

# SSA Election Information Session 2024

Welcome science students! 😊



# What is SSA?

The Science Students' Association is the governing body for all 6,500+ undergraduate students in the Faculty of Science at the University of Manitoba. We provide a wide range of services and supports to students, as well as represent students to the Faculty, University Administration, and the UofM Students' Union (UMSU).



Who are the SSA councillors?



## Elected Councillors

*These positions are filled through the 2024 SSA General Election.*

### **Community Representatives:**

President  
Vice-President  
UMSU Director  
UMSU Reps (x2)  
Senators (x3)

Accessibility Rep  
International Rep  
Indigenous Rep  
First Year Rep  
Racialized Rep  
Women's Rep  
2SLGBTQIA+ Rep

## Appointed Councillors

*These positions are filled through an application process in spring.*

### **Academics Team**

Director + Programmers

### **Communications Team**

Director + Programmers

### **Student Services**

Director + Programmers

### **Special Events**

Director + Programmers

Executive Assistant  
Secretary  
Treasurer  
Lounge Programmer  
Community Programmer

*Appointed councillors are chosen by elected councillors through an application and interview process.*



# Duties for all councillors

- Attend biweekly SSA meetings and weekly office hours
- Attend SSA events
- Be available and complete their duties throughout the entirety of their term (May 10th 2024 – May 2025 for elected members)
- Refrain from any academic or non-academic misconduct in the Faculty of Science and university at large
- Represent fellow science students



# Elected Councillors



# President

- Maintain frequent and punctual communication with the Faculty of Science, UMSU, Members of Council, Members of the Association, and all other relevant parties.
- Ensure all councillors are kept updated on ongoing Council initiatives.
- With the Vice President, attend all relevant meetings with the Dean's Office as well as maintain general supervision over all Members of Council and Council activities.
- Ensure, at the end of the Council term, that the appropriate Co-Curricular Record forms are available on Community Link for Councillors to complete and submit the forms to student life before the first day of fall term.

# Vice-President

- Assist with aforementioned Presidential Council duties.
- Shall assume the role of Acting President in the President's absence.



# UMSU Director

- Attend all UMSU meetings.
- Follow the UMSU Bylaws.
- In the event of being unable to attend an UMSU meeting, find a proxy in appropriate tandem with UMSU bylaws.
- Be well prepared for UMSU meetings by reading the Council package in advance.
- Present concerns of science students and Council initiatives to UMSU.
- Present UMSU initiatives to Council and science students.
- Fulfill duties on UMSU committees, if applicable.

# UMSU Representatives

- Attend all UMSU meetings as a student at large.
- Will not be required to find a proxy for UMSU meetings.
- Be well prepared for UMSU meetings by reading the Council package in advance.
- Take meeting minutes and work under the UMSU Director.
- Present UMSU initiatives to Council and science students.
- UMSU Representatives are still elected members of SSA and must fulfill all duties under the UMSU Director and SSA Bylaws.



# Senators (x3)

- Attend all Senate meetings and all Student Senate Caucus Meetings.
- Follow the University of Manitoba Senate Handbook.
- In the event of being unable to attend a Senate meeting, put fair effort into acquiring a proxy.
- Be well prepared for aforementioned meetings by reading the Senate Agenda.
- Present concerns of science students and Council to administration.
- Present administration initiatives to Council.
- May be a member of Senate Committees.

# Community Representative Positions

**Accessibility Rep**

**International Rep**

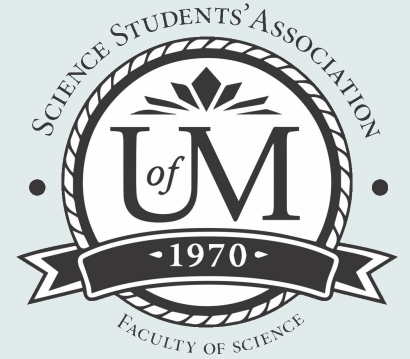
**Indigenous Students' Rep**

**First Year Rep**

**Racialized Students' Rep**

**Women's Rep**

**2SLGBTQIA+ Rep**



# Community Representative Duties

- Present the concerns of members of their respective community to council
- Collaborate with and communicate with their respective UMSU Community Representative
- Hold events, info sessions, etc. specifically for their community
- Collaborate with the other community representatives and SSA community programmer to give out the SSA community scholarships
- Serve as voting members in SSA meetings



# Appointed Councillors

# Academics Team

Director (1) + Programmers (2+)

- Organize and oversee the SSA Peer Tutoring Program
- Organize SSA Scholarships at the end of the Regular Session
- Organize and oversee the SSA Rentals Program
- Ensure collaboration with the SSA Council and the Faculty of Science in organizing and executing LabTREK
- Run the SSA Peer Mentor Program



# Student Services Team

Director (1) + Programmers (2+)

- Arrange graduation photography sessions with Lifetouch
- Oversee locker sales
- Organize free food giveaways
- Hold Exam Cram Sessions



# Special Events Team

Director (1) + Programmers (2+)

- Organize the end of year SSA gala
- Collaborate with the Faculty of Science and the University to run fall orientation
- Hold various special events throughout the year (socials, SSA ski trip, etc.)

