SUO

BOARD OF DIRECTORS

BY-ELECTION 2026/2027

INFORMATION 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, as well as 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 UBC-O 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 UBC-O 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 UBC-O. You must understand and be aware that your actions, positive or negative, will reflect on the entire UBC-O community. Even if you are not acting or speaking officially, you will still be viewed as representing the SUO and, by extension, UBC-O.

WHERE CAN I GO FOR MORE INFORMATION?

SUO BOARD INFORMATION

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

Lijie Qiu | Governance Coordinator
lijie.qiu@suo.ca

BOARD OF DIRECTORS

JOB SUMMARIES

VICE-PRESIDENT EXTERNAL

The Vice-President External chairs and coordinates the activities of the Campaigns Committee, focusing primarily on external media relations and advocacy. The Vice-President 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.

VICE-PRESIDENT INTERNAL

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

The Vice-President Internal coordinates and liaises with the Resource Centres and registered Student Associations and delegates related responsibilities, along with the Membership Outreach Coordinator, to the appropriate staff members. The Vice-President Internal oversees the development and implementation of new services to Members as well as assisting Student Associations with activities and events. They are most closely responsible for the relationship with Members, and receive complaints and comments related to the Student Union, the University, or any other members' concerns.

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 and Governance Coordinator, the President creates and reviews recommendations to the Board of Directors in order to ensure that the Students' Union is fulfilling its commitment to the student body.

VICE-PRESIDENT FINANCE AND ADMINISTRATION

The Vice-President Finance and Administration chairs the Finance and Student Association Funding Committees and oversees and coordinates the finances of the Student Union with the Finance Manager. The Vice-President 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.

VICE-PRESIDENT 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 staff and important campus partners as well as 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 Vice-President 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. Directors-at-Large provide the Board with the perspective of students of the University as a whole including the views of marginalized groups on campus. A Director-at-Large interacts with students, student groups, 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 at: www.suo.ca/governance

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. Faculty Representatives provide the Board with the perspective of students in the faculty from which they are elected.

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 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

BOARD OF DIRECTORS FAQ SHEET

1. **HOW LONG IS A TERM FOR BOARD OF DIRECTORS?**
   A term for board of directors runs from May 1st to April 30th. The SUO operates throughout the summer as well. During the months of April, newly elected directors will go through a transitional period by attending and observing the board meeting and/or the committee meeting.

2. **WHO SITS ON THE EXECUTIVE COMMITTEE?**
   The President and Vice-Presidents (4) sit on the Executive Committee. The Directors-at-Large, College of Graduate Studies Representative, and the Faculty Representatives do not. The General Manager and the 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 AS A BOARD OF DIRECTOR?**
   The benefits of being a SUO Board of Director are honoraria as referenced in the SUO Bylaws, access to professional development, and networking opportunities. For Executives, registered owners of motor vehicles are also given a campus parking spot!

5. **WHAT IS TIME COMMITMENT?**
   Executives are required 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 hours. Non-Executive Directors are expected to attend board meetings and committee meetings, volunteer for the SUO events and engage with students. The time commitment varies depending on the volunteer work you are engaged in.

6. **IS THERE A CODE OF CONDUCT FOR BOARD OF DIRECTORS?**
   The Board of Directors 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 Board of Director; however, previous experience is not required because we provide the training, resources, and connections to help you improve the student experience. Newly elected board members will have an orientation in early May and a leadership training in mid-August.

8. **HOW DO I DETERMINE AND COMPLETE MY PROJECTS AND GOALS AS AN EXECUTIVE?**
   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 mentor 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.

9. **HOW MUCH ARE SUO BOARD OF DIRECTORS PAID?**
   Directors are paid an honorarium as set out in our SUO Regulations.

10. **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 allow you to work a part-time position on campus.

11. **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. Discuss with your team which events you should attend together or have individual directors attend to show SUO support.

12. **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.

13. **WOULD I HAVE TO TRAVEL?**
    Yes. 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 or trainings. Approved travel expenditures will be reimbursed.

14. **WHO WOULD I REPORT TO AS AN EXECUTIVE?**
    Student Executives report to the Board 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 the Executives, and solicitation of feedback from your peers will help ensure that you are performing your duties in accordance with the SUO Bylaws and Regulations.

15. **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.

