RUNNING FOR COUNCIL

A GUIDE

PREPARED BY
KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL
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What is the King's University College Students' Council?

The King's University College Students' Council (KUCSC) is made up of an Executive team, Associates, Representatives, Coordinators, and Commissioners. These student-led leadership positions allow for students at King's to get involved in campus life, events, and advocacy work.

There are five main Executive portfolios within the KUCSC - the President, Student Affairs, Student Events, Communications and Finance. All five portfolios exist to serve a need of Council, and there are various positions within each portfolio that assist Council in running smoothly. Each portfolio is headed by an Executive member who coordinates the roles of the members who are in their portfolio.

Why is the KUCSC valuable?

The KUCSC is a voice for the students at King's and allows students to participate in the decisions and activities that affect their student experience. The KUCSC also puts on events and activities for students to enjoy throughout their time at King's. Events such as Orientation Week, King's Ball and Frost Week would not be possible without the contributions and efforts of the KUCSC.

Why should you get involved with the KUCSC?

If you are looking to get more involved with the King's community, the KUCSC is an excellent way to do so. Additionally, the KUCSC provides you with the opportunity to develop your own personal skills and leadership abilities. There are a variety of positions available on the KUCSC that cater to a variety of different engagement levels and skill sets. Getting involved with the KUCSC gives you the chance to become part of a community with other student leaders and help plan events or assist in advocacy work that you are passionate about.
What is an Executive?

Executives are each responsible for carrying out the tasks, duties, and responsibilities of one of the five portfolios in the KUCSC. Each Executive has a specific area of Council that they focus on, and manages the activities of the Council members in that portfolio. The Executives work together as a team with equal voice in leading the KUCSC to success each year. The KUCSC Executives are responsible to Council and to the student body. All Executives are compensated for their work on Council in the form of a bursary that is equal to a full-time, fourth-year student’s tuition and fees.

**Time Commitment**

Executives are required to hold at least 10 office hours each week, however, some weeks may require additional hours working outside their office hours. Additionally, Executives can only take 4.0 courses during their time in office.

**President**

The President student-facing, is the voice of the KUCSC, and is the main liaison between King’s administration and the Students’ Council. The President sits on many committees at the College level to represent the KUCSC and students at large. It is the President’s responsibility to advocate for students at all levels of the College and to communicate information from the College back to Council. The President also provides strategic direction for the KUCSC and is responsible for supporting the success of the other Executives and their portfolios. The KUCSC President coordinates the activities of the Faculty Representatives, USC Representatives, KCC Representatives, Speaker, Deputy Speaker, and the Governance Associate. Every four years the President is also responsible for writing a new Strategic Plan for the KUCSC that will guide the direction the organization will take in the years to come.
Vice President Student Affairs
The Vice President of Student Affairs (VPSA) represents the voice of students and is the Executive tasked with hearing the concerns of the student body. The VPSA works to ensure that King’s students are successfully being advocated for in the College and within the KUCSC by overseeing initiatives, events, and sitting on various committees with senior administration. The VPSA is focused primarily on advocacy and initiatives, and manages a large portfolio to support these two pillars. The VPSA’s portfolio consists of the Social Representatives, along with many Commissioners tasked with carrying out Council initiatives. Every year the VPSA is responsible for writing an advocacy paper that examines an issue faced by King’s students and puts forth recommendations to the college. As part of their role, the VPSA must ensure (along with the Associate Governance) that the recommendations of past Advocacy Papers have been followed.

Vice President Student Events
The Vice President of Student Events (VPSE) creates events on and off campus that engage King’s students in their campus community and enhance the student experience. The VPSE plans many events each year that make King’s more than an academic institution: they make King’s home. From the moment a King’s student first steps foot on campus, the VPSE has contributed to their student experience. The VPSE works with the King’s Head Soph to ensure the success of the King’s Orientation Program and also coordinates the activities of many Commissioners. Additionally, the VPSE oversees KUCSC Clubs in conjunction with the Clubs Coordinator. Year after year, the VPSE plans many successful events that have become favourites in the King’s community, such as Welcome Back Week, King’s Ball, and Frost Week.
Chief Communications Officer

The Chief Communications Officer (CCO) is responsible for promoting Council's activities and for ensuring that students are familiar with the KUCSC brand. The CCO creates all of the promotional material that ends up on the KUCSC website or social media, in association with the Commissioners in their portfolio. The CCO works with many external partners to promote the KUCSC and reach students, such as media outlets, King’s Communications, and various social media platforms. Additionally, the CCO is responsible for releasing press statements that communicate important information to the King’s student body, explain the stance of the KUCSC on campus issues, or that relay students’ concerns to a wider audience. The CCO contributes greatly to the success of the events carried out in the VPSA and VPSE portfolios through the promotion of these events through various channels.

Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for creating the KUCSC’s yearly budget and ensuring that all portfolios and Council members are effectively spending the resources allocated to their position. This includes overseeing the budgets of the Executives, Representatives, Commissioners, and Clubs. The CFO is tasked with ensuring that each year, King’s students are getting the most value out of the fees that they pay to the KUCSC. The CFO advises all members of Council on financial matters related to their position and, along with the Finance Committee, approves spending on new Council initiatives and events. The CFO also oversees the Grants Pool, which is a pool of funds available to all King’s students for hosting events and initiatives on campus.
Executive Associates are resource members of Council that work closely with an Executive to help carry out needs and support the success of their Executive's portfolio. An Executive Associate’s main task is to support their Executive with the operations of the portfolio, and to be a resource for the various Representatives, Coordinators, and Commissioners in the portfolio. They also help the Executive to complete the large tasks of the portfolio, such as researching for the annual Advocacy Paper or consulting for the Strategic Plan. All Associates are compensated for their work on Council in the form of an $1000 honorarium.

There is an Associate position for each of the Executive portfolios. There are additional Associate positions that serve as resources to members of Council and that are imperative for the continued operation of the KUCSC. The Speaker and Associate Governance are such Associates and are responsible for ensuring that Council meetings run smoothly. The Associate Governance also manages KUCSC elections and is a resource to all members of the KUCSC who have questions about Council’s By-Laws, Policies, and Procedures.

**Time Commitment**
Although Associates are not required to hold weekly office hours, an Associate position averages 5 - 10 hours per week of commitment to council-related tasks and/or assisting their respective Executive member.

**Who Should Apply?**
An Associate is a key member of the KUCSC team and as a result is a great role to consider for someone who is looking to get more involved with Council. If you are looking for a larger role with more responsibilities and leadership opportunities, consider applying for one of the various Associate roles on KUCSC!
What is a Representative?

Representatives are elected by the members of the student body to bring the concerns of students to and from the KUCSC and various groups on campus. All Representatives are responsible for consulting with the students that they represent and for creating events catered to those students’ interests and needs. There are four types of Representatives: Social Representatives, Faculty Representatives, University Students' Council (USC) Representatives, and King's College Council (KCC) Representatives.

Time Commitment

Representatives are expected to plan events for the student bodies they represent, as well as attend monthly meetings. Time commitment varies on a weekly basis, however, the monthly time commitment for a Representative position is expected to be about 10 hours.

Who Should Apply?

Representatives are a great way to get involved with KUCSC if you are looking to start getting involved with Council, but have limited time available in your schedule. Being a Representative offers the chance to get involved with other student leaders, plan your own events, and get familiar with the KUCSC!

Social Representatives

Social Representatives are tasked with representing various constituencies on campus, especially those who are not always given space or voice on campus issues. These Representatives are tasked with planning events or Awareness Weeks that take the needs of their constituencies into account. Social Representatives are also voting members of Council and, along with Faculty Representatives, represent the voice of their constituency in all Council affairs and motions. Some examples of Social Representatives include: Accessibilities Representative, Indigenous Representative, and International Student Representative.
Faculty Representatives

Faculty Representatives are tasked with representing the needs of the students in their Faculty. They do so at Council meetings, Faculty meetings, and at Faculty Council. Faculty Council is a King's University College committee that includes all faculty members; important votes at the College level are discussed and voted on at this committee before going on to other committees at the College. Faculty Representatives are able to participate in the activities of their Faculty, such as Appointments, Promotion, and Tenure applications and the hiring of new faculty members. These representatives are also responsible for hosting two academic events per year for the students in their faculty. Some examples of Faculty Representatives include: English Representative, Philosophy Representative, and Social Justice and Peace Studies Representative.

University Students’ Council Representatives

University Students’ Council (USC) Representatives are King's students that represent the affiliate and KUCSC voice on Main campus. They attend USC meetings with the KUCSC President and primarily advocate on issues that affect affiliate students, but as USC Councillors they also ensure that the USC is serving all Western students. USC Representatives can be members of USC Committees and are considered to be as much a part of the USC as they are a part of the KUCSC. The USC Representatives are also responsible for relaying the activities of the USC to the KUCSC at each Council meeting.

King’s College Council Representatives

King’s College Council (KCC) Representatives work with the KUCSC President to advocate for student interests in College Council. College Council is a King’s committee that includes the members of Faculty Council, plus staff and administration from King’s. College Council is chaired by the King’s Principal and important decisions that affect the entire college are voted on at College Council before being sent to the College’s Board of Directors.
What is a Coordinator?

Coordinators are responsible for working with their portfolio’s Executive and Associate to carry out the management of a specific section of the portfolio. They are usually responsible for governing the activities of several Commissioners. Coordinators have more responsibility than a Commissioner, but require less of a time commitment than Associate positions. They also have more of a focused mandate than Associate positions. An example of a Coordinator position is the Event Staff Coordinator.

