Student Representative Council

Nomination Package

Congratulations on deciding to run for Saint Malachy's SRC executive!! This package will guide you through the multi-stage process. Remember, if you have any questions regarding the process, you can speak to Miss Trenholm, or Mr. Coombs

There are a few questions you should be asking yourself before you decide to run for SRC:

1. Do I want to become a student leader and spokesperson for Saint Malachy's Memorial High School?
2. Am I eligible to run for SRC?
3. What do I need to do to run for SRC?
4. What will my responsibilities be if I am elected?
5. **Do I want to become a student leader and spokesperson for Saint Malachy's Memorial High School?**

Only you can answer this question. Think long and hard about your decision and discuss it with your family and friends to get their opinions. Ask yourself these questions:

* Why do I want to be on the SRC?
* Will I be able to fulfill my responsibilities as a member of the SRC?
* What will being a part of the SRC do for me?

1. **Am I eligible to run for SRC?**

Students who allow their names to stand for election shall be full time students registered at Saint Malachy's Memorial High School.

The school administration shall establish the scholastic standards necessary for the candidates as follows:

* Candidates shall have an average 10% above grading requirements up to the time of offering for election.
* Candidates shall have no failing marks up to the time of offering for election.
* Successful candidates must maintain a passing average.

Candidates shall not be disciplinary problems in the school environment.

Candidates shall have very good attendance in all of their classes up to the time of offering for the election.

1. **What do I need to do to run for SRC?**

Running for an executive position on SRC is a multi-stage process. You must complete all stages in order to have your name stand for election.

* All prospective candidates will submit a nomination form, resume, and cover letter outlining their qualification along with the rest of their nomination papers.
* All prospective candidates will pass in a petition signed by 50 Saint Malachy's students who support them in their decision to run for a position on SRC.
* All prospective candidates will have positive referrals from at least 3 teachers in the school and your administrator. This referral form can be given to teachers and they will pass it along to an SRC advisor.
* All prospective candidates will run respectful campaigns (see campaign guidelines).
* All prospective candidates will deliver a speech to the students of Saint Malachy's that outlines their abilities in regards to the SRC position they are running for.

1. **What will my responsibilities be if I am elected?**

There are 9 positions on the executive for SRC. The position of president must be held by a grade 12 student. Vice-presidential positions on the executive can be held by students in grades 10, 11 or 12. All candidates for the interviews for executive positions will occur the week following elections after school.

ELECTED POSITIONS

* PRESIDENT
* VICE-PRESIDENT
* GRADE 12 REPRESENTATIVE
* GRADE 11 REPRESENTATIVE
* GRADE 10 REPRESNTATIVE
* \*MEMBER AT LARGE

INTERVIEWED EXECUTIVE POSITIONS

* VICE PRESIDENT – PROMOTIONS
* VICE PRESIDENT – FINANCE
* VICE PRESIDENT - COMMUNICATIONS
* VICE PRESIDENT - TECHNOLOGY

Students will choose to elect one president, one vice-presidents, three representatives, and four interviewed positions. In order to help you understand what the duties are of the various executive members we have included the following list:

**THE PRESIDENT SHALL:**

* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies.
* Communicate with the student council on a regular basis.
* Be the student spokesperson for the school.
* Have no vote except in the event of a tie.
* Be a direct link with the other committees in the school and facilitate collaboration with these committees on school projects when required.
* Aid the vice-presidents in their responsibilities whenever possible.
* Support all school activities.
* Preside at all regular and special meetings of the SRC.
* Must attend the PSCC meetings held at the school once a month.
* Create agendas, in consultation with advisor(s), for all SRC meetings and special events of the SRC.
* Ensure that all documentation is passed on to the president elect at the end of his/her term.
* Attend all regular meetings, special meetings, and events of the SRC.

**THE VICE-PRESIDENT(S) SHALL:**

* To lead and work, in conjunction, with other members of the SRC executive
* To maintain a strong and thriving spirit in all school activities.
* To plan and organize a special event each month that will take place in the evening or weekend.
  + Ex: Battle of the Bands, Swim Nights, Coffee Houses, Mac Attacks, etc.
* To oversee the executive and implementation of all events that will take place during the school hours.
  + Ex: Winter Carnival, October Fest, Random Acts of Kindness, Theme Days, Variety Show, etc.
* To be present at all school assemblies and lead school cheers and other forms of spirit.
* To keep an updated schedule of all sporting and art events in a public accessible area
* To enforce the knowledge of all school cheers among new students
* To assist in any event promoting school spirit.
* To make widely known the dates of any spirit and "red and white" day to the student body.
* To organize a quick and effective cleanup before and after all events.
* To select a student or "saint" of the mmonth based upon academic, extra-curricular, or other achievement made by a strong individual within the school.
* To make a male and female selection for Athlete of the Month to be announced at assemblies.
* To attain sufficient chaperones when needed.
* To work closely with the Social Events Committee when necessary.
* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies.
* Attend all regular meetings, special meetings, and events of the SRC.
* To oversee, plan, and attend all sub-committee meetings in conjunction with the interviewed executive positions.