16. **IF I HAVE QUESTIONS ABOUT THIS ELECTION, WHO CAN I TALK TO?**
    You may email your questions to Chief Returning Officer (chiefreturningofficer@suo.ca)

We are here to help you!

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

"What each committee was responsible for and the expectations of being on committee. I first joined policy because of my background in student associations and my ideas of areas to improve. However, looking back I wish I put my name down for campaigns as well. Campaigns, like Campus Life, has a lot of flexibility in terms of initiatives presented – Smart Showcase, mental health care kits. It would have been nice to get an idea of what SUO events or campaigns have come from the committee to gain a better idea."

- 2023 Board Member

"When I first got involved with the SUO, I didn't fully grasp the extensive network of support and resources that the Students' Union offers to students. I initially thought it was primarily about organizing events and representing student interests, but I quickly learned that the SUO plays a crucial role in advocating for students' rights, providing essential services, and acting as a bridge between the student body and the university administration. This deeper understanding made me appreciate the significance of our work even more. "

- 2024 Board Member

WHAT DID YOU FIND MOST REWARDING WORKING WITH THE SUO?

"- Connecting with students. You're able to form a relationship based on trust where student know they can come to you with questions or seek advice.
- You also get the ability to shape one's university's journey...
- Building a unique skill set...there's every element of a business incorporated into the general operations. From learning about inventory management at Paper and Supply to program development with Pantry, you learn how to problem solve, think rationally and how to be fiscally responsible to the organization. "

- 2023 Board Member

"The most rewarding aspect of working with the SUO has been the opportunity to make a tangible difference in the lives of students...It's also been rewarding to see the impact of our work reflected in the positive feedback and increased engagement from the student community.

- 2024 Board Member

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

" As the Faculty of Management Representative, I gained invaluable experience in leadership, collaboration, and advocacy. I had the opportunity to work closely with students, faculty, and university administration, which honed my communication and negotiation skills."

- 2023 Board Member

"- Although I wasn't a board member for very long, I gained a better understanding of how a non-profit operates, especially one that is governed by those who aren't always involved in the day to operations.
I learned the importance of working towards the purpose of an organization, one's fiscal duty, and not just pursing personal passion project.
- A decision isn't just black and white, there are multiple layers that involve more than just those presenting the motion.
- I also learned the importance being a team player. Whether it's showing up on time for meetings, contributing ideas or volunteering my time. These little efforts make a difference when contributing to the larger organization."

- 2024 Board Member

VITAL CANDIDATE INFORMATION

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)

Trophy Ewila | chiefreturningofficer@suo.ca

DEADLINE FOR NOMINATIONS

The deadline for nomination submissions is October 16th at 4 PM PST. Late submissions will not be accepted.

ALL CANDIDATES MEETING

A mandatory meeting for all candidates will occur on October 16that 5 PM 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 will result in disqualification.

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.

HEADSHOTS & BIOGRAPHIES

Candidates must submit both a headshot (file format of jpg, png, or tiff photo with at least 500PX x 500PX dimensions), 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 October 16th. 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 a maximum of 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 engage with 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 Elections Regulations.

VITAL CANDIDATE INFORMATION

CAMPAIGN PERIOD

Candidates are prohibited from campaigning until the Campaign Period officially begins. The Campaign Period commences on October 19th 8 AM PST and ends on October 27th at 11:59 PM PST. In-person campaigning is suspended during the voting period (October 26th to October 27th).

CAMPAIGN MATERIALS

Candidates are permitted a total of $90 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

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

VOTING PERIOD

Online voting commences on Monday October 26th at 8 AM PST and closes on Tuesday October 27th 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. Then submit your completed nomination form, with all necessary pages, to Trophy Ewila (chiefreturningofficer@suo.ca) by the deadline. Good luck!

Nomination Period opens **October 1st 2026 at 8:00am PST**

Nomination Period closes **October 16th 2026 at 4:00pm PST**

All-Candidates Meeting **October 16th 2026 at 5:00pm PST**

Campaigning Period opens **October 19th 2026 at 8:00am PST**

Campaigning Period closes **October 27th 2026 at 11:59pm PST**

Online Voting opens **October 26th 2026 at 8:00am PST**

Online Voting closes **October 27th 2026 at 11:59pm PST**