

2019 BCIT FSA Election Campaign Guidelines

Welcome to the Campaign for FSA Elections 2019! We applaud you for making this commitment to our union.

Along with the excitement of campaigning, comes the obligation to campaign responsibly within the guidelines and policies of the FSA.

All candidates need to follow the rules specified here, as well as adhering to any relevant FSA and BCIT policies.

All candidates need to wait until after the Candidate Orientation Meeting to begin campaigning. This ensures that all candidates have a chance to ask questions at the meeting and that all candidates have a fair start to the campaign.

As per the FSA Conduct of Elections Policy, candidates who break the campaigning rules will receive a written warning from the FSA Campaign Committee and may be removed from the ballot by the FSA Board of Directors if they persist in breaking rules. So, please take the time to familiarize yourself with the enclosed materials.

Thank you for your participation!

Guiding Principles

FSA election campaigning should be aligned with the FSA's values as well as those of fairness, integrity, and risk avoidance:

- FSA elections should be fair, transparent, and support positive engagement of members and the FSA's positive reputation.
- Many aspects of FSA elections, including all communications, use and rely on the employer's (BCIT's) resources including email applications and servers and, therefore, must align with policies around use of these resources and must maintain the congenial relationship the FSA has with the employer regarding use of these resources.

1. Acquisition and use of BCIT email lists or other employee data

- 1.1. Candidates and those campaigning on behalf of the candidate may not directly access the employer's resources such as the Banner database to acquire lists of members or other employee data for campaigning purposes. While some members might have access to Banner due to their job functions (such as being a Program Head), it would be inappropriate for members to access Banner for FSA purposes, as Banner is the employer's database to be used only for approved job functions relating to duties of BCIT employees doing BCIT work.

- 1.2. At the FSA, we receive updated lists of our members from BCIT on a pre-arranged schedule and we use these lists to communicate with members. The FSA will be the main point of contact with members about the election and will disseminate information to all members in a consistent and fair manner on behalf of all candidates.
2. Mass (“spam”) emails and other mass messaging
 - 2.1. Candidates and those campaigning on behalf of the candidate may not send “mass” emails, “spamming” a large group of people they may or may not know at the institute (meaning emails generated from a mass list of some kind and/or auto-generated emails sent out to a list, rather than individual personalized emails to known colleagues) and candidates and those campaigning on behalf of the candidate should not “mass distribute” paper flyers or posters (other than the FSA posters and flyers provided).
 - 2.1.1. This rule exists to prevent complaints from members about being deluged with messaging, to avoid circulation of any deliberate or inadvertent misinformation, and to avoid the employer complaining of over-use or misuse of the employer’s resources (including BCIT email resources, photocopiers, and mailrooms).
 - 2.1.2. This rule does not preclude candidates and those campaigning on behalf of the candidate individually communicating with their known colleagues, whether through email or other channels. But candidates and those campaigning on behalf of the candidate should not send “mass emails” or send/post unsolicited mass messages (whether emails or paper flyers) to groups of members they may or may not know.
3. Fair, transparent access to accurate information about elections
 - 3.1. Candidates and those campaigning on behalf of the candidates need to respect the established FSA communication practices for elections.
To avoid overwhelming members with too much messaging and to ensure the accuracy of election information, the FSA adheres to long-standing election communication practices.
 - 3.2. The FSA is the main point of contact for communicating election information to the entire membership. The FSA messages our members via email, ebulletins, blogs, posters, flyers, or other channels, communicating information about elections and directing all members to send their queries to fsa@bcit.ca or to the elections page on the FSA website.

Additional resources available for candidates and those campaigning on behalf of the candidate:

- 1) The FSA prints post-cards with all candidates' information and containing the links for all members to access additional information on the FSA website, as well as email contact for any members to use who have election questions or issues, and these may be freely handed out. As noted above, candidates or those campaigning on behalf of the candidate may not create and distribute mass "paper flyers" (stuffing mailboxes of departments or members you may or may not know with your own personal message).
- 2) The FSA prints posters and distributes them around campus, and these may be freely handed out. These posters contain all candidates' information, the links for all members to access additional information on the FSA website, as well as email contact for any members to use who have election questions or issues. As noted above, candidates or those campaigning on behalf of the candidate may not create and distribute their own posters around campus.
- 3) Candidates and those campaigning on behalf of the candidate are encouraged to send individual, personalized messages to known colleagues and also to go "door knocking" to distribute the provided FSA election materials to members. As noted above, candidates or those campaigning on behalf of the candidate may not engage in "mass" (unsolicited) messaging to BCIT employees, including through email, LinkedIn or other channels.

