

Responsibilities of the Timmins Representative

- a. The duties and responsibilities of the Timmins Representative shall include, but not be limited to:
- i. Shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee to maximize member's awareness of AUSU, its objectives and service, events and campaigns.
 - ii. shall act as the liaison between AUSU Timmins, its members and AUSU Board at SSM; and
 - iii. shall be a signing officer of the AUSU Timmins bank account; and
 - iv. shall develop an annual operating budget for the Timmins Campus in coordination with the Executive Committee; and
 - v. shall co-ordinate the programming and delivery of all AUSU events at the Timmins Campus; and
 - vi. shall be responsible for working with the Executive Committee to ensure that all Timmins events/campaigns are planned and run smoothly; and
 - vii. shall be responsible for working with the Treasurer and General Manager to ensure all bank statements, income and expenses are kept in an organized manner and sent to AUSU SSM on a monthly basis for bookkeeping; and
 - viii. Shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Responsibilities of the Brampton Representative

- a. The duties and responsibilities of the Brampton Director shall include, but not be limited to:
 - i. Shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee to maximize member's awareness of the AUSU, its objectives and service, events and campaigns.
 - ii. shall act as the liaison between AUSU Brampton, its members and AUSU Board at SSM; and
 - iii. shall be a signing officer of the AUSU Brampton bank account; and
 - iv. shall develop an annual operating budget for the Brampton Campus in coordination with the Executive Committee; and
 - v. shall co-ordinate the programming and delivery of all AUSU events at the Brampton Campus; and
 - vi. shall be responsible for working with the Executive Committee to ensure that all Brampton events/campaigns are planned and run smoothly; and
 - vii. shall be responsible for working with the Treasurer and General Manager to ensure all bank statements, income and expenses are kept in an organized manner and sent to AUSU SSM on a monthly basis for bookkeeping; and
 - viii. shall perform any other duties that are in the best interest of AUSU, as approved and/or mandated by the Board, its By-laws, policies and/or members.

Elections Form 2017-2018

Name: _____

Address: _____

Phone: _____

E-mail: _____

Desired Position: _____

Major: _____

Year of Study: _____

Number of Signatures: _____

30 for Executive Positions
20 for Representatives

Printed Name	Signature	Student Number
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