# MSA ELECTIONS

2027 - 2028

# VICE PRESIDENT, COLLEGE AFFAIRS NOMINATION PACKAGE

msa.elections@mohawkcollege.ca



MSA
MOHAWK STUDENTS' ASSOCIATION

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:

**December 4, 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**

# CHECKLIST

- ☐ **Download and Review the Terms and Conditions (aka. Elections 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 interview.**



# GENERAL BALLOT ELECTIONS: AVAILABLE POSITIONS

- President
- Vice President, College Affairs (VPCA)
- Vice President, External Affairs (VPEA)



# IMPORTANT DATES

| Session | Opens | Closes | Time | Details | Mandatory |
|---|---|---|---|---|---|
| **Nomination Period** | November 16 | Deccember 4 | 9:00 am - 4:00 pm | Email Submission | Yes |
| **Interviews for Endorsement** | November 26 | December 11 | Various | Hybrid, Invitation | Yes |
| **All Candidates Meeting** | December 22 & January 6 | | 5:00 pm - 7:00 pm | Virtual Training | Yes |
| **Candidate Headshot + Video Shoot** | January 7 | January 15 | Various | In-Person, Fennell, Appointment | Yes |
| **Campaigning** | January 18 | January 26 | 10:00 - 2:00 pm | Cross-Campus | Yes |
| **Candidate Forum** | January 25 | | 10:00 - 2:00 pm | Arnie | Yes |
| **Voting (Secure Ballot)** | January 26 | January 28 | 9:00 am - 4:00 pm | Hybrid | |
| **Results (Unofficial)** | January 29 | | 4:00 pm | Email Blast | |




Download Elections Policy

# 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 College students. We empower Mohawk College 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** | Through different initiatives, we are actively working to strengthen the MSA by:<br>• Having appropriate resources that support robust governance and advocacy<br>• Empowering you to become engaged advocates and advocating for your interests<br>• Increasing awareness and inspiring confidence regarding our initiatives and outcomes<br>• Giving you opportunities to provide feedback, to feel heard and represented<br>• Identifying mechanisms to increase MSA staff and Board engagement with you, the Mohawk College students, and creating different student leadership opportunities |
| **Engagement & Support** | We strive to enhance your success by:<br>• Collaborating across the Mohawk College community to enhance the scope, delivery, and impact of experiences available to you<br>• Recommending services and programming initiatives that improve your social, physical, mental, and professional well-being<br>• Bridge any gaps between us, the College, and community partners, and<br>• Nurturing initiatives led by YOU! |
| **Sustainability & Operations** | We are enhancing our business practices and organizational culture (to benefit you) by:<br>• Using technologies that strengthen operating efficiencies<br>• Ensuring staff have a sense of belonging, feel purposeful and supported<br>• Strengthening organizational resilience through sustainable funding, forecasting and contingency planning<br>• Being engaged with and leading alongside the higher education community, and prioritizing social, financial, and environmental sustainability |

# VICE PRESIDENT, COLLEGE AFFAIRS

## POSITION OVERVIEW

The Vice President, College Affairs serves as the primary student representative on academic matters, campus orientations, and student life, leading internal advocacy to improve academic policy, campus services, and the overall student experience at Mohawk College.

**Position Type:** Part-time student executive
**Hours:** 30 hours/week (May-August), 15 hours/week (September-April); 1-year contract
**Reports to:** Board of Directors
**Wage:** $25/hour

# ROLE SPECIFIC

## KEY RESPONSIBILITIES

1. **Strategic Advocacy & Representation**
   - Leads the MSA's academic and student-life priorities by developing evidence-informed policy positions and action plans that improve learning quality, campus services, wellness supports, safety, and accessibility
   - Represent students in internal college committees, governance spaces, sector conversations, and campus events to ensure student perspectives shape institutional decisions
2. **Campus Partnerships & Collaboration**
   - Build strong relationships with all areas of Mohawk College to align institutional efforts with identified student needs
   - Collaborate with the Student Executive Team and MSA staff on student outreach, research, and coordinated advocacy efforts
   - Stay informed about academic trends, curriculum changes, policy revisions, and service updates affecting students
3. **Student & Campus Engagement**
   - Engage students through a variety of methods (i.e., surveys, forums, class visits, online channels) to identify barriers and constraints of Mohawk students affecting their college experience
   - Promote meaningful opportunities for students to participate in consultations, advisory groups, pilot programs, and other campus-life or academic initiatives
4. **Communication & Reporting**
   - Prepare reports for the Board of Directors, Student Executive Team, College Affairs Committee, and the student membership on committee work, emerging issues, and advocacy progress