What is a Commissioner?

Commissioners are members of an Executive portfolio who have a specific task or responsibility on Council. Commissioners are usually responsible for enacting Council initiatives, planning events, and managing Council activities that students interact with. Some examples of the many Commissioner positions are: Wellness Commissioners, Environmental Commissioners, King’s Ball Commissioners, and Relay for Life Commissioners.

Time Commitment

Coordinators and Commissioners assist their respective Executive with tasks and duties outlined in their Terms of Reference. As a result, different times in the year may have heavier or lighter workloads. The time commitment of a Coordinator or Commissioners would average out to around 10 hours a month.

Who Should Apply?

There are Coordinator and Commissioner positions to suit many types of interests and skills. Tasks such as planning events or advocacy work are some examples of duties that a Coordinator or Commissioner may be tasked with.
Running in an Election

Which positions on Council are elected?

The elected positions on the KUCSC are the President, Vice President of Student Affairs, Vice President of Student Events, Faculty Representatives, and Social Representatives. Since these are elected positions, all candidates wishing to run for these positions are required to run an election.

Are the CCO and CFO elected positions?

The CCO and CFO are not elected by students at large - instead, they are elected by a vote of Council at the KUCSC’s Annual General Meeting at the end of the Winter semester.

How do I run for an elected position on Council?

Review the Terms of Reference (available on the KUCSC website under the 'Resources' section) for each position that you are interested in so that you know exactly what the job entails. Also, make sure you are familiar with KUCSC By-Law #2 - Elections Policies and Procedures to ensure your campaign stays within the constraints set out by the By-Law.

Make sure you know when the elections are taking place - look for promotions on the KUCSC website and social media accounts or reach out to the Associate Governance (associate.governance@kucsc.com). There are three election sets per year:

a. Fall Elections: First Year Representative positions and any open Representative positions from the past year are elected in September and October.
b. Spring Elections: the KUCSC President and Representative positions for the following school year are elected early in the Winter term.
c. VP Elections: the Vice President of Student Affairs and the Vice President of Student Events are elected in the Winter term after the Spring Elections conclude.
Submit a nomination form for the position you want to run for during the nomination period. You’ll need to print off an “Elected Position Application” form (available on the 'Resources' section of kucsc.com) or pick one up from the Council office (KC 208 on the second floor of the Student Life Centre). You will need to get 10 students to sign the document and agree to nominate you for the position.

Attend the All Candidates Meeting at the end of the nomination period. It is essential that you attend this meeting - this is where you will submit your nomination form and learn all of the rules for running a campaign and participating in an election. You cannot run for a position without having attended, or sending a proxy to the All Candidates Meeting.

Get a campaign team together. You’ll need a team of people to help you plan your campaign and reach out to students. You’ll also need to fill out a “Declaration of Campaign Team” form that you will give to the Associate Governance.

Consult with people close to the position. Reach out to people who are in the role you want, and consult with the students you would be representing. Use these consultations to inform the platform points you will create and the goals that you have for the position.

Create your platform. What’s your vision for the position that you want? What do you hope to achieve in your time in office if you are elected?

Campaign! Speak to students about your platform. Listen to their feedback and concerns. Debate with your competition. Most importantly, use your voice to help drive the KUCSC’s mission and advocate for your fellow students.

Interested in a non-elected position? The next page describes the process of applying for hired positions!
How are the Chief Communications Officer and Chief Financial Officer selected?

Chief Communications Officer (CCO)
Candidates for CCO will be required to make a presentation to Council at the KUCSC Annual General Meeting at the end of the Winter semester. Candidates for CCO will also be required to create a Communications portfolio with sample promotional material according to scenarios provided by the current CCO. Candidates are encouraged to also bring a portfolio of their past work.

Chief Financial Officer (CFO)
Candidates for CFO will be required to make a presentation to Council at the KUCSC Annual General Meeting at the end of the Winter semester. Candidates for CFO must also take and pass the CFO Candidacy Exam, which tests financial literacy, budgeting skills, and knowledge of the KUCSC’s financial practices.

After Council has heard all of the candidate presentations for CCO and CFO, the voting members of Council will vote on who they wish to elect for both of the positions. If there is only one candidate running for the position, Council will instead have a vote of confidence. This means that Council will vote on whether or not they are confident in the candidate’s ability to perform the duties of the role they are running for.

How are Associates, Commissioners, and Coordinators hired?
At the end of the Winter semester, applications for Associate, Commissioner, and Coordinator positions will open. Applicants must submit a resume and cover letter to the KUCSC General Manager. Successful applicants will be invited to an interview and will then be interviewed by a hiring panel. The hiring panel will be composed of the portfolio’s current Executive, incoming Executive, and another member of Council (usually an Associate, Commissioner, or another Executive). Candidates will be notified about whether or not they will be offered the positions after all of the interviews have taken place.