION
PACKAGE***



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:

 January 31, 2025 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

CHECKLIST

- Download and Review the Terms and Conditions (aka. Elections and Appeals Policy and Candidate Handbook)
- 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 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 Nomination Committee interview.



AVAILABLE POSITIONS

- Director of College Affairs
- Director of External Affairs
- Secretary
- Treasurer
- Director at Large (4 positions)



IMPORTANT DATES

Session	Opens	Closes	Time	Details	Mandatory
Nomination Period	January 20	January 31	12:01 am - 4:00 pm	Email Submission	✓
Nomination Committee Interviews	January 20	February 11	Various	Hybrid, Invitation	✓
All Candidates Meeting	February 13, 15, 17	February 13, 15, 17	6:00 pm - 8:00 pm	Virtual Training	✓
Candidate Headshot + Campaign Video Shoot	February 18	February 20	Various	In-Person, Fennell, Appointment	✓
Campaign Period	February 24	March 6	8:30 am - 4:00 pm	Virtual	✓
Candidates in the Cellar		March 3	6:00 pm - 8:30 pm	In-Person, Fennell	✓
Voting	March 4	March 6	12:01 am - 4:00 pm	Hybrid	
Results		March 7	4:00 pm	Email Blast	

Good Luck

BOARD OF DIRECTORS OVERVIEW

BACKGROUND

The MSA is a Non-Profit Organization built for and led by Mohawk College students through an elected Student 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.

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

DIRECTOR OF COLLEGE AFFAIRS

POSITION OVERVIEW

The Director of College Affairs leads MSA's advocacy on Mohawk College-related issues, working closely with College leadership to represent student interests on policies, fees, and processes. The role involves gathering student feedback, driving advocacy actions, and supporting the MSA President and Advocacy Committee. With a commitment of 10-15 hours per week, including occasional evenings and weekends, the Director helps shape and execute the MSA's advocacy priorities. *This role requires experience in advocacy, public speaking, data analysis, report writing, and understanding student challenges.*

ROLE SPECIFIC

PRIMARY ACCOUNTABILITIES

- Leads, along with MSA President, the facilitation and collaboration of Mohawk College related MSA Advocacy Priorities
- Builds and fosters relationships with Mohawk College collaborators to represent the advocacy needs of students-as-owners of the MSA, as per Board directives
- Determines the benefits that the MSA will provide for students-as-customers of the MSA, keeping a long-term strategic perspective
- Leads and directs the Executive Director, using the Strategic Priorities and Risk Management Policies, ensuring the operating organization accomplishes what it should
- Leads and directs the MSA President regarding Advocacy Priorities and MSA Board representation to internal stakeholders to advocate for the interest of Mohawk College students
- Uses a sound governance system as outlined in the Board Mandate of the MSA Governance Policy

PRIMARY RESPONSIBILITIES

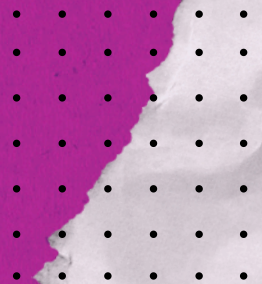
- Leads Mohawk College related advocacy work performed by the MSA, as directed by the President (Student processes and policies, appeals and panels, Mohawk specific fees);
- Reviews and assesses the feedback of students as owners to identify and theme student concerns focused on College Affairs advocacy.
- Supports advocacy focused research endeavors when requested.

PRIMARY RESPONSIBILITIES CONTINUED

- Proactively represents the issues facing students through regularly scheduled meetings with Mohawk College stakeholders (i.e. VP Students, VP Academic, Dean Student Affairs) to advance the identified advocacy priorities of the Board of Directors and reporting back with recommended actions, to determine if further advocacy actions are needed.
- Brings recommendations regarding college affairs advocacy to the attention of the Board of Directors through regular reporting.
- Supports the MSA President, acting on the President's behalf when requested.
- Reports to the MSA Stakeholders initiatives and plans regarding Mohawk College related advocacy.
- Supports efforts to elicit feedback from students, including student forums, town halls, surveys, and in-person engagements.
- As a member of the Advocacy Committee, supports the development and actioning of Advocacy Plan and Strategies, as approved by the Board, based on the annual MSA Advocacy Priorities.
- Supports Board members in understanding and actioning the Advocacy Priorities and Plan.
- Attends, prepares for, actively participates, and reports back to the Board in all meetings as required of the role, as directed by the President, including but not limited to:
 - Regular meetings with College Senior Leadership
 - MSA and College Committees (i.e. PAC, SVTF, ARC)
 - Board of Governors Meetings
 - Health & Dental provider | Student Union conferences
 - 1-on-1 Meetings with the President | Chair
 - Supports MSA representation in appeals and panels, as directed by the President.

