

# CHAPTER / CLUB ELECTION FORM

CHAPTER/CLUB \_\_\_\_\_ GRADUATING YEAR \_\_\_\_\_

Chapter  Club

TITLE	NAME	PHONE	SIGNATURE
President			
Email _____ @student.saultcollege.ca			

TITLE	NAME	PHONE	SIGNATURE
V.P.			
Email _____ @student.saultcollege.ca			

TITLE	NAME	PHONE	SIGNATURE
Treasurer			
Email _____ @student.saultcollege.ca			

TITLE	NAME	PHONE	SIGNATURE
Secretary			
Email _____ @student.saultcollege.ca			

### CONSENT FORM

We, the above undersigned have read and understood all the rules, regulations and procedures outlined in the Chapter/Club Package for Sault College Students' Union. We also understand that we are responsible for ensuring that these rules, regulations and procedures are followed. We understand that any infraction can lead to cancellation of the Chapter/Club.

TITLE	NAME	PHONE	SIGNATURE
Staff Advisor (optional)			
Email _____ @saultcollege.ca			

SCSU PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

WEBSITE UPDATED

DATE \_\_\_\_\_ STAFF \_\_\_\_\_

E-MAILS ADDED TO LIST SERVE

DATE \_\_\_\_\_ STAFF \_\_\_\_\_

# CHAPTER / CLUB POSITION DESCRIPTIONS

## **PRESIDENT**

- Signing authority on bank account
- Represents the Chapter/Club at Executive meetings (or appoints an individual to represent in their absence).
- Promotes goodwill for the Chapter/Club
- Organizes the Chapter/Club Executives
- Directs/Leads the Chapter/Club
- Co-ordinates upcoming events

## **VICE PRESIDENT**

- Signing authority on bank account
- Assists the Chapter/Club President in all matters
- Represents the President at any function where the President is unable to attend

## **SECRETARY**

- Signing authority on bank account in the absence of VP
- Provides financial statements, minutes and maintains an activity file of Chapter/Club
- Ensures that the SCSU, Executive (and/or Faculty Advisor) is informed about fundraising and other activities

## **TREASURER**

- Manages funds and prepares budget in accordance with SCSU policies
- Prepares and submits financial statements after each event to the SCSU Executive Director