



2016/2017

**APPLICATION TO BE A CANDIDATE FOR THE
POSITION OF DIRECTOR OF TSI**

**APPLICATION TO BE A DIRECTOR
OF THAMES STUDENTS INCORPORATED
2016/2017**

Candidate for the position of:						
NAME:					STUDENT #:	
ADDRESS:						
E-MAIL ADDRESS:						
TELEPHONE #:						
PROGRAM NAME:					CURRENT SEMESTER:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6

By submitting this application, and signing below, I acknowledge that:

- As a candidate for appointment, I am aware that the interviews are governed by the TSI Corporate bylaws.
- I confirm that I am a full-time student **in good standing within the College**, and eligible for appointment to a Director position, in accordance with TSI Corporate bylaws.
- I pledge to maintain Academic Good Standing throughout my service to TSI. Failure to do so will result in my removal from TSI.
- I will be available to attend a weekend retreat, to be scheduled for May or June; my attendance at this retreat is mandatory.
- Meetings of the Board of Directors will be on a regular basis, not less than twice a month, and a minimum of five (5) hours, two (2) booth hours per week will be required to fulfill my obligations as a member of the Board.
- I will be available to attend and assist with all TSI sponsored events.
- I swear to maintain issues of confidentiality during and after my term of service to TSI. Failure to do so will result in legal action against me.
- I swear to act in and promote the best interests of TSI during my term. Failure to do so may result in my removal from the Board of Directors.
- I swear to act in a professional manner at all times during my term with TSI.
- I confirm that this information is accurate and true and I understand that misrepresentation or omission of facts from this application may be cause for my immediate resignation as a Director.
- I have read and understand the documents accompanying this application (“To candidates for positions on the Board of Directors, TSI”, “Who is Thames Students Incorporated?” and “Job Description”).
- I am **at least** 18 years of age, and meet all of the requirements of applicable and governing legislation
- Every application must be supported with the signatures of 25 students who are current members of TSI (St. Clair College Thames Campus full-time students); I have attached the requisite signatures.
- Every application **must** include a current resume and police clearance; I have attached a resume and a copy of my police clearance.
- Every application must be signed by the applicant and a witness.
- I acknowledge that the term as a Director will commence upon hire and end **April 30, 2017**.

APPLICANT Signature:	Date:
WITNESS Name (Printed):	
WITNESS Signature:	Date:

**NOMINATION FORM
THAMES STUDENTS INCORPORATED (TSI)
2016/2017**

Candidate for the position of:

CANDIDATE'S NAME:

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TO CANDIDATES FOR POSITIONS ON THE BOARD OF DIRECTORS, TSI

As a candidate, you should be aware of the responsibilities and obligations that you will assume as a member of the Board. This includes either as a member of the Executive or as a Director:

1. Thames Students Incorporated (TSI) is an incorporated Non-Profit Organization. As such, TSI must comply with all Federal, Provincial, and Municipal statutes and regulations. TSI is formed under the Ontario Corporations Act, and is subject specifically to Part III of the Act.

One of the most important roles someone takes on when they become an executive or board member with TSI is that of a fiduciary. A fiduciary is a person holding the character of a trustee; a person having a duty to act primarily for another's benefit. A large portion of TSI's revenue is comprised of student fees and this is where the issue of fiduciary duty comes into play: Members of the TSI Board of Directors and Executive are required by law and duty to act in a way that provides benefit to the members of the organization (full-time fee paying students of St. Clair College, Thames Campus). Using your position for personal benefit would constitute a breach of that trust.

2. TSI is governed by a Board of Directors consisting of a President, Executive Vice President and Directors. It is important to note that the Board as a whole is the governing authority. The Corporate Officers, being the President and Executive Vice President, along with the Operations Manager, are considered the Executive Committee and have decision-making authority, provided they report those decisions to the Board at the next meeting of the Board.

The only *individual* with any form of authority is the President, and only then by virtue of the position and the authority specified in the corporate bylaws. Individuals may be authorized to act on behalf of the Board, but this authority must be passed by a resolution at Board level and recorded in the official minutes.

All members of the Board of Directors have, as a prime responsibility, a corporate obligation to TSI. You may feel that you have a responsibility first to the students, but your legal obligation is first to TSI.

3. TSI currently contributes to peer tutoring, the Thunderbird Pub, library updates, the hockey team, various clubs and charities, bursary programs, TSI scholarship, as well as advocating for students on various committees. TSI has one (1) full-time staff member, two executive members, and 8 directors.
4. TSI carries a \$10,000,000.00 Insurance Policy (commercial general liability), in addition to Directors and Officers Liability Insurance.
5. As a registered Non-Profit Organization, TSI has annual revenue and operating expenses of approximately the same amount.

