

# Nomination Form

## Student Representative for Laubach Literacy Ontario

Student's Name:		
Address:		
City:	Province:	Postal Code:
Home Phone:	Other Phone:	E-mail:
Student's Council/Member Agency:		

Name of Nominator:

Member Agency:

*By nominating this student for provincial student representative, I agree to provide support when needed.*

### Student Background Information:

1. How long have you been involved with your Literacy Agency?

As a student?

Other (please specify)

2. Have you ever been on a Board or committee? Yes No

If Yes, what Board or committee?

For how long?

3. What experience have you had:

a) public speaking?

b) leading a group or meeting?

4. What are your interests, hobbies, or strengths?

5. Why do you want to be the provincial student rep?

a. What do you hope to get out of this experience?

b. How do you think you might help other students in Ontario?

6. Do you have **good** basic reading and writing skills?    Yes    No

Will you need help in reading or writing?    Yes    No

If yes, who will help you?

7. Do you have use of a computer? At home? Other?

Are you able to use Email? Yes No

Are you able to use the Internet? Yes No

8. Are you able to travel within Ontario **on your own**? Yes No

If Yes, how?

If No, what support would you need?

(Please note that LLO pays travel expenses, and approved out-of-pocket expenses)

9. Qualifications:

According to Ontario's Corporations Act the following persons are disqualified from being a director of a corporation:

1. A person who is under 18 years old.
2. A person who has the status of bankrupt.

By submitting this application, you are indicating that you are qualified to be a director of Laubach Literacy Ontario.

**Name Nominated Student**

**Date**

**Privacy Act Disclaimer**

We protect your personal information and adhere to all legislative requirements with respect to privacy. All personal information will be kept in the strictest confidence. No information provided here will be used for any other purpose than the election of Directors at the Annual General Meeting.

**To comply with our bylaws completed forms must be received  
by the Chair of the Nominations Committee no later than  
Monday May 3, 2021**

**Email to: [literacy@laubach-on.ca](mailto:literacy@laubach-on.ca)**

## **Job Description for Student Representative**

### **Who can become the Provincial Student Rep?**

- Any current or past student of a member agency who possesses the needed skills and is willing and able to take on the responsibilities of the Student Representative.

### **How is the Provincial Student Rep chosen?**

- This person is elected to a one-year term by a vote of the student delegates at the LLO annual conference. The student rep can serve a maximum of 3 years in this position if elected each year.

### **What is the job of the Student Representative?**

- To provide leadership and support to literacy students at the LLO Annual Student meeting, Chair the Student Committee, and serve as a director on the LLO Board of Directors.

### **What are the specific responsibilities of the Student Rep?**

- Plan and lead the activities of the Student Committee in:
  - Reviewing and making recommendations for the committee's terms of reference
  - Plans and lead the LLO Annual Student Meeting
  - Review the Student Representative nomination application forms
- Prepare articles for LLO's newsletter as required
- Leads workshops and training seminars as required
- Participates in activities that promote adult literacy
- Is able to support student groups from other member agencies upon request.

## **To whom is the Provincial Student Representative responsible?**

- the LLO Board of Directors

## **How much time is needed to do this job?**

- 5-10 hours per month (may change depending on the month of the year)
- Time to travel and to take part in the meetings of the LLO Board of Directors, including the Annual General Meeting
- Time and ability to attend functions and represent LLO when requested

## **What skills are needed by the Provincial Student Representative?**

- good at supporting and motivating others
- able to work well with people in group settings
- very good speaking skills: one-on-one, with groups, by phone
- good basic reading and writing skills
- familiar with how to use email and the Internet
- able to plan and chair meetings
- able to evaluate meetings to improve their effectiveness

## **What training/support is provided to the Provincial Student Representative?**

- general orientation to the LLO Board of Directors
- one-on-one orientation by the past student representative and/or someone with experience on the Student Committee
- designated board support person
- workshops and seminars whenever possible