FAQ / Additional information for Candidates

What is the FSA Campaign Committee?

As per the FSA Conduct of Elections Policy (1.2.1) the FSA Campaign Committee exists to:

- Author and edit the annual FSA Campaign Guidelines
- Submit the annual FSA Campaign Guidelines for approval by the FSA board annually (generally in February of each year)
- Publish the approved FSA Campaign Guidelines on the FSA website
- Host a candidate orientation meeting
- Communicate with candidates as needed during the election period
- Meet as a Committee as needed to resolve any campaigning issues as they arise during the election period
- Bring any issues which could affect the reputation or operations of the FSA to the FSA board for consideration in a timely manner.

Who is on the FSA Campaign Committee?

As per the FSA Campaign Committee Terms of Reference, the committee consists of:

- Two FSA staff including the Executive Director and one other (generally the other staff member will be either the Operations Director or the Member Engagement Officer; selection to be confirmed by the ED)
- Two board members not running for election in the current election; if no current board members are available who meet these criteria, the board may approve former board members who

previously served on the board for at least one full (2-year) term who are not running for election in the current election

- The Returning Officer.

The previous Returning Officer may also be appointed ex officio if the current Returning Officer has held the position for less than 3 years.

The board may also appoint an additional FSA Member to join the committee ex officio if desired, who has special expertise or background relevant to the committee.

The Committee is struck annually by the FSA Board of Directors prior to elections (normally in January) to prepare for the current election cycle.

Why can't I access Banner or use Outlook Groups or School lists to send mass emails to potential voters?

Candidate campaigning should not interfere with the FSA's long-standing agreement with the employer, which allows the FSA to use BCIT resources (i.e. BCIT email) to communicate with our members. If candidates use Banner or mailing lists to send mass emails, this violates our regular practices with the employer around acquiring member lists and communicating with our members for union business, and may also violate BCIT's privacy or use of information technology policies.

What if I want to see the voters list / What if my colleagues say they did not receive voting credentials?

All issues with voter credentials need to be referred to the Returning Officer by the individual voter who is affected. Any FSA members who did not receive voting credentials via email need to contact the Returning Officer themselves via email.

As stated in the FSA Conduct of Elections Policy, all candidates may access a list of members provided by the FSA (names without contact information). This mechanism provides transparency to the democratic process. The list is not to be used for sending a mass email to a group of members you may or may not know. Additionally, candidates should not attempt to use the employer's resources such as Banner to access additional lists or access other employee information.

Why can't I distribute my own posters and flyers around campus?

The FSA carefully manages how, and how often, it communicates with our members; trying to limit the frequency and quantity of communications to avoid member overload and disengagement. It is in the FSA's best interest to ensure that campaigning does not damage our careful and thoughtful communication practices as an organization.

To avoid overwhelming members with too much messaging, the long-standing practice of the FSA regarding elections is that the FSA messages the members, via email, bulletins, blogs, posters, flyers, or other channels, communicating information about elections and directing all members to the Elections page on the FSA website, where all members have fair, consistent access to accurate information.

Where can I get more information?

See the attached appendices: A) FSA Policy 1.2.1, B) FSA Campaign Committee Terms of Reference, C) FSA Directors Agreement included for your reference, D) the FSA Website.

What do I do if I have a question?

Contact fsa@bcit.ca and your question will be directed to the Campaign Committee.

Thank you again for your commitment to this process and we wish you all the best in your campaign!