EXPECTED WORK ENVIRONMENT

- The anticipated commitment is approximately 10-15 hours per week. This may include evenings and weekends when required. During May, August and January, commitments may reach up to 40 hours in a week to attend mandatory overnight retreats, conferences and training workshops.
- Travel between campuses is required.
- All Board members are expected to attend in-person for Board commitments unless stated otherwise or granted accommodation.
- All Board members are expected to use their Mohawk College email and Microsoft Teams for regular communication.





DIRECTOR OF EXTERNAL AFFAIRS

POSITION OVERVIEW

The Director of External Affairs leads MSA’s external advocacy efforts, building relationships with stakeholders such as government officials, student advocacy groups, and community organizations. The role involves gathering student feedback, representing student concerns at external meetings, and shaping advocacy strategies to align with MSA’s priorities. The Director reports to the Board, supports the President, and actively participates in advocacy initiatives, including forums, conferences, and meetings. With a commitment of 10-15 hours per week, including occasional evenings and weekends. ***This role requires strong experience in advocacy, public speaking, data analysis, report writing, and understanding external systems affecting students.***

ROLE SPECIFIC

PRIMARY ACCOUNTABILITIES

- Leads, along with MSA President, the facilitation and collaboration of external related MSA Advocacy Priorities.
- Builds and fosters relationships with external collaborators to represent the advocacy needs of students-as-owners of the MSA, as per Board directives.
- Determines the benefits that the MSA will provide for students-as-customers of the MSA, keeping a long-term strategic perspective.
- Leads and directs the Executive Director, using the Strategic Priorities and Risk Management Policies, ensuring the operating organization accomplishes what it should.
- Leads and directs the MSA President regarding Advocacy Priorities and MSA Board representation to external stakeholders to advocate for the interest of Mohawk College students.
- Uses a sound governance system as outlined in the Board Mandate of the MSA Governance Policy.

PRIMARY RESPONSIBILITIES

- Leads external advocacy work performed by the MSA, as directed by the President.
- Reviews and assesses the feedback of students as owners to identify and theme student concerns focused on external advocacy.
- Supports advocacy focused research endeavors when requested.

PRIMARY RESPONSIBILITIES CONTINUED

- Proactively represents the issues facing students through regularly scheduled meetings with external stakeholders (i.e. Municipal / Federal / Provincial Government, MTCU Policy, community engagement, Student Advocacy groups, etc.) to advance the identified advocacy priorities of the Board of Directors and reporting back with recommended actions, to determine if further advocacy actions are needed.
- Bring recommendations regarding external advocacy to the attention of the Board of Directors through regular reporting.
- Supports the MSA President, acting on the President's behalf when requested.
- Reports to the MSA Stakeholders initiatives and plans regarding external advocacy.
- Supports efforts to elicit feedback from students, including student forums, town halls, surveys, and in-person engagements.
- As a member of the Advocacy Committee, supports the development and actioning of Advocacy Plan and Strategies, as approved by the Board, based on the annual MSA Advocacy Priorities.
- Supports Board members in understanding and actioning the Advocacy Priorities and Plan.
- Attends, prepares for, actively participates, and reports back to the Board in all meetings as required of the role, as directed by the President, including but not limited to:
 - Scheduled meetings with external advocacy officials
 - MSA and external Committees
 - Board of Governors Meetings
 - External student focused advocacy organizations conferences and trainings (i.e. Candian Alliance of Student Associations, Hamilton Post Secondary Advisory Group)
 - 1-on-1 Meetings with the President | Chair

EXPECTED WORK ENVIRONMENT

- The anticipated commitment is approximately 10-15 hours per week. This may include evenings and weekends when required. During May, August and January, commitments may reach up to 40 hours in a week to attend mandatory overnight retreats, conferences and training workshops.
- Travel between campuses is required.
- All Board members are expected to attend in-person for Board commitments unless stated otherwise or granted accommodation.
- All Board members are expected to use their Mohawk College email and Microsoft Teams for regular communication.





