

Khmer Youth Association of Alberta (KYAA)
ELECTION APPLICATION PACKAGE

The **KYAA** is a not-for-profit organization that serves to enrich the lives of Khmer youth in Alberta through education and community-building. Our goals include:

Facilitating educational and fun youth events, workshops, and lectures

Creating scholarship opportunities for (prospective) students

Helping youth to establish and maintain a connection to Khmer culture

We are seeking candidates to join our Youth Council by partaking in the upcoming election this **26 November 2016**.

If you or someone you know is interested in joining our team, is a Canadian resident of Cambodian descent, cares about being a positive role model, and is community-driven, please consider the following steps:

1. Review the roles listed below
2. Complete the attached **Election Application Form**
3. Drop the completed form into the provided drop-box BEFORE **5 PM on 11 November, 2016**
4. Attend Election Day and vote!

PRESIDENT

Must be 18 years of age by election date
Must be a Canadian resident living in/around Calgary area
Must be able to volunteer a minimum of 5 hours/week

Responsible for:

Providing supportive leadership in every meeting
Facilitating a safe and nourishing environment for community interests
Finalizing any decisions made by council

Beneficial Skills:

Possesses strong leadership and organizational skills
Is ethical and aware of community events and concerns

VICE PRESIDENT

Must be 16 years of age by election date
Must be a Canadian resident living in/around Calgary area
Must be able to volunteer a minimum of 5 hours/week

Responsible for:

Assisting president in managerial tasks
Providing constructive feedback in council meetings
Maintaining community presence on social media

Beneficial Skills:

Possesses strong organizational skills
Is ethical and aware of community events and concerns

ADMINISTRATIVE MANAGER

Must be 16 years of age by election date
Must be a Canadian resident living in/around Calgary area
Must be able to volunteer a minimum of 5 hours/week

Responsible for:

Maintaining all association records, files, and correspondence
Providing constructive feedback in council meetings
Being the official note-taker during council meetings

Beneficial Skills:

Possesses strong organizational skills
Attentive to detail

TREASURER

Must be 18 years of age by election date

Responsible for:

Preparing and presenting budgets
Managing association's bank account
Writing cheques and performing other accounting duties
Providing constructive feedback in council meetings

Beneficial Skills:

Experience in accounting

EVENTS COORDINATOR

Must be 18 years of age by election date
Must be a Canadian resident living in/around Calgary area

Responsible for:

Brainstorming programs that would benefit youth
Organizing events and working within budgets
Providing constructive feedback in council meetings

Beneficial Skills:

Possesses strong time-management skills

NAME _____

ADDRESS _____

PHONE NUMBER _____ E-MAIL _____

1) How would you prefer to be contacted? *Check all that apply.*

PHONE _____ E-MAIL _____

2) Are you a Canadian resident living in/around the Calgary area (does not include Edmonton)?

YES _____ NO _____

3) Will you be 18 years of age by **26** November 2016?

YES _____ NO _____

4) What role(s) would you like to apply for? *You may list a maximum of 3.*

5) Are you able to volunteer a minimum of 5 hours per week?

YES _____ NO _____

6) What is your level of education? *Check all that apply.*

_____ Attending high school

_____ Graduated high school

_____ Attending 1- to 4-year certificate, diploma, or degree program

_____ Graduated with a certificate, diploma, or Bachelor's degree

_____ Attending Master's program

_____ Graduated from Master's program

_____ Other (please specify) _____

7) Lastly, please share why you would like to join the KYAA Youth Council.

X
SIGNATURE _____

DATE (DD-MM-YYYY) _____