## KEY RESPONSIBILITIES CONTINUED

- Supports the creation of clear, student-friendly messages for advocacy campaigns, announcements and progress updates
- Help inform and share advocacy successes, challenges, and upcoming priorities to keep students engaged and informed

## KEY OUTCOMES EXPECTED

- A focused annual advocacy plan informed by student needs
- Strong relationships with the college and sector partners
- Alignment and collaboration across Student Executive Team portfolios
- Student voice integrated meaningfully across institutional decision-making and beyond

## CORE COMPETENCIES

- Understanding of academic policies and campus systems
- Strong relationship-building across students, staff, and faculty
- Ability to gather student feedback and advocate effectively
- Excellent verbal and written communication skills that informs diverse audiences
- Confidence representing students in formal decision-making spaces
- Commitment to equity, accessibility, and inclusive representation
- Experience in student leadership spaces preferred but not necessary (e.g., Clubs or Communities, on-campus employment, cross campus / orientation volunteering, advocacy / campaigns)

## WORK ENVIRONMENT

- Standard Working Hours (8:30-4:30pm, Monday to Friday):
  - 35h/w (May-August)
  - 15h/w (September-April)
- Onsite at Fennell Campus; frequent travel between campuses required
- Work from Home capability aligned with accountabilities
- Scheduled Conference attendance requiring absence from school
- Occasional evenings and weekends

# CANDIDATE VERIFICATION FORM

**NAME:** _____

**POSITION RUNNING FOR:** _____

I _____ verify that I am currently enrolled in a Mohawk College program (*if running for President, I am finished my program at the end of April of this calendar year/ I am not enrolled in another program/ I have no field placement or co-op*).

**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 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, 2027-April 30, 2028):
  - ☐ **President**
  - ☐ **Vice President, External Affairs**
  - ☐ **Vice President, College Affairs,**

# CANDIDATE VERIFICATION FORM

## CONTINUED

☐ I understand that, if successful in the elections (General Ballot or 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, 2027, until April 30, 2028

☐ Attendance and participation at MSA Training Retreats:

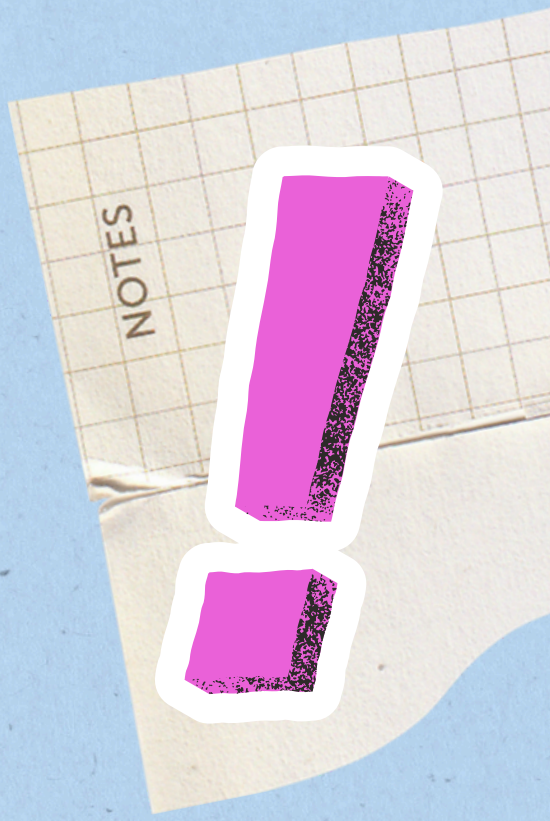
| **2027-2028 MSA Student Executive Team Training Retreats *(dates subject to change)*** |
|---|
| May 19 - 21, 2027 (*potential overnight*) |
| August 25 - 27, 2027 |
| December 15 -17, 2027 |

☐ Attendance and participation at MSA Board of Directors Meetings:

| **2027-2028 MSA Board of Directors Meeting Schedule** | | |
|---|---|---|
| May 26, 2027 | September 29, 2027 | January 26, 2028 |
| June 23, 2027 | October 27, 2027 | February 23, 2028 |
| July 28, 2027 | November 24, 2027 | March 20, 2028 |
| August 25, 2027 | December 20, 2027 | April 26, 2028 |



# 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);

## 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.

_____

Name (please print)

_____

Date

_____

Signature

_____

Student ID

# CONFIDENTIALITY AGREEMENT

Members of the Student Executive Team 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 confidential meetings of the Board or otherwise. Members of the Student Executive Team 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, members of the Student Executive Team 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 unauthorized 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' private and confidential information.

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, MSA Staff and Student Executive Team 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 unauthorized 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 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 as pertaining to the role I am applying for.

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

☐ Tuesday, December 22, 2026 from 10:00-12:00 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**

## 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!



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