



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 Tuesday, April 24, 2012. 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, 2012.

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

(Check one box only)

President

The President's position is a two year term. Candidates must have served at least one year on the Executive to run for President. The President receives ½ time release from their normal working hours to conduct Association business as per Article 7.2 (a) of the current Collective Agreement.

Vice President

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.

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

Representative (8 positions)

The eight Representative positions are one year terms.

Board of Governors Representative

The Board of Governors Representative position is a two year term.

EDT Committee Representative (7 positions)

The seven EDT Committee Representative positions are one year terms.

Negotiating Committee (1 position)

The Negotiating Committee positions are two year terms.

Nominator's Name

Nominator's Signature

Nominee's Name

Nominee's Signature

DUTIES OF ELECTED MEMBERS

President

The President is ex-officio member of all committees of the MRSSA. The President shall preside at all meetings of the Executive and perform the following:

- Exercise general supervisory control over all the affairs of the MRSSA.
- Provide fair representation to all MRSSA members
- Represent and serve the interests of the members and make decisions based on the best interests of all members
- Transact business as pertains to the office and which is necessary for the proper functioning of the Association
- Establish all committees not otherwise ordered
- Communicate regularly with the Director of Human Resources, the College President, and other College administrators as required
- Maintain regular contact with the Association's legal council as required to assist members and for the efficient running of the Association
- Have input into the financial transactions of the Association and countersign all cheques when ordered by the Executive
- Make Executive-authorized purchases on behalf of the Association
- Serve on numerous College committees, the number of which may vary depending on college initiatives each year
- Serve as a member of the Negotiating Committee
- Contact other associations and unions of other post secondary educational institutions for informational purposes when necessary

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

Representatives

The Representatives shall perform the following duties:

- Listen to members' concerns and direct members to the Association to obtain accurate information
- 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

Board of Governors Representative

The Board of Governors Representative is responsible for preparing for and attending all Board meetings and serving on Board sub-committees as required. The Representative reports back to the Executive and the membership.

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. For further information regarding the EDT Committee please contact any of the members who currently sit on the committee.

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 College. Elected members receive release time from their normal hours of work to sit on the Negotiating Committee.