Western- Fanshawe Nursing Students’ Association

**Vice President of Administration** Application Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, feel that I would be a good candidate for the Nursing Students’ Council (NSA) VP Administration. I understand the role of the VP Administration as per the constitution and will fulfill this role to the best of my ability if selected. The constitution of the NSA states the role and criteria of the NSA VP Administration as follows:

* 1. The VP Administration
     1. Shall record the minutes of all meetings of the NSA. These minutes shall be the property of the NSA but shall be open to inspection by the Student Body.
     2. Shall circulate one copy of the minutes to the following persons and places within one week of the meeting via email:
        1. All members of the NSA.
     3. Shall have one voice and one vote on the NSA.
     4. Shall regulate all email content in conjunction with the Faculty of the School of Nursing.
     5. Shall attend a minimum of three NSA sponsored events and one FHSSC event.
     6. Shall strive, via all avenues of communication to maintain professionalism and promote the positive image of the Western-Fanshawe Collaborative Program, the School of Nursing, and the nursing profession.
     7. Shall submit a final report to the incoming executive no later than May 1st of the electoral term.
     8. Shall hold office hours each week for a minimum of one hour.
     9. Shall inform Faculty Advisors of all NSA activities.
     10. Shall post NSA Office Hours outside office on bulletin board as well as post on WebCT.
     11. Shall circulate office hours and directory to council members and faculty as updated.
     12. Shall maintain the NSA website and maintain according to USC guidelines and the professional integrity of the School of Nursing and the profession itself.
     13. Shall design and create a *Nursing Students’ Hand-Guide*. To be completed before the fall semester, therefore requiring work during the summer. Once created, consecutive VP Administrations must maintain, update and improve the hand-guide.

Signing below confirms your commitment to the role of NSA VP Administration should you be selected.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be returned to the incoming NSA President, Vivianne Quang ([vquang@uwo.ca](mailto:vquang@uwo.ca)), **and** VP Administration, Safeyyah Raji ([sraji2@uwo.ca](mailto:sraji2@uwo.ca)), by Saturday March 9th at 11:59 p.m.