SECRETARY

POSITION OVERVIEW

The Secretary ensures the integrity of the Board's documents and compliance with Ontario Non-Profits Corporations Act (ONCA) and leads scheduled and unscheduled policy reviews. Responsibilities include coordinating agenda creation, scheduling meetings, managing board materials, documenting attendance, and taking minutes for both open and closed sessions. The Secretary also signs off on meeting minutes and serves as a key member of the Governance Committee, overseeing policy changes and supporting Board operations. With a commitment of 5 hours per week, including occasional evenings and weekends. ***This role requires strong administrative and minute-taking experience, along with a basic understanding of governance and policy compliance.***

ROLE SPECIFIC

PRIMARY ACCOUNTABILITIES

- Leads in policy oversight, review, and creation for the Board
- Ensures the integrity of the Board's documents, policies, and handbooks
- Ensures the MSA is compliant with ONCA legislation and its own governing policies
- Chairs MSA Governance Committee
- Determines the benefits that the MSA will provide for students-as-customers of the MSA, keeping a long-term strategic perspective
- Leads and directs the Executive Director, using the Strategic Priorities and Risk Management Policies, ensuring the operating organization accomplishes what it should
- Leads and directs the MSA President regarding Advocacy Priorities and MSA Board representation to external stakeholders to advocate for the interest of Mohawk College students
- Uses a sound governance system as outlined in the Board Mandate of the MSA Governance Policy

PRIMARY RESPONSIBILITIES

- Coordinates the scheduling of monthly Agenda Creation meetings ahead of all regularly scheduled board meetings using the Annual Governance Plan.
- Provides formal written notice to board members, MSA staff, and external stakeholders to submit agenda items

PRIMARY RESPONSIBILITIES CONTINUED

- Uploads all board meeting materials to a Board Software Management Portal and Microsoft Teams channels
- Participates in the MSA yearly audit to provide all records of Board's decisions
- Presents Governance and relevant Bylaw changes at all Annual and Special Meetings of Members
- Documents the timeliness of submitted materials by board members for all board meetings
- Documents attendance of board members for all board meetings
- Scribes all closed session/in camera board meetings
 - Maintaining a critical level of confidentiality
- Scribes any open sessions when Recording Secretary is unable
- Signing authority of all approved Board meeting minutes, Annual Meeting and Special Meeting minutes
- Communicates with the Chair regarding board member attendance and submissions of reports.
- Chairs the Governance Committee, which proposes to the Board:
 - Changes to the Board Annual Calendar;
 - Changes to the Terms of Reference for each Committee;
 - Changes to Bylaws, Governance Policy, and Accountability Policy.
- Attends, prepares for, actively participates, and reports back to the Board in all meetings as required of the role, including but not limited to:
 - Scheduled meetings
 - MSA and external Committees
 - Board of Governors Meetings
 - 1-on-1 Meetings with the President | Chair

EXPECTED WORK ENVIRONMENT

- The anticipated commitment is approximately 5 hours per week. This may include evenings and weekends when required. During May, August and January, commitments may reach up to 40 hours in a week to attend mandatory overnight retreats, conferences and training workshops.
- Travel between campuses is required.
- All Board members are expected to attend in-person for Board commitments unless stated otherwise or granted accommodation.
- All Board members are expected to use their Mohawk College email and Microsoft Teams for regular communication.



TREASURER

POSITION OVERVIEW

The Treasurer ensures the financial integrity of the MSA by monitoring compliance with regulations, overseeing financial policies, and chairing the Finance Committee. Responsibilities include preparing reports, presenting audited financial statements, and driving fee-setting processes. The Treasurer also provides regular updates on the financial health of the Association, supports the budget creation process, and attends related conferences. With a commitment of 20 hours per month, including occasional evenings and weekends. ***This role requires strong finance and accounting knowledge, along with experience in financial oversight, reporting writing, and policy review.***

