**CANDIDATE NOMINATION FORM FOR SECRETARY**

|  |  |
| --- | --- |
| |  | | --- | | The fundamental duties of the external Vice President include, but are not limited to:  1. Shall take the minutes of meetings of the executive council and the general assembly and shall provide copies to all interested parties;  **2. Shall attend to all the photocopying required by the executive council and general assembly;**  3. Shall be responsible of all written translation of all proceedings into the official languages of the association;  4. Shall be responsible for the ordering of the association stationary  5. **Shall see to the typing of all official correspondence of the association and keep copies for various files**; and  6. Shall work closely with the new secretary as soon as the fiscal year has ended.  7. Shall work in close collaboration with SPUSA Program Coordinator.  8. Prepares a final report to be included in the annual report of the Association.  9. Maintains regular office hours for at least 3 hours a week.  10. Monthly report presented at the monthly executive meetings  11. Writing and distributing the minutes within 7 days of the last meeting.  12. Follows the standard model for the executive's agenda for each meeting (see PV binder).  13. Prepares the agenda with the President at least 7 days before the scheduled meeting.  14. Responsible for the current archives (papers and electronics) of the AÉUSP - relevant files (UPASS, insurance, minutes, contracts, etc.) (See binder and hard drive).  15. Follows the protocol for the preparation and execution of the General Assemblees of Members (See assembly protocol binder).  16. Answers the phone in both official languages.  17. Responds to emails during the Program Coordinator's extended absence period.  18. Learn the "mail merge" and know how to use it with habit  19. Must be familiar with the office hours of all members.  20. Picks up mail at the multi-service mail in the box #6 once a week.  21. Follows room booking procedures and meet with the Event Coordinator as required. | |

|  |
| --- |
| **I have read the job description and agree with the responsibilities of the position**. |

**NAME:** Click or tap here to enter text.

**LOCAL ADDRESS:** Click or tap here to enter text.

**CELL NUMBER:** Click or tap here to enter text.

**EMAIL:** Click or tap here to enter text.

**STUDY PROGRAM:** Click or tap here to enter text.

**YEAR IN THIS PROGRAM:** Click or tap here to enter text.

**CYCLE:** Click or tap here to enter text.

**PLEASE ANSWER THE FOLLOWING QUESTIONS. THEY CAN SERVE YOU DURING YOUR ELECTION CAMPAIGN:**

**1. WHY I WANT TO BE A SECRETARY OF SPUSA?**

**2. WHAT QUALITIES WILL ENSURE MY SUCCESS AS SECRETARY AND EXECUTIVE TEAM?**

**3. SCENARIO: THERE IS A LACK OF CONSISTENCY OF PARTICIPATION ON THE PART OF ONE OR TWO MEMBERS OF YOUR TEAM. HOW ARE YOU GOING TO DEAL WITH THIS SITUATION WITHOUT CAUSING ONE OR MORE RESIGNATIONS?**

**4. HOW DO YOU SEE SPUSA’S ROLE DURING AND AFTER THE PANDEMIC?**

**THE THREE STUDENTS WHO SUPPORT MY APPOINTMENT AS SECRETARY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **STUDENT NUMBER** | **EMAIL** | **STUDY PROGRAM** |
| **1.**Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2.**Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3.**Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**PLEASE TO RETURN THIS FORM BY JUNE 4, 2021 At 6 PM VIA**

[**mailto:SPUSA-AEUSP@USTPAUL.CA**](mailto:SPUSA-AEUSP@USTPAUL.CA)

**NO NOMINATION WILL BE ACCEPTED AFTER THIS DATE.**

**ALL NOMINATION MUST BE RECEIVED ONLY VIA SPUSA-AEUSP@USTPAUL.CA ON BEHALF OF THE SPUSA ELECTIONS COMMITTEE.**

**UPON RECEIPT OF YOUR FORM, YOU WILL RECEIVE THE ELECTORAL CAMPAIGN PARAMETERS. CAMPAIGN WILL BE HELD FROM JUNE 4-25, 2021.**