What are the current Director positions?

Although job titles and descriptions are subject to updates and modifications, current positions and some of their corresponding area of responsibility (outside of the common and shared Director responsibilities) are:

- Director 1:** Organizes all emergency services tournaments, winter Olympics, arena ice times, and tickets to sporting events off campus. Ensures the maintenance of student centre equipment including billiards table, Ping Pong table and the dome hockey table. Promotes healthy living and eating habits along with other health related topics.
- Director 2:** Maintains TSI's Facebook and Twitter accounts, as well as the TSI Website. Prepares posters and advertisements for TSI events and ensures that they are distributed appropriately. Communications with the Editor of the Thames Time and Saint publications.
- Director 3:** Plans monthly parties for those students with young families (arranges appropriate entertainment, meals, creates sign-up sheets, ensures arts and crafts supplies are on hand, schedules themes, etc.). Works with other Directors to schedule and acquire tickets for family-related off-campus events and activities.
- Director 4:** Works with College faculty and students to find Class Representative and ensure that they receive weekly updates of College and TSI events. Receives completed weekly update forms from class representatives and works with Operations Manager to compensate individuals accordingly. Holds meetings with class reps as needed.
- Director 5:** Organize events and activities on and off campus, including biweekly pubs and fundraising events for charities. Frequently works with other Directors to plan special outings.
- Director 6:** Work with the Executive Committee, Directors and Employees of Thames Student Inc. (TSI) to meet the goals and objectives of the corporation. Inform student body of all activities taking place on campus and within TSI, sell tickets and promote events. Assist other Directors in the performance of their duties when needed.

The Student Government at Thames Campus is known as Thames Students Incorporated (TSI). It is a non-profit organization founded for the benefit of all Thames students. It was established in 1978 and its main purpose is to act as an alliance between the students at Thames Campus and St. Clair College. TSI handles all formal complaints and concerns submitted by students, and are an active member of the *College Student Alliance (CSA)*.

TSI consists of the President and Executive Vice President, who are elected annually by the student body. TSI also has several Directors, employees and one full-time Operations Manager as well as a Programming Coordinator. We encourage class involvement of appointed class representatives.

The TSI offices are located in the Student Centre at the far end of Thames Campus, just past the cafeteria. The Student Centre facilities include a big-screen plasma television, Nintendo Wii, two xboxes; tables, chairs and couches for lounging; a pool table; a Ping-Pong table; wireless internet service accessible within the area; a washroom; and an outdoor patio with picnic tables and barbecues. All students are welcome to use the Student Centre.

TSI also offers a wide range of events and services that are available to all Thames Campus students:

-  Themed pub nights on selected Thursdays (at the Thunderbird Pub, licensed under the AGCO)
-  Orientation events
-  Pigfest
-  Trips to special events
-  Family Events
-  Student Advantage Program
-  Intramural Sports and the Thames Hockey Team
-  Promote the Peer Tutoring Program
-  Class Representatives
-  Bursaries/Scholarship
-  TSI Scholarship
-  Student Card Photos
-  Graduation Photos
-  Student Health Insurance
-  The Saint Newspaper and Thames Times, distributed to our campus biweekly
-  Occasional student employment opportunities

TSI is working hard this year to plan and implement many new events and services that will benefit all students. Our goal is to get everyone at Thames Campus involved. There are calendars located in the Student Centre, academic wing, hallway of the cafeteria, and an information board located outside room 100, so please refer to these often to gather information about upcoming events. TSI members are also available on a regular basis if you have any questions. Get involved and let your voice be heard!



Grade Release Approval Form

1001 Grand Avenue West • Chatham, ON • N7M 5W4

Office of the Registrar
St. Clair College, Thames Campus

ATTENTION: Registrar

I, _____ give the Registrar's Office the right to release my Academic Standing to St. Clair Thames Students Incorporated (TSI), with the understanding that the information will be kept confidential within TSI. My Academic Standing shall be provided at the end of each semester in which I am a full-time registered student of St. Clair College, while also serving as a Director of the Board of TSI.

This authorization expires on the earliest of: (1) The date upon which I cease to be a Director of St. Clair Thames Inc., or; (2) **September 30, 2016**.

The following information may be used to access my academic records:

FULL NAME	
STUDENT NUMBER	
DATE OF BIRTH	

Signed: _____

Dated: _____