ROLE SPECIFIC

PRIMARY ACCOUNTABILITIES

- Leads in policy oversight and review of finance policies
- Ensures accuracy and compliance with all financial regulations
- Monitors and reports that the organization's financial policies and procedures are followed
- Chairs MSA Finance Committee
- Drives fee setting processes
- Determines the benefits that the MSA will provide for students-as-customers of the MSA, keeping a long-term strategic perspective
- Leads and directs the Executive Director, using the Strategic Priorities and Risk Management Policies, ensuring the operating organization accomplishes what it should
- Leads and directors the MSA President regarding Advocacy Priorities and MSA Board representation to external stakeholders to advocate for the interest of Mohawk College students
- Uses a sound governance system as outlined in the Board Mandate of the MSA Governance Policy

PRIMARY RESPONSIBILITIES

- Chairs the Finance Committee with the support of the Senior Manager, Finance, including scheduling meetings, preparing agendas, preparing minutes, and ensuring inclusive discussion, in accordance with the Annual Governance Plan.
- Engages in Financial Policy reviews according to the Policy Review Schedule.
- Prepares and presents Finance Committee reports to the board and speaks to budgetary decisions.
- Provides updates and assessments regarding the financial health of the MSA, with support from the Senior Manager, Finance
- Presents the audited financial statements and facilitates the appointment of auditors at the Annual Meeting of the Members
- Facilitates MSA fee setting process and College fee approval process, including communicating decisions to the College
- Attends the Health & Dental provider conference
- Member of Mohawk College SITE and SIF Committee
- Attends, prepares for, actively participates, and reports back to the Board in all meetings as required of the role, including but not limited to:
 - Scheduled meetings
 - MSA and external Committees
 - Board of Governors Meetings
 - 1-on-1 Meetings with the President | Chair

EXPECTED WORK ENVIRONMENT

- The anticipated commitment is approximately 5 hours per week. This may include evenings and weekends when required. During May, August and January, commitments may reach up to 40 hours in a week to attend mandatory overnight retreats, conferences and training workshops.
- Travel between campuses is required.
- All Board members are expected to attend in-person for Board commitments unless stated otherwise or granted accommodation.
- All Board members are expected to use their Mohawk College email and Microsoft Teams for regular communication.





DIRECTOR AT LARGE

POSITION OVERVIEW

The Director At Large provides strategic direction for the MSA, ensuring the organization delivers long-term benefits for students. This role involves guiding the Executive Director, supporting the MSA President in advocacy efforts, and helping shape the MSA's Strategic Plan. Responsibilities include attending Board meetings, committees, and events, setting and monitoring annual priorities, and ensuring compliance with governance policies. With a commitment of 2 hours per week, including occasional evenings and weekends, the Director plays a key role in representing students, holding the College and MSA accountable, and providing feedback on organizational decisions. *This role is great for new students, students who have co-op or field placements, and those who demonstrate strong commitments to accountability, learning, and teamwork.*

ROLE SPECIFIC

PRIMARY ACCOUNTABILITIES

- Determines the benefits that the MSA will provide for students-as-customers, keeping a long term, strategic perspective.
- Leads and directs the Executive Director, ensuring that the operating organization accomplishes what it should, outlined in the Strategic Priorities policies, in ways that the Board determines are acceptable, outlined in the Risk Management policies.
- Leads and directs the MSA President regarding Advocacy Priorities and MSA Board representation to external stakeholders to advocate for the interests of students-as-owners of the MSA.
- Uses a sound governance system as outlined in the Board Mandate of the MSA Governance Policy.

PRIMARY RESPONSIBILITIES

- Attends, prepares for, and actively participates in all required Board of Directors commitments, including but not limited to:
 - Monthly, Emergency, and Informal Board Meetings
 - Training Sessions, Orientations, Onboarding and Retreats
 - Annual and/or Special Meeting of the Members
 - Assigned College and MSA Committees
 - 1-1 Meetings with Board Chair and MSA Staff
- Completes all assigned training and organizational assessments

PRIMARY RESPONSIBILITIES CONTINUED

- Sets, monitors, and assesses annual Advocacy Priorities
- Sets the Strategic Plan and its cycle, and regularly monitors and assesses its progress.
- Understands and complies with MSA Bylaws and Governance Policies
- Prepares required Director / Committee reports
- Supports MSA representation as required in appeals and panels.
- Communicates regularly with President, Chair, Executive Director, Board of Directors and MSA Staff to:
 - Provide meaningful feedback when prompted
 - Confirm attendance or notify regrets
 - Proactively seek out missed information and accountabilities
 - Seek clarity and understanding on proposals, motions, policies and processes
- Understands the Issues affecting Mohawk Students
- Votes at Board meetings in the best interest of Mohawk Students
- Holds the College / MSA / Board accountable to their stated outcomes
- Represents the MSA / Board at events, socials, orientations, forums, and town halls as required.
- Meet all requirements outlined in the Bylaws and Governance Policies.

