



Human Kinetics Graduate Students' Association
(HKGSA)

ELECTIONS PACKAGE
Executive Council



uOttawa

SCHOOL OF HUMAN KINETICS
FACULTY OF HEALTH SCIENCES
UNIVERSITY OF OTTAWA

Last Amended: April 2017

HKGSA EXECUTIVE ELECTIONS

The Human Kinetics Graduate Students' Association (HKGSA) is a recognized student society representing about 220 graduate students in the School of Human Kinetics. If elected, you will be expected to attend all HKGSA meetings regularly. All elected HKGSA executive positions are listed below:

Executive Council Positions

- President (1 position)
- Vice-President of Council Activities (1 position)
- Vice-President of Academics (1 position)
- Vice-President of Communications (1 position)
- Vice-President of Finance (1 position)
- Vice-President of Social (1 position)

Brief Outline of Position Responsibilities

President

- External representative of the HKGSA.
- Represent the HKGSA on any Human Kinetics Committee meetings.
- Chairperson for all Executive and General Council meetings.
- Supervise the tasks of the Executive Council members.
- Present and promote HKGSA activities.

Vice-President of Council Activities

- Focus mainly on internal affairs of the Executive and General Council.
- Take on roles and responsibilities of the President in their absence.
- Delegate and supervise tasks of the Executive and General Council.
- Present and promote HKGSA activities.

Vice-President of Social

- Coordinate all social events.
- Lead and supervise all marketing and promotion strategies.
- Create detail event plans and task lists for all events.

Vice-President of Finance

- Act as a financial advisor.
- Manage the HKGSA yearly budget and retrieve levy funds.
- Lead external and internal funding strategies.
- Present and promote HKGSA activities.

Vice-President of Academics

- Act as an academic events manager (i.e., HKGSA Conferences, Workshops, etc.).
- Present and promote HKGSA activities.

Vice-President of Communications

- Act as a communications advisor.
- Prepare and send mass-emails and newsletters to all registered HK graduate students.
- Manage and delegate duties on media platforms.
- Take minutes of all Council meeting.
- Manage and update the HKGSA website (www.hkgsa.ca).
- Present and promote HKGSA activities.

For general questions, please contact **Darrin Wijeyaratnam**, *Chief Returning Officer*, by email at dwije080@uottawa.ca

ELECTIONS PROCEDURE

Human Kinetics Graduate Students' Association

Read through the **ENTIRE** elections package carefully!

1. The following positions are open for election:
 - (a) President
 - (b) Vice-President of Council Activities
 - (c) Vice-President of Academics
 - (d) Vice-President of Communications
 - (e) Vice-President of Finance
 - (f) Vice-President of Social
2. Fill in the attached form and submit online to hkggsa@uottawa.ca no later than: **Thursday, April 22, 2018**. *Late submissions will not be accepted.*
3. Candidates may **NOT** change the terms of their candidacy after the nomination package has been submitted. Candidates **MUST** contact the CRO as soon as possible if they choose to terminate their candidacy.

Note: No previous experience is required unless otherwise stated.

Candidate Statement: Fill all the required fields. You must choose a single position for candidacy. Your candidate statement must be within 200-250 words single spaced. Please also include a high-quality image of yourself. The image does not necessarily need to fit the border outlined. The image and the candidate statement must remain within one page, any additional pages will not be considered. Once you have submitted your form via email, you are unable to change your position of candidacy.

Forms can be submitted online, via email, or in person to the CRO directly. *Email is preferred.*

Outline of Important Dates

Monday, March 12, 2018	Nominations open
Monday, March 19, 2018	All Candidates Meeting at 6:30pm
Thursday, March 22, 2017	Nominations close, 11:59 pm [submit statement]
Monday, March 26, 2018	Voting begins online, 12:01 am
Wednesday, March 28, 2018	Voting ends, 11:59 pm

For more information regarding executive elections, check out the HKGSA Constitution at www.hkggsa.ca or email hkggsa@uottawa.ca

CANDIDATE STATEMENT

Human Kinetics Graduate Students' Association

Full name: _____ **Student #:** _____

Position seeking for candidacy: _____

Insert photo of self here.
(high-quality image)

Statement of interest: