



Political Science Association,  
University of Western Ontario

# **PRESIDENT AND VICE-PRESIDENTS DESCRIPTIONS & ELECTIONS**

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## **DEADLINES** (see page 6):

- To be a candidate, the PSA must receive your application by **11:59 PM, April 6, 2017**
- To have your campaign platform sent to PSA members, you must submit it to the PSA by **11:59 PM, April 6, 2017**
- Election speeches will be **4:00 PM, April 7, 2017**, with the vote to follow.

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



March 22, 2017

Welcome to the Spring 2016 PSA Elections!

The PSA Executive Team Election is a great time for you to get involved in an exciting aspect of university life. The PSA is one of the university's largest clubs, and as an Executive Team member you have the ability to impact a large number of students.

Within this booklet, you will find descriptions of all the positions that you can run for, provided you are a member of the PSA. If you are not a member but are interested in joining and running as a candidate, please contact the PSA. Also, please note that some positions require that you are studying some form of Political Science at Western University.

Being on the Executive Team is a lot of fun, but it does require commitment and all of the positions involve responsibility. At times, it can be time consuming but it is a rewarding job. As an Executive, you will make great friends and create strong relations in the Political Science department. When running as a candidate, do not hesitate to contact the PSA to talk to the current position holder.

Please note that the PSA's elections will abide by the USC's election rules. Be sure to consult them should any conflict arise (they can be found on the USC's website). You can also send questions to the outgoing PSA Executive Team. Finally, write down all of the deadlines listed in this document, as they are **not** flexible.

If you have any questions or would like to talk to the incumbent PSA President or any of the Vice-Presidents about their positions, please contact us at [psa.western@gmail.com](mailto:psa.western@gmail.com).

Good Luck,

PSA Executive Team  
2016-2017

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



**POSITION:** President

**OBJECTIVE:** To be the most forefront member of the PSA in charge of the Executive Team and all Commissioners and Representatives.

## **DUTIES AND RESPONSIBILITIES:**

- Head and facilitate Executive Meetings and create meeting agendas
- Support and assist the VPs wherever necessary
- Sit in on 'President's Round Table' with the VP Academics of the SSSC
- Aid in welcoming students to the club's booth during USC clubs weeks
- Continue to cultivate strong relationships between the Political Science Faculty and the PSA
- Keep the Political Science Faculty up-to-date with PSA progress and hear Faculty suggestions
- Assist in planning CPSSA delegation
- Collaborate with the VP Finance to seek additional club funding
- Prepare an end-of-year review of your position in an effort to achieve continual improvement.
- Regularly brainstorm to contribute to new initiatives for PSA's growth and success

## **QUALIFICATIONS:**

- Must be registered in Major, Honours, or Minor Political Science Program
- Must be an undergraduate student

## **RECOMMENDED SKILLS:**

- Communication Skills
- Comfortable with Public Speaking
- Strong Interpersonal Skills
- Reliable and Dependable
- Well organized

## **APPLICATION PROCESS:**

See Page 7.

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



**POSITION:** Vice-President Academic

**OBJECTIVE:** To be an active spokesperson for all academic concerns of multi-level political science students and to oversee club events which affect these students.

## **DUTIES AND RESPONSIBILITIES:**

- Attend Executive Meetings
- Aid in welcoming students to the club's booth during USC clubs weeks
- Sit on the Undergraduate Committee and attend meetings and advocate for students' needs
- Prepare an end-of-year review of the position in an effort to achieve continual improvement
- Regularly brainstorm to contribute to new initiatives for PSA's growth and success

## **QUALIFICATIONS:**

- Must be registered in Major, Honours, or Minor Political Science Program
- Must be an undergraduate student

## **RECOMMENDED SKILLS:**

- Communication Skills
- Comfortable with Public Speaking
- Strong Interpersonal Skills
- Reliable and Dependable

## **APPLICATION PROCESS:**

See Page 7.

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



**POSITION:** Vice-President Communications

**OBJECTIVE:** To creatively distribute and develop promotional advertisements to facilitate the visibility of the club and its activities, and to design and market merchandise to PSA members and students at Western.

