

BOARD OF GOVERNORS STUDENT MEMBER



2025 NOMINATION PACKAGE



Preamble

Red Deer Polytechnic's Board of Governors (BOG) consists of:

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|--|-----------------------------------|
| Two (2) student members | Ten (10) community members |
| Two (2) faculty representatives | RDP President |
| One (1) AUPE representative | |

The Board of Governors meets once a month; however, they have other obligations beyond the meetings, such as special events.

As a Student Member with the Board of Governors, you are responsible for offering a **student perspective** on all matters.

In addition to the monthly meetings, you will:

- Provide a verbal and written report to the Students' Association Council as requested.
- Submit discussion topics to the Association's President for inclusion on the Student Council agenda, as needed.
- Submit an end of term report to Student Council.
- Act as a liaison between the Board of Governors and the Students' Association.
- Meet with the Students' Association President prior to Board of Governors meetings.
- Be enrolled in a minimum of three (3) Red Deer Polytechnic credit courses during the Fall and Winter terms.
- Attend Student Council meetings in a non-voting capacity, as required.

Eligibility

All credit Members of the Association who are in good academic standing and who are not employed by the institution or Association are eligible to put their name forward for the role of Student Member with the Board of Governors.

Before the closing of nominations, Members seeking the Student Member, Board of Governors position must complete and submit the necessary documentations as per the Association policy (attached.) Completed nominations must be submitted to the Students' Association President by email.

Checklist

All must be submitted to apply. Nominations will remain open until a suitable candidate is selected.

	Completed Self-Declaration Form: Candidates name, student ID number, contact information, and signature
	Proof of Enrollment: Dated between January 1, 2025 and April 30, 2025
	Fall 2024 Unofficial Transcript
	Letter of Enrollment
	Application: A Statement of Intent, Resume, and Biography

Submit completed Nomination Package to Jacq Patterson, Students' Association, President by email to saprez@rdpolytech.ca. Upon receipt of the nomination package and approved eligibility, the candidate's information will be passed onto Student Council for an interview.

Nominations will remain open until a suitable candidate is selected.

Note: If you are nominated to the Government of Alberta for the position of Board of Governors Student Member, you will be required to submit your Winter 2025 Unofficial Transcript by May 1, 2025.

Questions?

Please contact Jacq Patterson, Students' Association President, if you have any questions regarding the position or general information at saprez@rdpolytech.ca.

Self-Declaration Form

CANDIDATE INFORMATION – please print clearly	
NAME:	Phone #:
EMAIL:	Student ID #:

I, _____ (print name) put my name forward to run for the position of Board of Governors Student Member At Large.

If appointed, I will act to the best of my abilities and will fulfill the roles and responsibilities awarded to me by virtue of my position.

I acknowledge that by putting my name forward I am obligated to represent all students of Red Deer Polytechnic, regardless of race, nationality, colour, religion, age, sex, sexual orientation, gender identity and/or expression, marital and family status, and disability.

I agree to place the needs of all Red Deer Polytechnic students above my own.

I declare that I will abide by the Students' Association of Red Deer Polytechnic's bylaw and policies.

Signature of Candidate

Date

Acknowledgement of Receipt *FOR SA USE*	
Received by:	
Date:	

Council

Amended February 10th, 2025

Motion #: 24-25-121-C

Policy:

As per the PSLA, the Association shall nominate two students to be members on the Institution's Board of Governors for a two (2) year term.

Appointment: President

By virtue of their position, the Association President shall be automatically nominated as one of the student members. The President's term on the BOG takes effect May 1.

Appointment: Member At Large

The Association is committed to conducting the BoG student member at large nomination in a timely, efficient, and legitimate manner.

Appointment Procedure:

1. Nominations for the student member at large BOG position shall open as needed and remain open for at least seven (7) days. Nomination forms shall be available at the Students' Association office. Nominations shall be open to all Members of the Association who are enrolled in credit courses.
2. Completed self-nomination packages must contain the following:
 - 1 A signed self-nomination form including a statement of consent to act if appointed, and agreement to abide by all Association Bylaws and Policies.
 - 2 Name, signature, and ID number of nominee
 - 3 Date of nomination
 - 4 A copy of the nominee's official or unofficial transcript for the applicable academic terms from Red Deer Polytechnic
 - 5 Candidate's contact information (phone, email)
 - 6 Dated signature of the President
 - 7 Statement of intent, resume and biography
3. Executive Council shall prepare a series of interview questions that will be asked of each candidate. During the interview process, Councillors will have the opportunity to submit a written question to the Chairperson for approval. If approved, the member can then ask the question.
4. The President shall make arrangements for Council to conduct interviews with all BOG Student Member at Large candidates. The candidates will be interviewed one at a time during an in-camera proceeding. Each nominee shall demonstrate a brief familiarity with the Association and BOG structure and policies.
5. Council shall decide which nominee is recommended to the Minister for appointment. The specifics of the vote will be held in-camera while the name of the successful candidate will be public record. The President shall notify the successful candidate no later than April 30.
6. The President shall notify the Minister, via the Board of Governors, no later than April 30. The president shall also forward a copy of the successful candidate's resume and biography to the Minister, via the Board of Governors.

Member At Large Job Description:

Board of Governors Student Member

1. In addition to the responsibilities laid out in Association Bylaw, the Board of Governors Student member at large shall:
 - a. Attend all meetings of the Red Deer Polytechnic Board of Governors
 - i. The member at Large must notify the President of any absences with at least three business days notice.
 - b. Meet with the Association President prior to each BOG meeting
 - c. Attend at least 1 Council Meeting during the fall and winter semesters.
 - d. Assist with the transitioning of their successor by meeting with them at least twice prior to the start of the successor's term on BoG.