



SOCIETY ELECTIONS POSITIONS: FACULTY OF EDUCATION STUDENT ASSOCIATION

OPEN POSITIONS

All positions have one (1) vacancy unless otherwise stated.

- President
- Vice-President of Bachelor of Arts
- Vice-President of Bachelor of Education
- Treasurer
- Secretary
- Equity & Policy Advisor
- Event Coordinator
- Philanthropy Representative
- Social Media Representative

QUALIFICATIONS

In addition to the eligibility requirements outlined in the Society Elections Policy & Procedure and the OTSU Bylaws, all candidates must also have the following qualifications:

- Must be enrolled as a Education student.
- Additional qualifications may be required for certain positions.

TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2025 to April 30, 2026.

VOTING PROCESS

The Faculty of Education Student Association has adopted a Vote of No Confidence on their election ballot.

PRESIDENT

Role and Responsibilities

- The President shall be the spokesperson for the Society and serve as the official and primary liaison with all members and administration within the Faculty of Education;
- The President shall make plans to actualize the Association's goals and aspirations;
- The President shall supervise and direct the other Association Executive Members;
- The President shall be the Association's primary liaison with the Member Engagement Coordinator;
- The President shall be the chair of the Executive Committee and of all meetings of members;
- The President shall be responsible for organizing and coordinating elections and referenda within the Association;
- The President shall maintain contact with the OTSU's Education Board Director;
- The President shall attend all OTSU Society Presidents' Council meetings as hosted by the OTSU VP Student Life;
- The President shall collaborate with other student organizations and university bodies to foster positive relationships and promote the Association's interests;
- The President shall oversee the budget and financial matters of the Association in coordination with the Treasurer;
- The President shall address any issues, concerns, or grievances raised by Association members and work towards resolving them;
- The President shall support and encourage the professional and personal development of Association members;
- The President shall lead efforts to enhance membership engagement and participation in Association activities;
- The President shall advocate for the needs and interests of students within the Faculty of Education at institutional levels;
- The President shall uphold the constitution and bylaws of the Association and ensure that all operations adhere to its guiding principles;
- The President shall actively seek and consider feedback from members to improve the Association's functioning and effectiveness;
- The President shall foster a positive and inclusive organizational culture within the Association;
- The President shall adhere to ethical principles and demonstrate integrity in all aspects of their role;
- The President shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

VICE-PRESIDENT OF BACHELOR OF ARTS

Role and Responsibilities

- The Vice-President shall be the chair of the Educational Studies Student Union (EdSSU) and of all meetings of the Sub-Society members;
- The Vice-President shall actively collaborate with the President in strategizing and executing the Association's short-term and long-term goals;
- The Vice-President of the program opposite to that of the current President's program shall assume the role of President in case of the President's absence or unavailability. This transition ensures the continuity and seamless operation of the Association;
- In the event that the designated Vice-President is unable to fulfill this role, the responsibility shall pass to the next Vice-President in succession, ensuring a systematic approach to maintaining the Association's effectiveness during periods of leadership transition;
- The Vice-President shall work closely with the Executive Committee to contribute valuable insights and ideas for en-

hancing the overall functioning and effectiveness of the Association;

- The Vice-President shall actively engage with Active General Members, seeking their feedback, and addressing their concerns to foster a vibrant and inclusive membership community while maintaining the General BA Member roster;
- The Vice-President shall stay informed about the ongoing activities and initiatives within the Association and provide regular updates to the President and other executives;
- The Vice-President shall actively participate in Executive Committee meetings, offering constructive contributions to discussions, and supporting collective decision-making;
- The Vice-President shall adhere to all relevant policies, regulations, and guidelines established by the Ontario Tech Student Union, ensuring the Association's compliance with governing authorities;
- The Vice-President shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Vice-President shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