Appendix A: FSA Policy 1.2.1 and FSA Campaign Committee Terms of Reference

Appendix B: FSA Directors Agreement

1.2.1 Conduct of Elections

1. Duty of Confidentiality, Privacy, and Adherence to Policies

- 1.1. As a condition of accepting appointment as Returning Officer or Deputy Returning Officer, a duty of confidentiality is imposed.
- 1.2. The duty of confidentiality shall require that no knowledge gained as a result of the appointment, or contract, is divulged to any member of the BCIT Faculty & Staff Association (“the Association” or “FSA”) except as is required through the production of the reports specified in this policy.
- 1.3. The same duty of confidentiality also applies to Scrutineers.
- 1.4. The same duty also applies to the FSA Campaign Committee.
- 1.5. The Association’s and its Members’ (including candidates’) conduct in the course of elections must adhere to FSA polices including (but not limited to) 2.1.18 FSA Member Privacy Policy, 2.3.5 The Loop and Social Media Policy, 3.1.11 Endorsements Policy.
- 1.6. If the Association and its Members (including candidates) are using the employer’s (BCIT’s) resources, such as BCIT email, to engage in election activities, including communicating with Members or election campaigning, they need to be aware they are also subject to BCIT policies.

2. Elections

- 2.1. Elections are scheduled to occur annually. The President and Vice President are elected for two-year terms in even-numbered years. The Treasurer, Directors-at-Large, and Directors (Associate Members) are elected for two-year terms in odd-numbered years in accordance with article 6.2.4 of the Association’s Bylaws.
- 2.2. Activities associated with elections and by-elections shall be scheduled in accordance with the Election Procedure in Appendix A of this policy to be approved by the Board of Directors.
- 2.3. For vacancies occurring outside of the regular election schedule:
 - 2.3.1. When a vacancy arises in the first year of a two-year term there shall be a by-election. In the event that the by-election is unsuccessful, the Board of Directors may choose to appoint, to hold a subsequent by-election, or leave the position vacant until the next election.

2.3.2. When a vacancy arises in the second year of the two-year term, the Board of Directors may choose to appoint, to hold a by-election, or leave the position vacant until the next election.

2.3.3. When a vacancy arises in the last five months of a two-year term, the Board of Directors may choose to appoint or leave the position vacant until the next election.

3. Eligibility

3.1. Eligibility for election is as defined in article 6.2.7 of the Association's Bylaws.

4. Nomination Process

4.1. A formal call for nominations shall be issued in the Association Newsletter, and/or by email or memo. The call for nominations shall include the positions, the number of vacancies to be filled, the length of the terms attached to those vacancies, the deadline for receipt of nominations, and election procedures.

4.2. The nomination form must indicate the position for which the nominee is running, the nominee's signature indicating acceptance of the nomination, the nominees' departmental or divisional affiliation, and the signature of one (1) Regular or Associate Member of the Association who is serving as nominator.

4.3. If the number of candidates is equal to or fewer than the number of vacant positions, the candidates shall be declared elected by acclamation.

4.4. Each candidate may include a Candidate's Statement of up to 500 (five hundred) words describing their experience in Association affairs and a description of any policy initiatives they intend to pursue, if elected. Candidates may also include an appropriate digital picture. If a Statement is not delivered to the Association offices by the close of nominations, the Election page on the FSA website shall include the wording "No Candidate Statement was provided by this candidate".

5. Candidates' Meetings

5.1. An All-Candidates' meeting shall be held. At this meeting candidates shall be permitted to make a time-limited statement. Time shall then be provided for members to ask questions.

5.2. In addition, a Candidates' Orientation meeting shall be held to go over the FSA Campaign Guidelines and all candidates will be provided with a copy of the FSA Campaign Guidelines whether they attend the Orientation or not.

