

Dear {Department Chair},

We are currently seeking a Director of the School of {school name} on the Board of the Durham College Students Inc. The Nominations Process is currently open and the nominations forms can be found on the Durham College Students Inc website at: {link}. Nominations are open until April 10, 2018.

We encourage you to share this opportunity with anyone who might be interested in this opportunity. Enclosed is a few frequently asked questions regarding the board and appointment process.

Thanks,
Charles Wilson
DCSI Elections Consultant

Fact Sheet on Board Appointment Process

Why is there a board appointment process?

The board appointment process is necessary to fill a number of positions left vacant after the Spring 2018 DCSI Election. This process will take place mid April to ensure that full board can train together at the end of April and the start of May 2018.

What is a Board of Directors?

Every public company must have a Board of Directors and most private and nonprofit companies have a Board of Directors as well. DCSI is a nonprofit company with a Board of Directors whom oversee the activities of the organization. The powers and duties of the Board are determined by government legislation and internal bylaws and policies. The Board is accountable to the voting members of the organization, which in this case is the population of full-time students at Durham College.

There are 8 Director Positions representing the 8 full-time schools of Durham College; four of these positions were filled during the 2018 spring election, there are four seats remaining, they are:

- Director for the School of Health and Community Services
- Director for the School of Skilled Trades, Apprenticeship and Renewable Technology
- Director for the School of Business, IT and Management
- Director for the School of Interdisciplinary Studies

What are the Requirements and Responsibilities?

One of the requirements to be eligible to run for one of these positions is the respective student must be a member of said school they wish to run for. Each Director sits the Board for one year, for the period of May – April. Some of the responsibilities of a Director include:

- Attending and participating in all Board meetings
- Reviewing and voting on motions, documents and decisions
- Representing not only their respective school with the utmost dignity and due diligence but the student body as a whole

A Director is a volunteer position that requires 5-10 hours of commitment or more on a monthly basis.

How do I file Nomination Papers?

Nominations Papers are filed via email only. You need to download the DCSI Board Appointment Nominations form and then send a completed nomination form DCSIElections@gmail.com. Your nominations will be confirmed within one day by the Elections Consultant.

After you file nominations papers, the Elections Consultant will gather all the nominations forms together and send it to the board ahead of the board meeting on April 12, 2018 where the remainder of the board will be elected.

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