

SUO
**BOARD OF
DIRECTORS**
ELECTION 2022/2023



NOMINATION PACKAGE



INTERESTED IN STUDENT GOVERNANCE?

REASONS TO GET INVOLVED

EXPERIENCE

Becoming an elected student leader brings the responsibility to lead and serve your fellow students. Holding these positions will provide you with practical and valuable experience in communication, problem-solving, time management, public speaking, teamwork, and leadership that will serve you well in your current student life and your future career.

NETWORKING AND CONNECTIONS

Being a student leader will require you to work with a broad range of individuals in many different capacities. You will work closely with SUO staff, University Administration, and fellow student leaders. Your role may require you to liaise with local business owners, community leaders, and local, provincial, or federal politicians. These connections can fast-track building a valuable network.

CONTRIBUTION

As an elected representative, you will have a role in providing the student voice to University officials on issues that matter to your fellow SUO members. This is your opportunity to help enhance students' lives on your campus, assisting in providing a rewarding, safe, healthy, and fun campus environment.

WHO MAKES A GREAT LEADER?

COMMUNITY-DRIVEN STUDENTS

Regardless of your role, it is your job to be the voice of the UBCO student body, representing the diverse community on our campus. One of your greatest responsibilities is looking out for the well-being of the students you are elected to serve. Students will expect you to work hard for them - whether that means advocating for change, helping to ensure equitable treatment, or providing a wide range of non-academic activities to enhance their student experience.

PROGRESSIVE THINKERS

As an elected student leader, you have the potential to impact policies, events, and initiatives that occur at UBCO with your thoughts and ideas. As you participate in meetings with University Administration and other student leaders, you have the opportunity to perhaps see some of your ideas transform into student experiences.

ACCOUNTABLE INDIVIDUALS

Once you are elected and known as an SUO elected official, you immediately represent not only the student body but will also be seen as a representative of UBCO. You must understand and be aware that your actions, positive or negative, will reflect on the entire UBCO community. Even if you are not acting or speaking officially, you will still be viewed as representing the SUO and, by extension, UBCO.

WHERE CAN I GO FOR MORE INFORMATION?

SUO BOARD INFORMATION

Jason Evans | General Manager
jason.evans@suo.ca

Tashia Kootenayoo | President
president@suo.ca

BOARD OF DIRECTORS

JOB SUMMARIES



VP EXTERNAL

The Vice President External chairs and coordinates the activities of the Campaigns Committee, focusing primarily on external media relations and advocacy. The VP External advocates on students' behalf to various external bodies, such as municipal, provincial, and federal governments, on issues that impact the student population. This lobbying furthers the Student Union's objectives, goals, and policies through the attendance of meetings of relevant local, provincial, national, or international student groups.

VP INTERNAL

The Vice President Internal chairs the Policy Committee and oversees and coordinates matters internal to the Student Union, including those relating to membership and governance.

The VP Internal coordinates and liaises with the Resource Centres and delegates related responsibilities to the appropriate staff members, and further oversees the development and implementation of new services to Union Members. They are most closely responsible for the relationship with Union Members, and receive complaints and comments related to the Student Union, the University, or any other members' concerns. Further, they act as the main liaison between the Students' Union and the registered Student Associations and assist these groups in coordinating their activities.

PRESIDENT

The primary role of the President of the Students' Union is to act as the elected leader of the UBC Okanagan student body, representing the SUO's membership in meetings with the Administration, statements to the government, and interviews to media on issues pertaining to the institution or general student issues. The President also acts as the chairperson of the Board of Directors and the Executive Committee, the SUO's two legislative bodies. Another critical role of the President is to work closely with the General Manager to oversee and coordinate the activities of the Students' Union, as well as support the Vice Presidents with their individual portfolios. The President is tasked with creating and implementing the Annual Strategic Plan, Annual Report, Annual General Meeting, and is responsible for steering the organization according to long-term goals and mandated initiatives. Further, the President is the official liaison between the SUO, its membership, and UBC Administrators such as the Office of the President, and Vice Presidents of UBC. In partnership with the General Manager, the President creates and reviews recommendations to the Board of Directors in order to ensure that the Student Union is fulfilling its commitment to the student body.

VP FINANCE AND ADMINISTRATION

The Vice President Finance and Administration chairs the Finance and Club Funding Committees and oversees and coordinates the finances of the Student Union. The VP Finance ensures the long-term financial stability of the Student Union in coordination with the General Manager and the proper preparation and maintenance of all financial records, including books and accounts, as are necessary to comply with the Societies Act. Further, they prepare the financial statements and reports to be presented regularly to the Board of Directors and Executive Committee, and help develop the annual budget of the Student Union, in a manner not inconsistent with policies and priorities set out by the Executive Committee and Board of Directors.