6. Electronic Balloting process

- 6.1. Balloting shall be contracted to an external company (the Company).
 - 6.2. The contract shall include a clause requiring that all information related to the election be held confidential by the Company and its employees. Alternatively, the Company employees shall be asked to swear a formal oath of confidentiality.
 - 6.3. The listing of candidates as it will appear on the electronic ballot shall be displayed on the FSA website, listing the name of each candidate in alphabetical order, for each office.
 - 6.4. Members will be emailed a link to securely access the electronic voting login page. Each Member will have a unique identifier, and will only be permitted to vote once. The voting login page shall include links to the FSA Bylaws, Conduct of Elections Policy, electronic voting instructions, the election schedule, the Candidates' Statements, and the electronic ballot.
 - 6.5. If an elector's name does not appear on the voters list, then voting eligibility shall be determined by the Returning Officer. If eligibility is confirmed, then the voter's name shall be added to the electronic voter's list and appropriate control information will be supplied to the elector. If eligibility cannot be confirmed, the elector shall have the opportunity to cast a contested ballot. The contested ballot will be put into an electronic "holding area" until eligibility can be determined, or until the close of balloting, whichever comes first. The Returning Officer will make any final decisions about eligibility. If eligibility is denied, the Returning Officer will advise the Member of the reason. The Returning Officer may opt to withhold the decision on contested ballots if the election outcome is not changed by such withholding.
 - 6.6. The electronic voting system shall have safeguards to ensure that identification of how the voter marked their ballot will not be possible, and to ensure that Members can only vote once.
 - 6.7. At no time during the voting period will any interim results be revealed.
7. Rights and Responsibilities of Candidates during the Election Period
- 7.1. Upon the close of nominations, each official candidate shall have access to a copy of the official voters list appropriate to the candidate's position, upon request. This is normally a list of all current FSA Members' names as provided to the Association by the employer (no Members' contact information is included in the list provided to candidates).
 - 7.2. Candidates may view a printed list of Members' names (without contact information) who have not yet voted to ascertain which voters' ballots have not been received. The inspection shall be carried out in the FSA offices, by appointment, and scheduled during normal office hours posted.
- 1.2.1 Conduct of Elections - Revised Feb 2019 Revised Feb 2019

- 7.3. Each candidate shall be entitled to one (1) Scrutineer to monitor the balloting procedure.
 - 7.4. Candidates by their decision to participate in election are confirming their agreement to follow the FSA Campaign Guidelines as published in that election year.
 - 7.5. Candidates who do not adhere to the FSA Campaign Guidelines will receive a warning in writing from the FSA Campaign Committee with a request and timeline for correcting actions that do not adhere to the FSA Campaign Guidelines.
 - 7.6. A candidate who continues to violate the FSA Campaign Guidelines following the written warning may be removed from the ballot; any decision to remove a candidate from the ballot must be approved via formal motion and majority vote by the Board of Directors.
8. Rights and Responsibilities of the Board of Directors During the Election Period
- 8.1. Sitting Directors, like FSA Members in general, may personally recruit, encourage, support, and campaign on behalf of any candidate duly nominated in an FSA election, but need to be clear in their activities that they are acting solely as a Member, not as a Director, and that they are not endorsing on behalf of the FSA nor giving the FSA's endorsement to any candidate. This distinction is important since Sitting Directors are bound by relevant FSA Policies in the course of their Directors' duties and activities; these policies include (but are not limited to) 2.1.18 FSA Member Privacy Policy, 2.3.5 The Loop and Social Media Policy, 3.1.11 Endorsements Policy.
 - 8.2. Like all Members, Directors are bound by the Duty of Confidentiality, Privacy, and Adherence to Policies noted in Section 1 of this Policy.
 - 8.3. The Board of Directors is responsible for overseeing the FSA Campaign Committee and approving the FSA Campaign Guidelines annually.
9. Election Results
- 9.1. The Returning Officer shall prepare a signed statement declaring election results. These results shall include the:
 - 9.1.1. number of votes cast for each candidate
 - 9.1.2. number of spoiled ballots
 - 9.2. The candidate(s) with the most votes shall be declared elected. The Returning Officer shall notify the candidates of the results of the election, giving a deadline for a request for recount.

- 9.3. In the case of a tie, the Returning Officer shall ascertain whether each of the tied candidates wish to submit to a run-off election. The names of those tied candidates who wish to run again shall be re-submitted to the electorate for a run-off election which shall be conducted according to the time frames for voting periods established for the conduct of regular elections.
- 9.4. In the case of the positions of President, Vice President, or Treasurer, the incumbent in a tied election shall remain in office until the completion of the run-off election, regardless of whether the run-off election is completed prior to the expiry of their term of office.
- 9.5. In the case of a tie for a Director-at-large or Director (Associate Members) position, the position shall be vacated at its normal expiry and remain vacant until the completion of the run-off election.
- 9.6. The results of the election shall be announced in the next issue of the Association Newsletter, and/or by email or memo and posted on the FSA website.

