

**Political Science Undergraduate Association**  
Executive Nomination Package  
2018-2019

The Political Science Undergraduate Association (PSUA) is a non-partisan, registered, not-for-profit student organization and an integral part of the Political Science department at the University of Alberta.

Our mission is to provide opportunities for student involvement and to act as a liaison between the Political Science department and its students. In addition, the PSUA organizes a number of social and extracurricular activities which provide excellent opportunities to interact with faculty members and other political science students.

All current undergraduates who are enrolled as a University of Alberta Political Science major or minor are considered members of the PSUA. More information can be found at [uapsua.com](http://uapsua.com).

**Important Dates**

- **Online Voting Takes Place: Wednesday March 21 until Thursday March 22, 2018**
  - All voting will take place online via the Students' Union voting system.
  - All undergraduate students who are enrolled as a political science major or minor are eligible to vote.
  
- **Nomination Package Due: Monday March 19, 2018 5:00 PM**
  - All undergraduate students who are enrolled as a political science major or minor at the University of Alberta during the 2017-2018 school year are eligible to run for an executive position.
  
- **Campaign Period Begins: Tuesday March 20, 2018 9:00 AM**
  - Candidates will be given a budget of \$10.00 to spend on campaign materials.
  - All receipts for campaign materials must be submitted to Victoria DeJong by Monday, March 26 at 5:00 PM.
  
- **Candidates Forum: Tuesday March 20, 2018 5:00 PM in T BW 1**
  - All candidates are strongly encouraged to attend this forum in person or send a proxy on their behalf.
  - Each candidate will be given one minute to speak about their platform.
  
- **Transition Dinner: TBD**
  - Old executive team and new executive team will go for a transition dinner at a location near campus.
  
- **Term Begins: May 1, 2018**

- **Term Ends: May 1, 2019**

### **Positions Available**

- **President**

- Chair all functions of the PSUA and its Executive Board;
- Act as a representative on behalf of the PSUA at the direction of the membership and Executives;
- Ensure that the regulations set forth in the Constitution and Bylaws are complied with;
- Conduct urgent business on behalf of the PSUA only if there is insufficient time (less than 24 hours) to convene a meeting of the Board or a general meeting of the PSUA;
- Manage all official records of the PSUA;
- Hold one of two signing authorities for the association's bank account;
- Coordinate logistics of the annual general meeting
- Coordinate voting software with Discover Governance for PSUA elections.

- **Vice President - Academic**

- Initiate and undertake the planning of the PSUA's academic events;
- Encourage political discourse and debate between political science students;
- Serve as the Managing Editor of the PSUR undergraduate journal;
- Promote the PSUR to undergraduate students;
- Recruit and lead a team of volunteers that edit and compile the PSUR.

- **Vice President - Communications**

- Maintain the permanent records of the PSUA; coordinate recruitment of new members and volunteers through events such as the SU Clubs Fair;
- Coordinate the publicity of the PSUA and PSUR;
- Maintain the PSUA's online presence by using various methods of social media;
- Create and maintain an email account; send timely emails to its membership.

- **Vice President - External**

- Act as a liaison to all external parties, such as the Department, OASIS, the University of Alberta, the University of Alberta Students' Union, and Student Group Service
- Act as a liaison to all relevant student groups on campus;
- Act as a liaison between the PSUA and the political science associations and organizations of other universities;
- Update and maintain the Jobs and Opportunities section of the PSUA website;
- Promote the Political Science program when the opportunity arises.

- **Vice President - Internal**

- Assist and carry out the President's duties in the event of a presidential absence, as deemed by the Board;
- Coordinate the internal operations of the PSUA, including but not limited to

preparing agendas, recording meeting minutes, booking meeting rooms, and undertaking other administrative and clerical duties;

- Initiate and undertake projects at the direction of the Board;
- Help facilitate communications within the PSUA;
- Take initiative to build and maintain healthy working relationships between members of the Executive Board.

- **Vice President - Finance**

- Maintain all accounts and monies of the PSUA;
- Be responsible for the recording of all debts and the payment of all debts;
- Seek methods to generate revenues for the PSUA as directed by the Board;
- Create budgets and grant applications as required;
- Prepare financial documentation of the PSUA;
- Hold signing one of two signing authorities for the PSUA's bank account.

- **Vice President - Events (Fundraising)**

- Initiate and plan all fundraising activities and events;
- Work with the VP Events Community on event expenses;
- Work with the VP Finance to coordinate fundraising for events;
- Liaison with the VP Finance on remuneration for event expenses.

- **Vice President - Events (Community)**

- Initiate and plan all social and networking events, including one year-end event;
- Work with the VP Communications to publicize all events;
- Work with the VP Events Fundraising to incorporate fundraising into events where relevant.

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Contesting: \_\_\_\_\_

Nomination signatures from (minimum) five students who are enrolled as either a political science major or minor at the University of Alberta:

Name	Year of Program	Signature

Please return this package to the CRO Liam Edmondstone by Monday, March 19, 2018 at 5:00 PM in the PSUA office (Tory 15-04). Alternatively, scan and email this form to [ledmonds@ualberta.ca](mailto:ledmonds@ualberta.ca) by the same deadline.

Contact

- Navneet Gidda - PSUA President, 2017-2018
  - Email: [psua.president@gmail.com](mailto:psua.president@gmail.com)
- Victoria DeJong - VP Finance, 2017-2018
  - Email: [psua.finance@gmail.com](mailto:psua.finance@gmail.com)
- Liam Edmondstone - Chief Returning Officer, PSUA Elections
  - Email: [ledmonds@ualberta.ca](mailto:ledmonds@ualberta.ca)