Ontario Hall Residents’ Council

Executive Position – Vice-President

Application for 2018 – 2019 Executive Position

If you are interested in applying for Ontario Hall Council Vice-President for the 2017-2018 academic year, please submit a completed application package Ontario.council@uwo.ca or to Ontario Hall Front Desk by Tuesday, February 27th, 2018 by 11:59pm.

We thank you in advance for your interest in this position and advise that only those applicants selected for an interview will be contacted.

Position details (as outlined in the Ontario Hall Constitution):

- The Vice President—Management shall:
  - Handle all administrative duties, ensure the OHRC runs smoothly and that all its members’ concerns are addressed
  - Act as the chief returning officer (CRO) during all election periods
  - Assume the duties of the President in their absence or incapacitation
  - Organize a meeting place for the weekly OHRC meetings
  - Record minutes during all OHRC meetings and send them to members
  - Work with the President to draft an agenda for all OHRC meetings

- The Vice President—Finance shall:
  - Be tasked with organizing, managing, and ensuring that the finances of the OHRC are in order
  - Receive, distribute, and deposit all money relating to the OHRC
  - Promptly pay all bills by cheque
  - Keep the Executive informed of the OHRC’s financial situation
  - Act as a signing authority for the OHRC and be (along with the President) responsible for the budget
  - Keep full records and accurate accounts belonging to the OHRC
  - Submit a detailed budget to the Division of Housing and Ancillary Services by June 30th

- The Vice President—Programming shall:
  - Oversee all activities and organization of all programming within the residence in conjunction with the President
  - Execute and plan all the programming during Frost Week
  - Ensure that there is quality programming occurring within the residence as often as possible
  - Liaise with commissioners

Selection Process
• Interviews will take place Saturday, March 3rd and Sunday, March 4th. After the deadline for nomination forms, applicants will be contacted to set up an interview.
• Interested candidates must obtain the nominations of two point five (2.5%) percent of the current population of the building in order to be declared an official candidate (25 people with our population at the moment – 10 of which must not be from your floor)
• Posters are not to be put up around the residence – this is an interview-based process, promotion is not necessary
**OHRC Vice-President Nomination Form**

Name of Nominee:
Western Email (Handwrite Neatly):
Position(s) Being Applied For:

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*Please keep in mind 10 out of the 15 signatures above must be people not from your floor*