VICE-PRESIDENT OF BACHELOR OF EDUCATION

Role and Responsibilities

- The Vice-President shall be the chair of the Teacher Candidate Student Union (TCSU) and of all meetings of the Sub-Society members;
- The Vice-President shall actively collaborate with the President in strategizing and executing the Association's short-term and long-term goals;
- The Vice-President of the program opposite to that of the current President's program shall assume the role of President in case of the President's absence or unavailability. This transition ensures the continuity and seamless operation of the Association;
- In the event that the designated Vice-President is unable to fulfill this role, the responsibility shall pass to the next Vice-President in succession, ensuring a systematic approach to maintaining the Association's effectiveness during periods of leadership transition;
- The Vice-President shall work closely with the Executive Committee to contribute valuable insights and ideas for enhancing the overall functioning and effectiveness of the Association;
- The Vice-President shall actively engage with Active General Members, seeking their feedback, and addressing their concerns to foster a vibrant and inclusive membership community while maintaining the General BEd Member roster;
- The Vice-President shall stay informed about the ongoing activities and initiatives within the Association and provide regular updates to the President and other executives;
- The Vice-President shall actively participate in Executive Committee meetings, offering constructive contributions to discussions, and supporting collective decision-making;
- The Vice-President shall adhere to all relevant policies, regulations, and guidelines established by the Ontario Tech Student Union, ensuring the Association's compliance with governing authorities;
- The Vice-President shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Vice-President shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

TREASURER

Role and Responsibilities

- The Treasurer shall assist the President and Vice President to ensure the financial success of the Society while remaining fiscally responsible;
- The Treasurer shall ensure all financial documentation and forms are submitted to the Ontario Tech Student Union in a timely fashion with approval from the President or their assigned designate; this includes but not limited to the Reimbursement of Funds form;
- The Treasurer shall ensure compliance with all financial policies, regulations, and guidelines set forth by the Ontario Tech Student Union or other governing bodies;
- The Treasurer shall work closely with the President and Vice President in the preparation and presentation of the Society's yearly budget as well as any other relevant financial reports;
- The Treasurer shall propose fundraising or sponsorship plans, as needed;
- The Treasurer shall maintain accounts of all expenditures, revenue, and other transactions incurred within the Society;
- The Treasurer shall be responsible for preparing and operating the budget for each event;
- The Treasurer shall work diligently to maintain accurate and up-to-date financial records, providing transparency and accountability to the Ontario Tech Student Union, Association's members and key stakeholders;
- The Treasurer shall serve as a point of contact for any financial queries or concerns raised by the Association's members, providing clear and accurate information;
- The Treasurer shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Treasurer shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

SECRETARY

Role and Responsibilities

- The Secretary shall be responsible for managing and maintaining documentation of the meeting minutes;
- The Secretary shall schedule and provide notice for Meetings of Executives;
- The Secretary shall be responsible for filing event forms;
- The Secretary shall also engage in other duties that may be deemed appropriate to the position by the Executive Committee;
- The Secretary shall diligently record accurate and comprehensive meeting minutes, ensuring that all important discussions, decisions, and action items are documented;
- The Secretary shall collaborate with the Executive Committee to establish a meeting schedule that accommodates the availability of all members and ensures efficient communication and decision-making;
- The Secretary shall provide timely and effective notice of upcoming Meetings of Executives, including the distribution of agendas and relevant materials;
- The Secretary shall maintain an organized and accessible archive of past meeting minutes and related documents for reference and future use;
- The Secretary shall support the Executive Committee in coordinating logistics and administrative tasks related to events and meetings;
- The Secretary shall facilitate effective communication among Executive Committee members, relaying important information and updates as needed;
- The Secretary shall assist in the preparation and distribution of official communications and announcements to the Association's members;

- The Secretary shall handle incoming and outgoing correspondence on behalf of the Executive Committee, maintaining professionalism and confidentiality in all communications;
- The Secretary shall actively contribute to the development and improvement of administrative processes and procedures within the Association;
- The Secretary shall stay informed about the Association's constitution, bylaws, and policies, ensuring adherence to governing rules and regulations;
- The Secretary shall demonstrate strong attention to detail and organizational skills to efficiently manage administrative tasks and maintain accurate records;
- The Secretary shall collaborate with the Treasurer to track and manage the Association's budget, ensuring financial transparency and responsibility;
- The Secretary shall serve as a reliable point of contact for members seeking information, guidance, or assistance related to the Association's activities;
- The Secretary shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Secretary shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

