



Executive Council Nomination Form



Nursing Science Society

Nursing Science Society Executive Council Nomination Form

Name: _____ Phone Number: _____

Queen's E-mail Address: _____

Current Year of Study (please circle one): **1st** **2nd** **3rd** **AST3**

Position you wish to run for (please circle one):

President _{1, 2}

Vice President, University Affairs₂

Vice President, Operations₂

- Each applicant is required to obtain fifty (50) signatures from fellow students enrolled in the Nursing program from any year of study.
- Executive Teams must run with **one candidate** for each of the following positions: President, Vice President University Affairs, and Vice President Operations.
- Applications are due by **4:00 pm on Tuesday, November 8th, 2016**, and can be handed in to the NSS drop box (NSS Student Lounge, SON, Cataraqui Building)
- Please refer to Appendix A: Executive Council Descriptions for a specific position description outlined in NSS Constitution.

#1 The President must be an internal candidate, sitting on the NSS for at least one semester or attended 3 consecutive NSS meetings prior to election. All other candidates may be external.

#2 The President, and Vice-University Affairs/Operations candidates must be in year 2 or year 3 of study.



Nursing Science Society

2016 Elections Timeline

Nomination Forms Due:

- Nomination forms are due by 4:00pm on Tuesday, November 8th in the NSS Student Drop Box (NSS Student Lounge, SON)
 - Absolutely NO exceptions

Candidates Will Be Contacted:

- Wednesday, November 9th, 2016

Campaigning Timeline:

- **Start Time:** 8:00 am Monday, November 14th 2016
- **End Time:** 8:00 pm Friday, November 18th 2016

Campaigning Provisions:

- Campaigning will only begin on the date specified above and all campaign materials will be taken down no later than the end date specified above.
- Active campaigning includes, but is not exclusive to: posters, statements and advertisements and class visits (arranged ahead of time with the professor). Posters must follow the Queen's poster policy, which differs for each building.
- Campaign materials are subject to a spending limit of \$60.00 to ensure there is a level playing field.

Election Day:

- Monday, November 21st 2016
- Online voting system

First NSS Meeting:

- If successful, the first NSS Meeting you are required to attend is Wednesday, November 23rd at 7:00pm. You will be notified of the location closer to the time.



Nursing Science Society

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Nursing Science Society

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Nursing Science Society

Agreement & Signature Form

By signing below, you agree to attend all NSS Assembly meetings, if elected. You understand that these meetings happen biweekly throughout the school year (Winter 2017, and Fall 2017) on Wednesday evenings beginning at 7pm. You agree that if elected, your service will take place over the course of 2017 for both the winter and fall semesters, consecutively. You have read the responsibilities outlined in the most recent version of the NSS Constitution, and have made an effort to reach out to the student who currently holds this position to seek clarity and full understanding of this role. Please note that all applicants are invited to attend the final NSS meeting of the fall term on Wednesday, November 23rd, 2016, with attendance of successful applicants being mandatory.

Name of applicant: _____

Signature of applicant: _____

Date: _____



Nursing Science Society

Executive Council (President, VP University Affairs, and VP Operations) Candidates:

**List 3 goals that you wish to accomplish in the duration of your term.
Please consider goals for the faculty, society, and the position specific description.**

Goal #1

Rationale:

Goal #2

Rationale:

Goal #3

Rationale:

Thank-you for your nomination!



Nursing Science Society

APPENDIX A: EXECUTIVE COUNCIL DESCRIPTIONS

DUTIES OF THE EXECUTIVE OFFICERS

Section 1:

1.1 It shall be the duty of the **PRESIDENT** to:

- a) To share ex-official membership on all the committees of the NSS and AMS with the VICE PRESIDENT.
- b) To set the agenda for NSS Executive meetings.
- c) To ensure that the Executive members carry out their duties, and in the event of impeachment, act as the Petitioner.
- d) To submit a written report to the NSS, including recommendations, at the Annual General Meeting and for the benefit of the incoming President.
- e) To assist with all functions of the NSS, or find suitable replacement for the capacity of host/hostess.
- f) To coordinate the NSS Ad Hoc committees.
- g) To meet with the YEAR I and YEAR III AST classes early in September of the PRESIDENT's year of office to outline the functions and purposes of the NSS and assist in selecting a Class President and Class Council.
- h) To represent the NSS at the President's Caucus meetings of the AMS.
- i) To act as a voting member on the AMS Assembly and attend all AMS Assembly meetings.
- j) To attend all scheduled Academic Council meetings.
- k) To coordinate the Annual General Meeting for the incoming Executive during which all outgoing Officers will present a detailed report of their year in Office.
- l) To present the Reddick Awards at the Graduation Pinning Ceremony **or find a suitable replacement.**
- m) To co-sign all NSS cheques with the VICE PRESIDENT OPERATIONS.
- n) To attend Health Sciences Faculty Board meetings.
- o) To sit on the Operations Committee described in **ARTICLE X, Section 3.**
- p) To assume membership of any AMS subcommittees to which the outgoing President was a member of until the end of the subcommittee's term.
- q) To preside over all meetings of the NSS Executive, and ensure rules of order are followed at meetings.
- r) To sit on the Nursing Orientation Committee, as explained in **ARTICLE X Section 4.** This may be passed on to Vice President, if requested.
- s) To act as Chair in the event of Impeachment Proceedings as seen in **ARTICLE IV Section 7**
- t) To grant guest, and observer status for NSS Executive Meetings
- u) To grant proxy status for those attending NSS Executive meetings in lieu of an absent NSS Executive Officer
- v) To supervise the first year interns and delegate administrative duties to them as he/she sees fit.
- w) To preside over speaking duties at all NSS meetings in the event that the speaker position is not filled, or at meetings where the speaker is unable.
- x) To bring the constitution to every meeting of the NSS executive.
- y) To sit on the Tricolour Awards Committee or find a suitable replacement to represent the NSS.
- z) To produce a written transition report / manual to the incumbent President by the AGM in November. The completion of this transition manual will also be reflected in the President's review for honoraria at the fall AGM.

Section 2:

- 2.1 It shall be the duty of the **VICE PRESIDENT UNIVERSITY AFFAIRS**
- a) To preside over all meetings of the NSS Executive in the absence of the PRESIDENT.
 - b) To share ex-official membership on all committees of the NSS.
 - c) To attend the AMS President's Caucus meetings in the absence of the PRESIDENT.
 - d) To act as a voting member on the AMS Assembly and attend all AMS Assembly meetings.
 - e) To maintain contact with representatives of the AMS Assembly and Council, to inform the NSS Executive and Membership of AMS activities, events and postings.
 - f) To sit on the March Break Open House Committee and assist the Queen's High School Liaison with the March Break Program.
 - g) To act as a liaison and informant between the NSS and Queen's and Kingston communities regarding applicable NSS events.
 - h) To sit on the Orientation Committee, as outlined in **ARTICLE X, Section 4**, if requested by PRESIDENT.
 - i) To chair the Improvement committee, outlined in **ARTICLE X, Section 10**.
 - j) To chair the Big Buddies committee.
 - i. Will oversee the process by which students are buddied up with upper years, preferably those one year above the younger students. For example, YEAR I and YEAR II students and AST YEAR III with AST YEAR IV students etc.
 - ii. To facilitate in the orientation of the first year students, and AST YEAR III students via the buddy program to the nursing program. This will be established via email between the each of the years.
 - iii. The major task of the upper year nursing student is to answer questions re: campus activities/lifestyle. The upper year buddy is to act as a supportive figure within the School of Nursing.
 - iv. The buddies will be delegated by the end of the 3rd week of school.
 - v. The NSS VICE PRESIDENT will attend classes from each year to obtain names and emails.
 - i) The year I students will be approached at the beginning of the fall term
 - ii) The upper year buddies will be approached during the preceding winter term and fall term.
 - vi. Buddies may be randomly assigned, up to the discretion of the NSS VICE PRESIDENT.
 - vii. The NSS VICE PRESIDENT will refer to the buddy program recommendations binder throughout the year to ensure the focus remains on the program goal.
 - i) The Big Buddies Program Goal: *"The buddy program is designed to facilitate peer mentoring within the School of Nursing. Upper year buddies are to act as a resource, friend and mentor to first-year nursing students. The relationships established through the Buddy Program will positively impact experience of first-year nursing students and aid a successful transition into the nursing program at Queens University."*
 - k) To sit on the Operations Committee described in **ARTICLE X, Section 3**.
 - l) To chair the Nursing Orientation Review Committee, as outlined in **ARTICLE X, Section 11**
 - m) To assume membership of any AMS subcommittees to which the outgoing Vice-President was a member of until the end of the subcommittee's term.
 - n) To attend Health Sciences Faculty Board Meetings
 - o) To act as the Returning Officer in elections according to **ARTICLE VII, Section 1, 2 & 5**
 - p) To produce a written transition report / manual to the incumbent Vice President by the AGM in November. The completion of this transition manual will also be reflected in the Vice President's honoria review at the fall AGM.
- 2.2 It shall be the duty of the **VICE PRESIDENT OPERATIONS**
- a) To keep correct minutes of all NSS meetings and transactions. A permanent record is to be kept and made available to all NSS members.
 - b) To conduct NSS correspondence along with the PRESIDENT.
 - c) To prepare and keep a full list of telephone numbers and e-mail addresses of all Executive members as well as those of the members of each NSS committee.