10. Recount

- 10.1. A request for recount must be made, in writing, to the Returning Officer through the Association Office.
- 10.2. The results of the recount shall be certified in the same manner as the results of the original count.

11. Destruction of ballots

- 11.1. The Company shall be notified to destroy the electronic ballots after completion of the election process.

12. Returning Officer Reports

- 12.1. After the election has been conducted the Returning Officer will debrief with FSA Board and staff to contribute to the ongoing improvement of the electoral process.

13. The FSA Campaign Committee

- 13.1. The FSA Campaign Committee will be struck annually to update the FSA Campaign Guidelines, lead the Candidates' Orientation meeting, provide guidance to candidates regarding campaigning rules during the election period, help resolve any campaign issues, update the Board regularly, and inform the Board of any pressing campaign issues that arise.

13.2. The purpose, rationale, composition, and scope of duties and responsibilities for the FSA Campaign Committee are defined in the FSA Campaign Committee Terms of Reference.

Appendix A: Election Procedure

Event	Timeline
Election: all dates must be set and membership must be notified (1.2 Bylaws: 6.2.3)	On or before April 1
Election: Formal call for nominations	Minimum of 8 weeks prior to spring membership meeting
By-Election: Formal call for nominations	Within 45 days of the vacancy
Election: Nominations close deadline for receipt in FSA office	Minimum of 6 weeks prior to spring membership meeting
By-election: Nominations close and deadline for receipt in FSA office	14 days after the call for nominations (see Note 2 below)
Candidates' statement deadline for receipt in FSA office	Statement must be received by close of nominations
Candidates' statements posted to FSA website	Within 4 working days following the close of nominations
Notice to membership advising names of candidates running for election	Within 4 working days following the close of nominations
All candidates meeting	Within 2 weeks following the close of nominations
Electronic voting turns on	Within 3 weeks following the close of nominations
Electronic voting turns off	Minimum of 8 working days from when electronic voting turns on
Election results to membership	Within 2 working days from when electronic voting turns off
Deadline for request of recount	Within 2 working days of election results
Recount	Within 3 working days of election results

Destruction of ballots	10 working days after the expiry of the deadline for requesting a recount
Election must be concluded 1.2 Bylaws, 6.2.5(c)	May 31st

Note 1: No significant events should be scheduled to coincide with Spring Break and the Easter long weekend.

Note 2: No by-election will be held between June 15 and September 1, and this period shall not count towards toward the 45-day period for the initiation of the by-election.

Revision History

Date	Revision (Brief description)
Feb. 2019	Final minor edits presented to Board for approval.
Jan. 2019	Proposed edits to add the FSA Campaign Committee and FSA Campaign Guidelines.
Feb. 2017	Updating to bring into alignment with new and updated bylaws on membership and eligibility to be a director.
Nov 2014	Minor housekeeping edits – reviewed and approved at November 26, 2014 board meeting
Dec 2010	Updated version approved by Exec
Nov 9/94; Dec 11/96; Dec 10/97; Feb 17/99; Jun 2/99, Nov 3/01, Apr 2/03 (per note from Cal Davis), Nov 15/04, Sep 16/09	Various Revisions
Mar 14, 1994	Approved

FSA Elections Campaign Committee

Terms of Reference

Approved by the FSA Board of Directors on February 20, 2019

These TOR will be reviewed annually by the Board Policy Trustee and any amendments presented to the FSA Board.

MANDATE

As per the FSA Conduct of Elections Policy (1.2.1) the FSA Campaign Committee exists to:

- Author and edit the annual FSA Campaign Guidelines
- Submit the annual FSA Campaign Guidelines for approval by the FSA board annually (generally in February of each year)
- Publish the approved FSA Campaign Guidelines on the FSA website
- Host a candidate orientation meeting
- Communicate with candidates as needed during the election period
- Meet as a Committee as needed to resolve any campaigning issues as they arise during the election period
- Bring any issues which could affect the reputation or operations of the FSA to the FSA board for consideration in a timely manner.