EQUITY & POLICY ADVISOR

Role and Responsibilities

- The Equity Advisor shall lead efforts to advocate for equity, diversity, and inclusivity within the Association and the faculty of education;
- The Equity Advisor shall provide input and recommendations to ensure that the Association's policies, initiatives, and decisions promote a diverse and inclusive environment;
- The Equity Advisor shall regularly evaluating the Association's practices to identify areas for equity improvement;
- The Equity Advisor shall be a member of the Faculty of Education IDEA (Inclusion, Diversity, Equity & Accessibility) Committee;
- The Equity Advisor shall take the initiative in organizing workshops and events related to equity, diversity, and inclusivity. These events aim to educate, engage, and raise awareness within the Faculty of Education;
- The Equity Advisor shall actively serve as the liaison between the Association and the faculty's administration on matters related to equity, diversity, and inclusivity. This role involves facilitating communication, addressing concerns, and advocating for equitable practices within the faculty;
- The Equity Advisor shall work collaboratively with the Executive Committee, members, and faculty to promote equity, diversity, and inclusivity. This role involves actively engaging in efforts that align with these values, fostering partnerships that amplify the impact of these initiatives;
- The Equity Advisor shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Equity Advisor shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

EVENT COORDINATOR

Role and Responsibilities

- The Event Coordinator shall lead the planning, coordination, and successful execution of events organized by the Association. This includes but is not limited to workshops, seminars, social gatherings, and other relevant activities;
- The Event Coordinator shall work in coordination with volunteers from both the FESA Executives and General Member-

ship, ensuring their active involvement in assisting with the events;

- The Event Coordinator shall work to engage Association members by creating diverse and appealing event offerings that cater to their interests and needs;
- The Event Coordinator shall manage logistical aspects of events, such as venue booking, scheduling, equipment procurement, and attendee registration;
- The Event Coordinator shall be responsible for filing event forms for events;
- The Event Coordinator shall work in conjunction with the Philanthropy Representative to ensure that events seamlessly integrate philanthropic aspects, contributing to community outreach and fundraising initiatives;
- The Event Coordinator shall adhere to timelines for event planning, promotion, and execution, ensuring events are well-prepared and delivered punctually;
- The Event Coordinator shall collaborate with the Social Media Representative to develop captivating social media content and effectively promote events through various digital platforms;
- The Event Coordinator shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Event Coordinator shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

PHILANTHROPY REPRESENTATIVE

Role and Responsibilities

- The Philanthropy Representative shall Lead efforts to identify, research, and select charitable causes aligned with the Association's values and mission, with a focus on supporting schools, the community, and related educational initiatives;
- The Philanthropy Representative shall lead community outreach and fundraising activities specifically tailored to benefit schools, the local community, and other educational endeavors;
- The Philanthropy Representative shall Collaborate closely with the Event Coordinator to seamlessly integrate philanthropic aspects into events and initiatives, enhancing community impact while aligning with the educational focus;
- The Philanthropy Representative shall be responsible for filing event forms related to philanthropic activities;
- The Philanthropy Representative shall partner with the Social Media Representative to create compelling social media content that effectively promotes community outreach and fundraising efforts across digital platforms;
- The Philanthropy Representative shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Philanthropy Representative shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.

SOCIAL MEDIA REPRESENTATIVE

Role and Responsibilities

- The Social Media Representative shall create engaging and visually appealing content for the Association's social media platforms, ensuring alignment with the Association's mission and values;
- The Social Media Representative shall manage and maintain the Association's social media accounts, including posting regular updates, responding to comments, and fostering online engagement;
- The Social Media Representative shall collaborate with the Event Coordinator and Philanthropy Representative to effectively promote events, community outreach, and fundraising initiatives across digital platforms;
- The Social Media Representative shall developing a content schedule to ensure consistent and strategic posting of content that reflects the Association's activities and interests;

- The Social Media Representative shall use accessibility features such as closed captioning, alt text for images, and other accommodations to ensure that the Association's social media content is accessible to all;
- The Social Media Representative shall work closely with other Executive Committee members to align social media content with the Association's overarching goals and objectives;
- The Social Media Representative shall collaborate with other representatives to spotlight educational content, workshops, and resources, fostering an informed and engaged community;
- The Social Media Representative shall ensure a consistent visual identity and branding aligned with Ontario Tech University across all social media platforms to enhance recognition and engagement;
- The Social Media Representative shall foster a culture of collaboration, respect, and support among the executive team and general members, promoting a positive and inclusive environment;
- The Social Media Representative shall undertake any other duties necessary for the overall success and well-being of the Association as assigned by the Executive Committee.