BOARD OF DIRECTORS

JOB SUMMARIES



FACULTY REPRESENTATIVE

Faculty Representatives are responsible for supporting students and the executive team with their initiatives and events. This requires volunteering time to really make these events successful, with a minimum commitment of 8 hours/month, plus the additional volunteer hours.

A Faculty Representative interacts with their specific Student Associations, faculty members, staff, and admins. It is important to build a rapport with these members so that they can connect with you regularly! Further, they attend board meetings and stay current with Executive communications over Microsoft Teams. It is important to be well versed and prepared to share your voice and equal vote and to be accountable and commit to your position. It is vital to attend meetings and events and bring initiatives forward to the board (where ideas are often received with support and enthusiasm!).

FACULTIES:

- Faculty of Graduate Students
- Faculty of Creative & Critical Studies
- Faculty of Arts & Social Sciences
- Faculty of Science
- Faculty of Management
- Faculty of Applied Science
- Faculty of Health & Social Development
- Faculty of Education

VP CAMPUS LIFE

The Vice-President Campus Life has many responsibilities that revolve around enriching student life outside of the classroom, and this role will challenge a student's ability to adapt to many different circumstances and situations.

While chairing both the Campus Life Committee and Media Fund Committee, many of the responsibilities will involve collaborating with important campus partners and planning and facilitating events for our students. This includes regular programming and events throughout the academic year such as lectures or workshops, concerts, and other performances, social gatherings, mental health awareness and enhancing events, or bringing relevant and timely speakers to campus. The VP Campus Life also helps to oversee the coordination of the Students' Union volunteer program, including the onboarding, training, coordination, and stewardship of the volunteer workforce, helping bring students the opportunity to get involved with projects on campus.

DIRECTOR AT LARGE

Directors at Large are responsible for supporting students, and the executive team with their initiatives and events. This requires volunteering time to really make these events successful, with a minimum commitment of 8 hours/month, plus the additional volunteer hours. A DaL interacts with Student Associations, as well as staff and admins. It is important to build a rapport with these members so that they can connect with you regularly! Further, they attend board meetings and stay current with Executive communications over Microsoft Teams. It is important to be well versed and prepared to share your voice and equal vote and to be accountable and commit to your position. It is vital to attend meetings and events and bring initiatives forward to the board (where ideas are often received with support and enthusiasm!).

For a complete list of Board Member responsibilities, check out the complete SUO Bylaws and Regulations documents

EXECUTIVE COMMITTEE FAQ SHEET



1. HOW LONG IS AN EXECUTIVE TERM?

An executive term runs from May 1st to April 30th. The SUO operates throughout the summer as well. During the months of April, newly elected executives must commit to 5 hours of scheduled training per week. They will be paid 20% of the regular monthly honoraria for this month.

2. WHO SITS ON THE EXECUTIVE COMMITTEE?

The President and Vice-Presidents (4) sit on the Executive Committee. The Directors at Large and the Faculty Representatives do not. The General Manager and the Advocacy and Governance Coordinator also sit on the committee as resources for Executives.

3. WOULD I BE ABLE TO WORK ANOTHER JOB IF I BECOME AN EXECUTIVE?

You will be expected to work an average of 25 hours per week in your role as an executive. Some weeks you will work more than 25 hours, some weeks perhaps less, depending on what projects you have on the go at any given time. With everything else that you have going on as a busy student - keeping up with your studies, having time for family and friends – we believe it would be difficult to find the time for an additional job

4. WHAT WOULD MY BENEFITS BE?

The benefits of being a SUO Executive are payment as referenced in the bylaws, access to professional development, and networking opportunities. Registered owners of motor vehicles are also given a campus parking spot!

5. WHAT IS THE TIME COMMITMENT?

Executives are expected to work an average of 25 hours per week. Of these 25 hours, you are expected to be in the SUO offices at least 3 days per week, for a minimum of 15 hours total. The remainder of your hours can be worked remotely or at SUO events. Of the 15 hours that you are expected to be in the office each week, you must be available for student appointments for 5 of these hours. Note: Due to the COVID-19 pandemic, our Executives and Staff are in office as well as working their hours remotely at this time. This is subject to change as the situation evolves.

6. IS THERE A CODE OF CONDUCT FOR STUDENT EXECUTIVES?

Students on Executive Committee are officers of the corporation and have a fiduciary responsibility to do what is in the best interest of the SUO at all times. All directors of the SUO must adhere to the current code of conduct regulation in our governing documents and conduct themselves accordingly. Each nominee for a position on the Board of Directors must, upon successful election, commit to and sign an Oath of Office and a Non-Disclosure Agreement duly approved by the governing body of the SUO, which states the roles and responsibilities of a board member.