EXPECTED WORK ENVIRONMENT

- The anticipated commitment is approximately 2 hours per week. This may include evenings and weekends when required. During May, August and January, commitments may reach up to 40 hours in a week to attend mandatory overnight retreats, conferences and training workshops.
- Travel between campuses is required.
- All Board members are expected to attend in-person for Board commitments unless stated otherwise or granted accommodation.
- All Board members are expected to use their Mohawk College email and Microsoft Teams for regular communication.



CANDIDATE VERIFICATION FORM

NAME: _____

POSITION RUNNING FOR: _____

I _____ verify that I am returning as a full-time student for the duration of the 2025-2026 term of office (May 1, 2025 - April 30, 2026) and enrolled in the following program:

- I have a field placement taking place (date) _____
- I have a full co-op semester taking place (date) _____
- I will not use any position on the MSA Board of Directors to complete any outstanding academic criteria towards graduation from a Mohawk College program;
- 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 for the position I am running for and commit to:
- | | |
|--|---|
| <input type="checkbox"/> Secretary , approx. 5 hours/week | <input type="checkbox"/> Treasurer , approx. 5 hours/week + conference |
| <input type="checkbox"/> Director of External Affairs , approx. 15 hours/week + conferences | <input type="checkbox"/> Director of College Affairs , approx. 15 hours/week + conferences |
| <input type="checkbox"/> Director at Large , approx. 2 hours/week | |



CANDIDATE VERIFICATION FORM

CONTINUED

I understand that, if successful in the elections, I must commit to:

Maintaining MSA Bylaw eligibility criteria for the entire duration of my term of office starting May 1, 2025 until April 30, 2026

Attendance and participation at MSA Board of Directors Training Retreats:

2025-2026 MSA Board of Directors Training Retreats
April 28 - May 4, 2025 (overnight)
August 25 - 29, 2025
December 17-19, 2025 OR January 2 - 4, 2026 (tentative overnight)

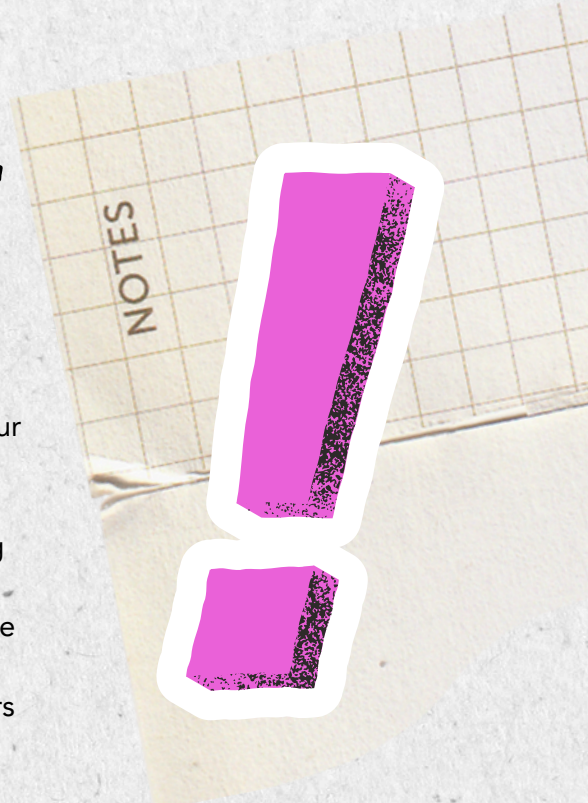
Attendance and participation at MSA Board of Directors Meetings:

2025-2026 MSA Board of Directors Meeting Schedule		
May 28, 2025	September 24, 2025	January 28, 2026
June 25, 2025	October 29, 2025	February 25, 2026
July 30, 2025	November 26, 2025	March 25, 2026
August 27, 2025	December 17, 2025	April 29, 2026



