

## ACSA Representative Application Form

Alexander College Student Association (ACSA)

### Submission Instructions

Please submit this completed application to the Student Life Unit by either:

- In-Person: Visit the Student Life Unit office on campus.
- Email: Send to [studentlife@alexandercollege.ca](mailto:studentlife@alexandercollege.ca).
- Please ensure that you answer all questions completely.

All applications must be received by the specified deadline to be considered.

### Applicant Information

<i>Field</i>	<i>Input</i>
<b>Student Name</b>	
<b>Student ID #</b>	
<b>Email</b>	
<b>Association</b>	Alexander College Student Association (ACSA)

### Available Positions and Descriptions

<b>Position</b>	<b>Description</b>
<b>President</b>	Leads the Alexander College Student Association (ACSA), representing students at formal events and overseeing the progress of all representatives to ensure they meet their goals. Facilitates ACSA meetings, sets agendas, and promotes collaboration among team members.
<b>Administrative &amp; Finance Representative</b>	Manages meeting logistics by recording attendance, taking minutes, and maintaining an archive of agendas and minutes. Oversees ACSA's budget, tracks expenses, and ensures all spending remains within budget guidelines. In the absence of the President, steps in to lead meetings and ensure the smooth operation of ACSA activities.
<b>Clubs Representative</b>	Supports student clubs under ACSA by providing guidance to club leaders, assisting with the planning of activities, and ensuring clubs have the resources

	needed for success. Manages club budgets, tracks inventory and marketing, and ensures proper spending and resource allocation.
<b>Events Representative</b>	Coordinates and promotes ACSA events, managing on- and off-campus activities, overseeing event planning logistics, and leading marketing efforts to maximize student engagement and participation. Collaborates with the team to create and maintain the event calendar for each academic term.
<b>Wellness Representative</b>	Promotes Health & Wellness programs to the student community in collaboration with the Student Life and Health & Wellness Units. Provides students with guidance on college regulations, policies, and resources for resolving issues constructively.
<b>Sustainability Representative</b>	Advocates for eco-friendly initiatives on campus, leading efforts to create a greener community through educational workshops, awareness events, and sustainability campaigns.
<b>Social Media Representative</b>	Creates and distributes the ACSA monthly newsletter, produces engaging photo and video content for ACSA's social media platforms, and encourages student participation on Instagram and other channels. Designs and shares online marketing materials to promote ACSA events, clubs, and initiatives.

***Chosen Position Representative Information***

*Please select your first-choice position and a second alternative (optional):*

<b><i>Position</i></b>	<b><i>First Choice</i></b>	<b><i>Second Choice</i></b>
<b><i>President</i></b>		
<b><i>Administrative &amp; Finance Representative</i></b>		
<b><i>Clubs Representative</i></b>		
<b><i>Events Representative</i></b>		
<b><i>Wellness Representative</i></b>		
<b><i>Sustainability Representative</i></b>		
<b><i>Social Media Representative</i></b>		

**ACSA Representative Biography**

*Please provide a brief overview of yourself and your motivations for becoming the next ACSA Representative:*

**Signatures of ACSA Representative and Student Life Unit**

*I authorize the verification of the information provided on this form.*

<b>ACSA Representative Signature</b>	<b>Student Life Unit Signature</b>
<input type="checkbox"/> <i>I agree by checking the box; it acts as my signature.</i>	<input type="checkbox"/> <i>I agree by checking the box; it acts as my signature.</i>
<b>Date:</b>	<b>Date:</b>