7. WHAT PREVIOUS EXPERIENCE OR KNOWLEDGE WOULD BE HELPFUL?

Any experience with student government or the SUO is helpful to a SUO Executive. However, previous experience is not required because we provide the training, resources, and connections to help you improve the student experience.

8. HOW LONG DO PROJECTS/GOALS TAKE?

You will work with different stakeholders on many diverse tasks and projects over your term. Some projects may be completed within a few days or weeks; others may take months. Longer-term or larger initiatives may see you picking up the torch from your predecessor or you starting something that is passed on to your successor.

EXECUTIVE COMMITTEE FAQ SHEET



9. HOW DO I DETERMINE AND COMPLETE MY PROJECTS AND GOALS?

All elected executives come into office with projects and goals in mind that they would like to complete over their term. Early strategic planning sessions will help you select and refine individual goals that fit within the SUO's mandate. Once your goals are established, your staff partner can assist you in determining the next steps, such as connecting with relevant stakeholders, determining timelines, and establishing tasks required. Your staff partner is experienced and knowledgeable and is a resource to you. They want to see you succeed in your goals! If there are projects that will extend past your term, you will prepare your projects to be handed to your successor with all documentation, contacts, and work done to date, which will allow them to continue what you were unable to complete yourself during the year.

10. HOW MUCH ARE SUO EXECUTIVES PAID?

Executives are paid an honorarium as set out in our SUO Regulations, payable bi-weekly.

11. WOULD I HAVE TO BE A CANADIAN CITIZEN?

No, you have to be a UBC Okanagan credit student in good standing and are expected to fulfill a 12-month commitment. If you are an international student or an exchange student, a work permit or other documentation may be required to will allow you to work a part-time position on campus.

12. WOULD I HAVE TO GO TO ALL EVENTS?

No. You are recommended to attend all the events you can to promote good relations and support the SUO, UBC, external stakeholders, and students. However, due to working part-time as an executive and your work as a student, it makes attendance difficult. Discuss with your team which events you should attend together or have individual executives attend to show SUO support.

13. CAN I STILL JOIN A STUDENT CLUB?

You can join a club, but due to potential conflicts of interest, Executive Directors cannot hold any significant position, including but not limited to executive positions in any Student Association.

14. WOULD I HAVE TO TRAVEL?

Yes. All student executives are required to have a driver's license or valid government issued ID. There are several times throughout the year that you travel outside the office, a majority of them during the summer months. The traveling is for conferences and for executive training. Approved travel expenditures will be reimbursed.

15. WHO WOULD I REPORT TO?

Student Executives report to each other and the student body as a whole. Additionally, within the SUO Board of Directors, there is an Oversight Committee that - through regular review of work summary reports, meetings with you, and solicitation of feedback from your peers will help ensure that you are performing your duties in accordance with the SUO Bylaws and Regulations.

16. WOULD I HAVE TO WEAR FORMAL APPAREL EVERYDAY?

No. However, when representing the best interests of students, dressing appropriately for meetings with UBC Administration, Government Officials, and external stakeholders will have a lasting impression on the SUO and whether or not you are taken seriously.

EXECUTIVE COMMITTEE FAQ SHEET



17. IS THE SUO OFFICE OPEN DURING THE COVID-19 PANDEMIC?

Our Executives and Staff are working a combination of onsite and remote hours so that we can continue to keep our office open to support our members, UBC Okanagan students. We are open Monday-Friday from 8:30 AM – 4:00 PM (PST). This is subject to change as the pandemic continues to evolve.

18. WILL THE UPCOMING GENERAL ELECTION BE HELD ONLINE OR IN-PERSON?

All events, meetings, and voting procedures will be carried out in an online format during the 2022-2023 election.

19. IF I HAVE QUESTIONS ABOUT THIS ELECTION, WHO CAN I TALK TO?

You may email your questions to Chief Returning Officer
(chiefreturningofficer@suo.ca) Noah Saini
or
Deputy Returning Officers
Joshua Milliken (joshua.milliken@suo.ca) and
Abdullah Abusamak
(abdullah.abusamak@suo.ca).

We are here to help you!

WHAT IS SOMETHING YOU DIDN'T KNOW ABOUT THE SUO WHEN YOU STARTED?

"When I first joined the SUO, I had no idea that I would make so many important connections over the course of my role. Connections that not only help me to be a more effective member of the community, but also set me on a path to achieve the most for students and student life at UBCO..."

- 2021 Board Member

TALK ABOUT SOME OF THE VALUABLE EXPERIENCE YOU HAVE GAINED IN YOUR ROLE.

"Some of valuable experiences gained: Making interpersonal relationships and working with a board as a whole, understanding organizational problems from the root and evaluating relevant policies for change, Learnt a lot as a liaison between the University and the students, and Public engagement."