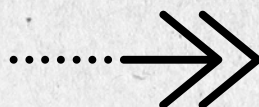
ELIGIBILITY CRITERIA: MSA BYLAWS

The eligibility criteria for the MSA Board of Directors ensure that our student leaders possess the necessary qualifications, skills, and commitment to effectively represent and serve the student body. These criteria help maintain a high standard of leadership, ensuring that board members 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 board 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;
- Be bondable;
- Be an **Ordinary Member of the MSA**;
- 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;
- Be **enrolled in a full-time program**, paying student ancillary fees to the MSA;
 - To qualify as a full-time student, you must be registered in 70% of the total program of study hours or 2/3 of the courses for a given semester;
 - Students with a documented disability who have been identified through Accessible Learning Services as being eligible to take a reduced course load will be considered full-time as long as the switch to a reduced course load is done by the end of the first month of each semester;



CRITERIA CONTINUED

- If the switch to a reduced course load is done after the first month of each semester, they will no longer be considered a full-time student;
- Have an overall passing **grade point average of at least 70%** and no more than one (1) failed course during their most recently completed semester at Mohawk College;
- Not have any outstanding financial debts with Mohawk College or MSA;
- Have **no current offences on their record**, under Mohawk College's Student Behaviour Policy, Academic Integrity Policy, and/or the MSA Governance Policies;
- Has neither resigned nor been removed from office subject to a disciplinary process.

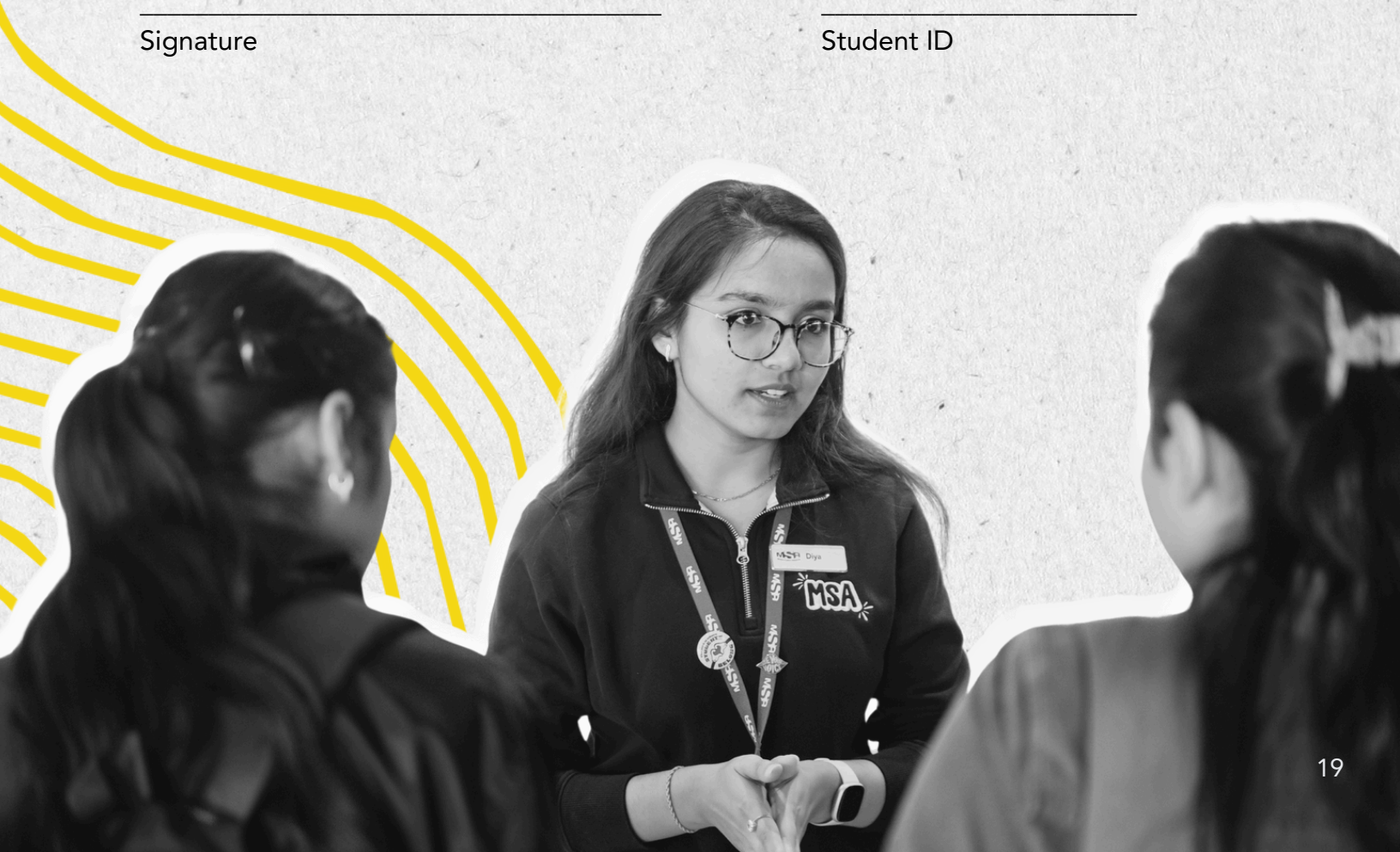
Under the Freedom of Information Act, your records are personal and restricted. The Chief Returning Officer, for the purpose of the election, and the Returning Officer, for the purpose of the term of office should you be elected, acclaimed or appointed, requests permission to inspect your student records to ensure you meet these qualifications. Your signature on this document gives your official permission for inspection of your Mohawk College academic records. Permission granted for above cited purposes only.

