

It is your responsibility to read this package, ask for clarification and know all rules associated with the application process.

What does it mean to be a Council Representative?

Council Representatives are students that are elected by their peers to bring ideas, feedback and student perspective to the Students' Association of Medicine Hat College student Executive team.

All Council Reps must attend every monthly meeting of the Council and provide a written report on what they have accomplished or heard from students in the past month. All members must represent the views of membership, the students of Medicine Hat College, and ensure the Executive team is fulfilling their duties to the membership.

Introduction

Participating in the Students' Association offers many opportunities and can greatly enhance your years at Medicine Hat College. Although working for the Students' Association is a lot of fun and there are many benefits, it is a lot of work and is a serious time commitment.

Council Representatives work with the SA Executive team to administer the assets of the Association. The elected Council Representatives hold their positions from October until the following September.

This semester's SAC Meeting dates are:

Wednesday October 15 @ 4PM

Wednesday November 5th @ 4PM

Wednesday December 10 @ 10:00AM

If you have any questions or concerns, please feel free to contact us at samhc@mymhc.ca.

Eligibility

The number of Council Representative Positions available at the Medicine Hat College will be determined based on 1 representative per 300 FLE (full load equivalent) enrolled at MHC. This usually translates to between 6-8 Student Association Council positions per year.

In order to be eligible for any SA position, the applicant must meet the following criteria:

- ✓ Must be in good standing with the SAMHC and MHC
- ✓ Must maintain a minimum 2.0 GPA

Council Representative Requirements:

Students' Association Council meetings will take place **once per month on Wednesdays evenings** during the academic year. If a student representative is absent from 3 council meetings it is grounds for immediate dismissal from your Council Representative position.

This semester's SAC Meeting dates are: Wednesday October 15 @ 4pm, Wednesday November 5th @ 4PM and Wednesday December 10 @ 10:00AM.

As a Council Representative you must participate in a minimum of 2 committees on campus to improve student life at MHC. Below is a list of responsibilities that each member must fulfill during their term as a Council Representative:

- ✓ Attend all Students Association Council meetings
- ✓ Submit a monthly report on time that meets the expectations of the President
- ✓ Attend all Committee meetings they sit on and represent the SAMHC appropriately
- ✓ Volunteer a minimum of four hours per month on with SAMHC
- ✓ Attend a minimum of 2 SAMHC events per semester

Application Forms

All application forms must be filled out and submitted to the SA office, **along with a copy of your class schedule**. Forms and class schedule must be submitted to the SAMHC office in person or by email by October 8th, 2025 by 12 PM (noon). Official time is noted by the SAMHC clocks.

Application Process & Students' Association Council Meeting

If you return this package, you are required to attend the Students' Association Council (SAC) meeting on Wednesday October 15th at 4:00PM. You and any other candidates that apply will present a 2-minute speech promoting yourself for Council Representative and why you would be the best person for this position.

The current Student Council Representatives and Executive team will then vote on the applicants. If you are elected, you are required to stay for the duration of the meeting. If you are not elected, you are still welcome to stay for the meeting, but you may leave if you choose.

Council Orientation

Appointed Council members will have to attend a mandatory Council orientation meeting. This meeting will be used to transition you into official Council member status. The date and time is TBD.

Final Note

We are excited to have your interest in being a part of the Students' Association as a Council Representative. Good luck to all applicants!

Application Waiver

Failure to comply with or any violations of the attached regulations and guidelines of the SAMHC bylaws will result in penalties for of the applicant involved. All applicants are responsible to ensure that these guidelines are followed.

I, _____ (please print):

- Have read the regulations provided in the application package
- Understand that a complete description of all regulations can be found in the SAMHC Bylaws
- Have a GPA or 2.0 or better, or I am a first year student

Date: _____

Signature of Applicant: _____

Council Application Questionnaire

Please fill out the following questionnaire, and submit it to the SAMHC Office by Friday October 8, 2025 at 12:00PM (noon).

The Basics:

Name: _____.

Program: _____.

Year of Study: _____.

Student Email: _____.

Phone Number: _____.

Student ID #: _____.

Serious Stuff:

Why do you want to join the Students' Association Council, and what unique strengths would you bring to the team?

Which service that the Students' Association provides is most important to the student population, in your opinion?

Council Representatives are responsible for representing all students, including those whose views differ from their own. How will you ensure fair representation of diverse perspectives?

How do you plan on reaching out, connecting, and keeping open communication with the student body?

Anything Else:

Thank You and Good Luck!