- 2021 Board Member

WHAT DID YOU FIND MOST REWARDING WORKING WITH THE SUO?

"The most rewarding thing working with the SUO is to see real change on the ground that you are able to bring forth. For example- The Climate reimbursement policy is something that I am super proud of seeing being used by our student associations. Addressing student needs and concerns and addressing them has certainly been the most rewarding experience."

- 2021 Board Member

VITAL CANDIDATE INFORMATION



KNOW WHAT IS EXPECTED

It is your sole responsibility to be familiar with the SUO bylaws and regulations as they relate to not only the elections but also to Board of Director Positions.

CONTACTS

Available by email for electoral questions, submission of nominations, biographies and headshots, poster and campaign material approval, and official candidate complaints.

CHIEF RETURNING OFFICER (CRO)

Noah Saini | chiefreturningofficer@suo.ca

DEPUTY RETURNING OFFICERS (DRO)

Joshua Milliken | joshua.milliken@suo.ca

Abdullah Abusamak |

abdullah.abusamak@suo.ca

DEADLINE FOR NOMINATIONS

The deadline for nomination submissions is February 11th at 4:00 PM. Late submissions will not be accepted.

ALL CANDIDATES MEETING

A mandatory meeting for all candidates will occur on February 18th at 6 - 7PM (PST) via Zoom. Essential information regarding the election process will be discussed in order to help candidates abide by electoral rules and regulations and provide candidates with the best tools for success. Failure to attend may result in disqualification.

VITAL CANDIDATE INFORMATION



KEEP UP WITH CURRENT ELECTION
INFORMATION AND ANNOUNCEMENTS

SUO
GENERAL
ELECTION
2022

Instagram:
[@SUO_ELECTIONS](https://www.instagram.com/SUO_ELECTIONS)

CANDIDATE DEBATES

All Candidates are heavily encouraged to participate in one (1) debate to showcase their platform and engage with students prior to the election period. These debates will occur via Zoom during the campaign period (March 3-4).

HEADSHOTS & BIOGRAPHIES

Candidates must submit both a headshot (jpg, png, or tiff photo with at least 500PX x 500PX), a personal biography (written in the first person) of between 150 and 250 words, and platform points to the Chief Returning Officer via email no later than 11:59 PM (PST) on February 18th. Failure to do so will result in potential delay or exclusion of candidate information from the official SUO elections webpage.

POSTERS

The SUO will print up to 20 posters for each candidate. These posters must conform to the UBC Poster Policy (policy #120) as well as the SUO guidelines and must be reviewed by the CRO prior to printing.

VOLUNTEERS

Should candidates choose to employ campaign volunteers, they are required to disclose an exhaustive list of approved volunteers (including full name, student number, and email address) to the CRO. Candidates are entirely liable for their volunteers' actions and must ensure that - they too - adhere to election regulations.

CAMPAIGN PERIOD

Candidates are prohibited from campaigning until the campaign period officially begins. The campaign period commences February 28th at 8:00 AM (PST) and ends March 6th at 11:59 PM (PST).

CAMPAIGN MATERIALS

Candidates are permitted a total of \$75 for campaign expenses to be reimbursed by the SUO. Exceeding this monetary limit will result in disqualification. A submission form for candidate expenditures will be provided, which requires proof of purchase (i.e., receipts). The CRO must approve all campaign materials (including online materials) prior to distribution.

ONLINE CAMPAIGNING

Due to the limitations of COVID-19, candidates are encouraged to utilize a strong online presence.

Direct campaigning to online classes is also permitted, with the prior approval of the instructor.

VOTING PERIOD

Online voting commences Monday, March 7th at 8 AM (PST) and closes Wednesday, March 9th at 11:59 PM (PST).

ELECTION TIMELINE

I'M INTERESTED! WHAT'S NEXT?

This information package is full of instructions on just what to do. Getting started involves deciding you're interested in running and attending one mandatory information session (for executive candidates). Then submit your completed nomination form, with all necessary pages, to Noah Saini (chiefreturningofficer@suo.ca) by the deadline. Good luck!

Nomination Period opens [February 7th 2022 at 8:00am PST](#)

Nomination Period closes [February 18th 2022 at 4:00pm PST](#)

All-Candidates Meeting [February 18th 2022 from 6:00pm – 7:00pm PST](#)

Campaigning Period opens [February 28th 2022 at 8:00am PST](#) Debates

[March 3rd and 4th 2022](#) – *Times will be announced*

Campaigning Period closes [March 6th 2022 at 11:59pm PST](#)

Online Voting opens [March 7th 2022 at 8:00am PST](#)

Online Voting closes [March 9th 2022 at 11:59pm PST](#)

February

2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		