MEMBERSHIP

The committee shall consist of:

- Two FSA staff including the Executive Director and one other (generally the other staff member will be either the Operations Director or the Member Engagement Officer; selection to be confirmed by the ED)
- Two board members not running for election in the current election; if no current board members are available who meet these criteria, the board may approve former board members who previously served on the board for at least one full (2-year) term who are not running for election in the current election
- The Returning Officer.
- The previous Returning Officer may also be appointed ex officio if the current Returning Officer has held the position for less than 3 years.
- The board may also appoint an additional FSA Member to join the committee ex officio if desired, who has special expertise or background relevant to the committee.

The Committee is struck annually prior to elections (normally in January) to prepare for the current election cycle. The Returning Officer can chair meetings of the Committee or appoint one of the other Committee members as the Chair.

CONDUCT

In keeping with the objectives of the committee, members will maintain respectful and collegial working relationships so as to ensure the effectiveness of the Committee.

General Guiding Principles

The guiding principles for the Committee should be aligned with the FSA's values as well as those of fairness, integrity, and risk avoidance:

- 1) FSA elections should be fair, transparent, and support positive engagement of members and the FSA's positive reputation.
- 2) Many aspects of FSA elections, including all communications, use and rely on the employer's (BCIT's) resources including email applications and servers and, therefore, must align with policies around use of these resources and must maintain the congenial relationship the FSA has with the employer regarding use of these resources.

Potential Campaign Issues:

Campaign issues need to be addressed proactively through the annual Campaign Guidelines.

In authoring and/or amending the Campaign Guidelines, the Committee should consider, but not be restricted to, the following issues:

- 1) Acquisition and use of BCIT email lists or other employee data

At the FSA, we receive updated lists of our members from BCIT on a pre-arranged schedule and we use these lists to communicate with members. For campaigning or any other purpose, it would be inappropriate for the FSA or anyone doing FSA work to access the employer's resources for purposes not previously agreed upon.

For example, while some members might have access to Banner due to their job functions (such as being a Program Head), it would be inappropriate for members to access Banner for FSA purposes, as Banner is the employer's database to be used only for approved job functions relating to duties of BCIT employees doing BCIT work.

Therefore, it follows that candidates need to "access" our members for the purposes of campaigning within these parameters. Otherwise, we may endanger the careful, established practices we have with the employer for accessing members' information on a consistent and regular basis. Candidate campaigning should not interfere with our long-standing agreement with the employer, which allows the FSA to use BCIT resources (i.e. BCIT email) to communicate with our members.

Concerns have previously been raised that candidates may try to acquire lists of members or other employee data directly from Banner, which violates our regular practices with the employer around acquiring member lists and communicating with our members for union business, and may also violate BCIT's privacy or use of information technology policies.

As stated in the FSA Conduct of Elections Policy, all candidates may access a list of members provided by the FSA (names without contact information). Candidates should not attempt to use the employer's resources to access additional lists or access other employee information.

2) Mass ("spam") emails and messaging

The FSA carefully manages how, and how often, it communicates with our members; trying to limit the frequency and quantity of email communications to avoid member overload and disengagement. It is in the FSA's best interest to ensure that campaigning does not damage our careful and thoughtful communication practices as an organization.

Concerns have previously been raised that candidates may try to send "mass" emails (meaning emails generated from a mass list of some kind and/or auto-generated emails sent out to a list, rather than individual personalized emails to known colleagues), "spamming" a large group of people they may or may not know at the Institute.

To avoid complaints from members about being deluged with messaging, to avoid circulation of any deliberate or inadvertent misinformation, and to avoid the employer complaining of over-use or misuse of the employer's resources (including BCIT email and mail rooms), we need to have clear rules around campaign communications reflected in the Campaign Guidelines.

To avoid overwhelming members with too much messaging, the long-standing practice of the FSA regarding elections is that the FSA messages the members, via email, bulletins, blogs, posters, flyers, or other channels, communicating information about elections and directing all members to the Elections page on the FSA website, where all members can access

- candidates' statements and videos of their speeches
- candidates' contact information
- trouble shooting information for voting credentials
- any other information to be shared; for example, if desired, additional all-candidates' forums or election updates can be made available to enhance member participation in elections.

The above best practices do not preclude candidates individually communicating with their known colleagues, whether through email or other channels. But candidates should not send "mass emails" or send/ post unsolicited mass messages (whether emails or paper flyers) to groups of members they do not know.