**VICE-PRESIDENT PROMOTIONS SHALL:**

* To create and advertise all promotional materials for events
  + Ex: Posters, Stunts, etc.
* Implement and maintain all approved social media, for the purpose of promoting St. Malachy’s
* Write the daily announcements to be read out everyday.
* To create and maintain a SRC website where school events can be advertised**.**
* To update boards for the following weeks events no later than Friday at 4:00.
* To work closely with the Social Events Committee when necessary.
* Be familiar with all student council and school policies.
* Attend all regular meetings, special meetings, and events of the SRC.
* To chair and over see the promotions sub-committee meetings.
* To create and chair and the promotions committee

**VICE PRESIDENT COMMUNICATIONS SHALL:**

* To maintain meeting minutes and other records pertaining to the SRC and make them available to all SRC members.
* Be responsible for all correspondence to and from the SRC
* To ensure that all items needed for events are organized and where they need to be during events and meetings
* To create and plan the District Education Council (DEC) presentation in May, in conjunction with the SRC executive.
* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies.
* To make sure all announcements pertaining to upcoming SRC events are in the daily announcements.
* Attend all regular meetings, special meetings, and events of the SRC.

**VICE PRESIDENT FINANCE SHALL:**

* To oversee the sales of all school clothing or merchandise.
* To develop a marketing plan for the selling a school clothing.
* To oversee the sales of any merchandise on behalf of the SRC to the student body.
* To sell tickets for any SRC related event.
* To oversee the purchase of any supplies needed for events, and submit receipts to faculty advisor.
* To maintain a canteen at all school events where refreshment is required on behalf of the SRC.
* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies
* Attend all regular meetings, special meetings, and events of the SRC.

**VICE PRESIDENT TECHNOLOGY SHALL:**

* Be well versed in computer technology, particularly a movie making software, photo software, and audio-visual equipment.
* To be responsible for setting up all necessary technology for assemblies.
* To oversee other school activities that involves the use of technology.
* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies
* Attend all regular meetings, special meetings, and events of the SRC.

**GRADE 9 REP**

* Promote good public relations between: SRC, students, staff, and community.
* Be familiar with all student council and school policies.
* Support all school activities.
* Attend all regular meetings, special meetings, and events of the SRC.
* Aid the president, vice-presidents, and executives in their responsibilities.

**GRADE 10 REP**

* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies.
* Support all school activities.
* Attend all regular meetings, special meetings, and events of the SRC.
* Aid the president and vice-presidents in their responsibilities.

# GRADE 11 REP

* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies.
* Support all school activities.
* Attend all regular meetings, special meetings, and events of the SRC.
* Aid the president and vice-presidents in their responsibilities.

# GRADE 12 REP

* Promote good public relations between: SRC, students, staff and community.
* Be familiar with all student council and school policies.
* Support all school activities.
* Attend all regular meetings, special meetings, and events of the SRC.
* Aid the president and vice-presidents in their responsibilities.

**CAMPAIGN GUIDELINES**

**POSTERS and Online Campaign Material**

* Candidates are limited to 20 posters each.
* No promotional items, such as pamphlets, treats, buttons, or anything of the like is permitted.
* Must be about you and not other candidates.
* Must be respectful and appropriate for a high school setting.
* Posters must be removed by you the day prior to the election.
* There will be no foul language, sexual connotation, derogatory remarks, or signs/symbols that relate to drugs or alcohol.
* Online material will be monitored {Facebook, Twitter, etc} and must follow the same guidelines as above.
* All posters must be signed and approved by one of the SRC advisors before being displayed.
* If the above standards are not met, your candidacy will be will be revoked.

**SPEECHES**

Speeches for president will not be longer than 5 minutes. Speeches for vice-president and Reps will not be longer than 3 minutes.

* Speeches must be approved by an SRC advisor before they are delivered to the students. If your speech is not heard or read by an advisor, you will NOT give one.
* Speeches are about you and not other candidates.
* Speeches must be respectful and appropriate for a high school setting.
* Speeches will not contain: foul language, sexual connotation, derogatory remarks, or statements that relate to drugs or alcohol.
* Remember, these are speeches and not acts.
* There will be no “skits” or songs played
* clothing will remain on at all times
* you will not use “props” or other forms of propaganda
* you will not engage the audience for their participation; they will simply be listening to you give your speech
* If the above standards regarding speeches are not met or if your speech differs from the one presented to the advisor, your candidacy will be revoked.

**DATES TO REMEMBER**

* Monday, May 7 th – information session for all interested candidates in Room 236
* Friday, May 13th – nomination packages must be passed into Mr. Coombs in room 236 by 3:30p.m.
* Monday, May 14th – campaign posters can go up
* Wednesday, May 16th – speech presentations to Mr. Coombs and Ms. Trenholm after school
* Thursday, May17th– speeches delivered to the student body, all posters must be down by 3:30
* Friday, May 20th – voting for SRC Executive during homeroom.
* The week following elections (May 21 – May 25) for executive interviews.

**SRC NOMINATION SHEET**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION YOU WISH TO RUN FOR: (Check one)

PRESIDENT \_\_\_\_\_\_ (will be in grade 12 next year)

VICE-PRESIDENT \_\_\_\_\_\_\_\_ (WILL BE INGRADE 10, 11, OR 12)

GRADE \_\_\_\_\_\_\_\_ REPRESENTATIVE

**SIGNATURES OF 50 STUDENTS SUPPORTING YOU.**

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