- d) To sit on the Operations Committee described in **ARTICLE X, Section 3.**
- e) To sit on the University IT Services Committee.
- f) To find suitable location and time to hold NSS Executive meetings on a bi-weekly basis
- g) To record attendance at NSS Executive Meetings
 - i. In the event that an NSS Executive Officer has missed two meetings outlined in **ARTICLE V, Section 2.3b**, he/she will submit, in writing, notification to the NSS Executive Officer that he/she is one absence away from having a closed session discussion on their removal from office as outlined in **ARTICLE V, Section 2.3c**
- h) To oversee the NSS Web page
- i) To hire the NSS Webmaster as outlined in **ARTICLE XII, Section 1**
- j) To ensure all agendas and minutes from NSS Executive meetings, of the current year, are posted on the website.
- k) To monitor and regulate all correspondence between the NSS, and the NSS members
 - i. This includes:
 1. Approval of all poster material for content and appropriateness
 2. Approval of web postings for content and appropriateness
 3. Regulation of Mass emails, as seen in ARTICLE XVI
- l) To act as a liaison and informant between the NSS and the Queen's and Kingston communities and to publicize NSS events to same.
- m) To be responsible for the funds of the NSS and to keep an accurate and permanent record of such.
- n) To present a financial report at each NSS meeting and at the request of any NSS member upon one week's notice.
- o) To oversee all financial transactions of the NSS committees where NSS funds are involved.
- p) To audit all financial transactions of the NSS committees where NSS funds are involved, to ensure accurate records and accountability of committees in regards to spending.
 - i. Auditing of accounts will occur yearly with account reports being submitted to the VICE PRESIDENT OPERATIONS by each committee as follows:
 1. Orientation: February 1st of each year
 2. Class Executives: November 1st and March 1st of each year
 3. CNSA: February 1st of each year
 4. Social: February 1st of each year (or the Third day of class in winter semester)
 5. KNSC: February 1st of each year
 - ii. The VICE PRESIDENT OPERATIONS will have 2 meetings from the date of submission to report to the NSS about the financial status for the Orientation, CNSA and Social Committees
 - iii. The VICE PRESIDENT OPERATIONS will have until the first NSS Executive meeting in the fall term and the first NSS Executive meeting of the winter term to report to the NSS executive about the financial status for the Class Executive Accounts
- q) To pay all outstanding accounts as directed by the Executive acting for the NSS.
- r) To co-sign all cheques with the PRESIDENT
- s) To possess bills of receipts as proof of all monies expended.
- t) To submit a full financial statement at the Annual General Meeting and to the incoming VICE PRESIDENT OPERATIONS.
- u) To submit a full financial statement to the AMS as required.
- v) To aid in the arrangement of the appropriate AMS grants.
- w) To preside over applications and distribution of the NSS funds for students.
- x) To assist the 4th YEAR PRESIDENT in the disbursement of the Thank-Q funds.
- y) To submit a budget to the NSS for the second formal meeting date.
- z) To produce a written transition report / manual to the incumbent Vice President Operations by the AGM in November. The completion of this transition manual will also be reflected in the Vice President Operations' honoria review at the fall AGM.

4.2

- a) To supervise their first year intern and delegate administrative duties to them as he/she sees fit.