Appendix: FSA Directors Agreement

I _____ voluntarily agree that as a member of the BCIT Faculty & Staff Association Board of Directors, I have a legal and moral responsibility to ensure that the FSA does the best work possible in pursuit of its goals. I believe in the purpose and mission of the FSA and I shall act responsibly and prudently as a steward.

As part of my responsibilities as a member of the Board of Directors, I shall:

- Perform my duties so as to honour the trust of the membership that elected me.
- Become familiar with and comply with all applicable statutes and regulations applying to non-profit organizations, the FSA's constitution and by-laws, and the policies lawfully adopted by the Board.
- Fairly represent the interests of FSA members in employment matters.
- Ensure appropriate oversight of FSA services and operations.
- Provide leadership in establishing the vision, values and strategic direction of the FSA.
- Uphold and strengthen the reputation of the FSA in the community.
- Accept my fiduciary and fiscal duty – along with other members of the Board of Directors - to ensure that the FSA and all of its resources are dedicated to the benefit of its membership. To that end, I shall:
 - Monitor progress and spending against the strategic plan and budget, and
 - Ensure that the FSA maintains effective internal financial and management controls and has identified and managed major opportunities and risks.
- Accept my legal responsibility - along with other members of the Board of Directors - for the FSA. To that end, I shall:
 - Act in the best interests of the FSA, and declare any conflict of interest, excusing myself from discussions and votes where I have a conflict of interest;
 - Refrain from using my position on the Board for my own personal advantage or to the detriment of the interests of the FSA;
 - Accept my responsibility to carry out the duties of a member of the Board of Directors in a diligent manner; and
 - Protect confidential information that the FSA is entrusted with and accept my duty to only use information about individual members for the purposes for which it is provided.
- Accept that I have a duty to uphold the decisions of the Board of Directors and the FSA. To that end, I shall:
 - Accept that I have a duty to actively participate in the discussions and the work of the Board of Directors and to ensure that my views are expressed during the Board of Directors decision-making process;
 - Review all information and materials sent to me in connection with the business of the Board of Directors and provide to the Board my best attention and judgment;
 - Respect diversity of opinions among members of the Board of Directors, be respectful and inclusive when speaking, and listen with respect and an open mind.
 - Work in good faith with members of the Board of Directors and staff toward the achievement of FSA goals; and

- Respect the integrity and abilities of my fellow Directors.
- Accept responsibility, along with other members of the Board of Directors, to provide a safe and professional workplace for the staff of the FSA.
- Regularly attend Board of Directors meetings, FSA meetings, and relevant BCIT community events.
- Act in a governance role and avoid decision-making of an operational or administrative nature.

If I do not fulfill these commitments to the FSA, I will expect the President to contact me and discuss my responsibilities with me. If I am unable or unwilling to fulfill these commitments, I understand that offering my resignation or taking a leave of absence in accordance with the by-laws and policies might be the most appropriate course of action I could take.

In turn, the BCIT FSA Board of Directors will be responsible to me by:

- Providing me with an orientation of the FSA.
- Providing me with training in my governance responsibilities as a member of the Board of Directors and with opportunities for further development.
- Providing me with timely notice of meetings and documentation in advance of meetings to assist me to prepare adequately.
- Providing me with regular financial reports and updates of organizational activities that will allow me to act in a prudent manner.
- Offering me opportunities to discuss the FSA's goals, services, and activities with the President and the Executive Director and encouraging me to request such opportunities.
- Helping me perform my duties by keeping me informed about issues in the field in which we are working.
- Responding in a professional manner to questions I have that I feel are necessary to carry out my financial, legal, and moral responsibilities to the FSA.
- Working in good faith with me towards achievement of FSA goals.
- Carrying Director and Officer Liability Insurance to indemnify individual members of the Board of Directors against claims arising from errors and omissions; this insurance is negated if there is proof that I, as a member of the Board of Directors, have acted in anything other than the interests of the membership.

If the FSA does not fulfill its commitments to me, I am encouraged to call on the President and the Executive Director to discuss these responsibilities.

I have read this form and agree to serve under the expectations described in it.

Date: _____ Signed: _____
BCIT FSA Board of Directors Member

The BCIT FSA commits to fulfilling its responsibilities to the Board of Directors Member.

BCIT FSA President

BCIT FSA Executive Director