Name (please print)

Date

Signature

Student ID



CONFIDENTIALITY AGREEMENT

MSA Board members will use their best efforts at all times to promote the best interests of the Mohawk Students' Association (MSA), and all aspects of the corporation's operations including but not limited to services, contracts, agreements and meetings held in-camera. Board members shall not disclose any of the MSA's private affairs or confidential information or use or allow anyone to use such information for their own purpose or those of any other individual or organization.

In order to adhere to principles of integrity and privacy, and to avoid breach of confidentiality, MSA Board members shall:

- Not disclose to any member of the MSA or of the public, either orally or in writing, any confidential information acquired by virtue of their position in the corporation.
- Not use any confidential information acquired by virtue of their position at the corporation for their personal and private financial benefit or for that of their friends or relatives.
- Not permit any unauthorised person to inspect or have access to any confidential documents or other information.

EMPLOYEE INFORMATION

Employees and the employer share a mutual commitment to use discretion when discussing employees' and directors' private and confidential information.

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, MSA Staff and Board members shall:

- Not disclose to any member of MSA or of the public, either orally or in writing, any confidential employee information acquired by virtue of their position in the corporation.
- Not permit any unauthorised person to inspect or have access to any confidential Employee documents or other confidential employee information.

In signing this form, I assure the MSA that I have read and understood the above information. I agree to abide by the terms and conditions of this contract and fulfill the responsibilities.



Signature

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 Candidate Information Handbook and MSA Elections and Referenda Policy and agree to abide by them both throughout the election period as well as during my term of office if elected, appointed or acclaimed.

_____ I have read and understand all of the election information and campaign procedures and agree to abide by them throughout the election period.

_____ Further, I understand the voter's privacy right, and I am not to campaign, loiter, nor lobby near or around polling stations or anywhere a student may be voting, nor will any others on my behalf. I understand that an infraction in this regard may result in disqualification from the election.

Please select which **All Candidates Meeting** you will be attending as part of mandatory candidate training for all election nominees:

- Thursday, February 13, 2025 from 6:00-8:00 p.m. via Microsoft Teams
- Saturday, February 15, 2025 from 6:00-8:00 p.m. via Microsoft Teams
- Monday, February 17, 2025 from 6:00-8:00 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 Returning Officer prior to submitting this document for accommodation consideration or be disqualified.

Candidate's Signature

Date

WHAT TO EXPECT NEXT

NOMINATIONS COMMITTEE INTERVIEWS

The nomination process is just the first step, and those who pass our nomination verifications will be invited for interviews with the *Nominations Committee*! If you're running for one of the Officer positions—*Secretary, Treasurer, Director of College Affairs, or Director of External Affairs*—this is your moment to shine. 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 the ballot.**

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

Those invited for interviews will be given interview questions 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

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!