## **DUTIES AND RESPONSIBILITIES:**

- Attend Executive Meetings
- Aid in welcoming students to the club's booth during USC clubs weeks
- Create a marketing strategy in an effort to increase club membership
- Manage and oversee the Merchandise & Promotions Commissioner
- Send out emails to PSA members and reply to emails within a short time frame
- Maintain the PSA Website, Facebook page, and Twitter account
- Prepare an end-of-year review of your position in an effort to achieve continual improvement
- Regularly brainstorm for new initiatives to contribute to PSA's growth and success

## **QUALIFICATIONS:**

- Must be an undergraduate student, ideally studying Political Science

## **RECOMMENDED SKILLS:**

- Familiarity with different computer programs and internet applications. You will be expected to continue existing communication strategies which often use the following systems:
  - Adobe Photoshop, Illustrator or a similar design software
  - WordPress
  - Microsoft Office Suite
  - Social Media (Twitter, Facebook, etc.)
- Creative
- Communication Skills
- Reliable and Dependable

## **APPLICATION PROCESS:**

See Page 7.

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



**POSITION:** Vice-President Events

**OBJECTIVE:** To actively seek and engage Political Science students through creative and informative events.

## **DUTIES AND RESPONSIBILITIES:**

- Attend Executive Meetings
- Aid in welcoming students to the club's booth during USC clubs weeks
- Plan all club events including, but not limited to, the Prof-Student Social, First Year Outreach, Wine & Cheese, Holiday Social, etc.
- Suggest new events and event improvements to the Executive Team
- Prepare event proposals for the USC Clubs system (with input from the VP Finance)
- Prepare an end-of-year review of the position in an effort to achieve continual improvement
- Regularly brainstorm to contribute to new initiatives for PSA's growth and success

## **QUALIFICATIONS:**

- Must be registered in Major, Honours, or Minor Political Science Program
- Must be an undergraduate student

## **RECOMMENDED SKILLS:**

- Organized
- Communication Skills
- Comfortable with Public Speaking
- Strong Interpersonal Skills
- Reliable and Dependable

## **APPLICATION PROCESS:**

See Page 7.

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



**POSITION:** Vice President Finance

**OBJECTIVE:** To take charge of all PSA finances and budgeting and to counsel the PSA Executive Team when making decisions that impact club finances.

## **DUTIES AND RESPONSIBILITIES:**

- Attend Executive Meetings
- Aid in welcoming students to the club's booth during USC clubs weeks
- Prepare club budgets
- In collaboration with the President(s), seek sources of additional club funding
- Make recommendations to ensure a proactive approach to club financing
- Ensure that all financial matters are in accordance with university policies
- Prepare an end-of-year review of your position in an effort to achieve continual improvement
- Regularly brainstorm for new initiatives to contribute to PSA's growth and success

## **QUALIFICATIONS:**

- Must be an undergraduate student, ideally studying Political Science

## **RECOMMENDED SKILLS:**

- Trustworthy
- Experience working with cash and budgeting
- Communication Skills
- Comfortable with Public Speaking
- Strong Interpersonal Skills
- Reliable and Dependable

## **APPLICATION PROCESS:**

See Page 7.

# PRESIDENT AND VPs DESCRIPTIONS & ELECTIONS



## HOW TO APPLY

PSA members who wish to stand for a position on the Executive Team must provide the following information:

### **1. PERSONAL INFORMATION:**

- Name
- Program
- Year
- Western Email (this will be used to contact you)

### **2. POSITION:**

Clearly list what position you're running for.

### **3. CAMPAIGN PROMOTION (OPTIONAL):**

Candidates can send a short biography, campaign platform and photograph to the PSA. This will be posted on the PSA's website, social media platforms, and other public forums to inform PSA members of who they can vote for. The campaign promotion can be no longer than 100 words.

In order to ensure that PSA members receive each candidate's campaign promotion in a timely manner, candidates must send it to the PSA's email no later than 6 April 2017 at 11:59 PM.

**APPLICATION DUE DATE:** 11:59 PM, 6 April 2017.

- To be on the ballot, all candidates **MUST** submit their application by 11:59 PM, April 6, 2017. *No late candidates can stand for election.*
- Email you application to [psa.western@gmail.com](mailto:psa.western@gmail.com).
- Subject: "PSA Elections". If attaching files, please ensure that text files are either PDF or Microsoft Word format. Images must be .jpeg or .png.

Elections will be held **ONLINE** via Western Link ([www.westernlink.ca](http://www.westernlink.ca)). Information regarding the election process will be emailed to all PSA members closer to the election date. Polls will close on **April 7, 2017** during the PSA's Annual General Meeting where candidates will present their platforms. Candidates will present speeches at the meeting and members will be able to vote following speeches and members not at the AGM can vote online.