



MRSSA ELECTION NOMINATION FORM

Candidates must be MRSSA members in good standing. Please submit the nomination form in a sealed envelope addressed to the Chief Returning Officer by 4:00 pm on Thursday, April 21, 2011. These envelopes should be submitted to the MRSSA office. If the office is not open please put them in the mailbox across the hall from the MRSSA office. All positions commence September 1, 2011.

I hereby nominate: _____ for the position of:
(Please Print)

(Check one box only)

Vice President

Please note that the Vice President or Treasurer must make themselves available during their inactive period if they are 10 month employees. This is to ensure that Association business may still be carried out.

The Vice President's position is a two year term. Candidates must have served at least one year on the Executive to run for Vice President. The Vice President receives 2 hours of release time each day from their normal working hours to conduct Association business as per Article 7.2 (b) of the current Collective Agreement. See the next page for duties.

Treasurer

Please note that the Vice President or Treasurer must make themselves available during their inactive period if they are 10 month employees. This is to ensure that Association business may still be carried out.

The position of Treasurer is a two year term. This person shall be allowed 3 ½ hours time off with pay every week to conduct Association finances as per Article 7.2 (c) of the current Collective Agreement. See the next page for duties.

Representative (8 positions)

The eight Representative positions are one year terms. See the next page for duties.

EDT Committee Representative (5 to 7 positions)

The seven EDT Committee Representative positions are one year terms. See the next page for duties.

Negotiating Committee (2 positions)

The two Negotiating Committee positions are two year terms. See the next page for duties.

Nominator's Name

Nominator's Signature

Nominee's Name

Nominee's Signature

DUTIES OF ELECTED MEMBERS

Vice President

- Perform the duties of the President in the absence of that officer
- In the case of resignation or death of the President, one of the Vice Presidents shall perform the duties of the President until the President's current term is completed
- Preside when called upon by the President when the President may be temporarily unable to discharge his duties
- Perform such duties as may be assigned to him by the President
- Provide fair representation to all MRSSA members when called upon by the President
- Serve on the MRSSA committees when necessary and represent the MRSSA on University committees when necessary
- Coordinate communication such as newsletter to the membership
- Orientate new members
- Perform any other duties the President may direct
- One Vice President shall countersign cheques in the absence of the President or Treasurer/Secretary

Treasurer

- Maintain proper and correct financial accounts of the MRSSA
- In consultation with other members of the Executive set up and maintain proper accounting controls
- Receive all dues, assessments and fines from the Members of the Association and deposit them in the name of the MRSSA in such bank or credit union as the MRSSA may direct
- Pay all approved MRSSA bills and make Executive-authorized purchases for the MRSSA
- Keep and file all financial receipts of money spent by the MRSSA
- Sign all cheques for the MRSSA as required
- Be responsible for the MRSSA's accounting records being up to date and accurate
- Make a financial report to the Executive on a quarterly basis or at such time that may be demanded by the Executive
- Turn over all books to the Executive-appointed auditor on an annual basis at the end of the MRSSA's fiscal year
- Upon the election of a new treasurer, turn over all properties and assets including funds, books and records belonging to the MRSSA
- Archive and maintain all financial records in the MRSSA offices
- Conduct correspondence of the Association and affix the Seal of the Association when authorized to do so
- Perform any other duties as the President or Executive may direct

Representatives

- Listen to members' concerns and answer questions
- Provide accurate information to members and refer members when appropriate
- Act as a voice of the Association to the membership
- Provide consistent and coordinated information and responses from the Executive
- Attend weekly Executive meetings, serve on committees, and/or attend conferences where MRSSA representation is required

Negotiating Committee

The Negotiating Committee is responsible for bargaining a collective agreement in the best interest of its MRSSA members in cooperation with Mount Royal University. Elected members receive release time from their normal hours of work to sit on the Negotiating Committee.

Education, Development and Training Committee

The EDT Committee is responsible for the allocation of funds to members as per Article 28 and 29 of the Collective Agreement.