# Communications Team

Director (1) + Programmers (2+)

- Oversee the poster boards in the science complex
- Run all SSA social media accounts (Instagram, Facebook)
- Run the SSA website
- Serve as the communications liaison between SSA and the Faculty of Science Communications Team (coordinate mass emails and advertisements, etc.)
- Create posters and advertisements for SSA events, services, etc.



# Secretary

- Take minutes at SSA meetings
- Organize the office hours schedule for all councillors
- Record attendance at meetings and office hours, and report any issues to the SSA

## Executive Committee

- Create a cleaning schedule for the SSA office

# Treasurer

- Work with the Executive to establish a budget to be approved by Council, no later than the first Regular Meeting in September.
- Be responsible for all funds generated by Council events and for overseeing all funds spent by Council.
- Communicate with the Faculty of Science and UMSU Financial Coordinators.
- Monitor the approved budget to ensure each budget category is being used, and notify the Executive Committee if a category is not being used or may need to be re-evaluated.
- Be responsible for giving updates on Council finances and the budget during each Council meeting. This includes presenting the monthly financial statements to council for approval.

# Executive Assistant

- Assist the President and Vice President with their communication through the SSA email address
- Act as chair for the Executive Committee
- Act as chair for the Board of Student Groups committee
- Present funding requests to the Executive Committee for discussion

# Lounge Programmer

- Monitor maintenance of the SSA Office, the Science Lounge, and the SSA Study Room.
- Purchase pertinent supplies when needed.
- Ensure appropriate reservation, organization, and signage for events that take place in the Science Lounge.
- Responsible for monitoring the Science Lounge and SSA Study Room keys.



# 2024 Election Overview

# Election Timeline

<b>Nominations Period</b>	February 10th 9am - February 15th 5pm
<b>All Candidates Meeting</b>	February 15th at 6:00pm
<b>Campaign Period</b>	February 26th 8am - March 1st 5pm
<b>All Candidates Forum</b>	Date & Time TBD
<b>Voting Dates</b>	February 29th - March 1st

# Eligibility to Run

- Must be currently enrolled in the Faculty of Science  
(This will be verified and confirmed with the Faculty of Science)
- Community rep candidates must self-identify as part of the community they wish to represent
- Each candidate can only run for one position
- Candidates for President cannot be in their first year of university studies
- Candidates have the option of running in slates (ie with other students for other positions) EXCEPT community representatives

# Nomination Period

*February 10th 9am - February 15th 5pm*

- Email the CRO, Sean Ticsay, [ssacro2024@outlook.com](mailto:ssacro2024@outlook.com) to request a nominations google form once the nomination period starts
- Obtain at least 30 signatures from current Faculty of Science students
- The CRO will send you the nominations package along with the form
- **The form must be completed and submitted to the CRO by the end of the nomination period (by February 15th at 5:00pm)**



# All Candidates Meeting

*Thursday, February 15th at 6pm*

- Mandatory for all candidates
- If there are extenuating circumstances, you must make accommodations beforehand with the CRO
- Rules for campaigning and the election will be reviewed during the meeting
- **Failure to attend the All Candidates Meeting without prior arrangements from the CRO will result in a candidate failing to meet the nomination requirements and thus exclusion from participation in the election**

# Campaign Period

February 26th 8am - March 1st 5pm

- Mandatory for candidates
- Rules for campaigning are outlined in the SSA bylaws, and supplementary rules will be provided in the nominations package
- **No pre-campaigning is allowed (campaigning before Feb 26th at 8am).**
- No malicious comments, hate speech, or targeted speech at other candidates is allowed. The elections are overseen by the CRO, not SSA, and disqualification is at their discretion.
- Voting occurs on the last two days of the campaign period

# Keep in touch!

CRO email: [ssacro2024@outlook.com](mailto:ssacro2024@outlook.com)

General SSA email: [science.studentsassociation@umanitoba.ca](mailto:science.studentsassociation@umanitoba.ca)

SSA Instagram: @umanitobassa



If you have questions regarding the election after this session, please consult our bylaws (on the SSA website) or contact the CRO



Questions?