

## **Accessibility Representative**

The Accessibility Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with accessibility advocacy. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Members with disabilities
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Advocacy Caucus meetings, engaging with other Councilors representing equity-denied Members
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Provide support for Members with disabilities on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Manager of Accessibility Services in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members with disabilities
- Create one seminar, workshop, presentation, or event per semester concerned with accessibility advocacy
- Streamline information about current accessibility movements to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to accessibility advocacy and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with accessibility advocacy is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Arts Representative**

The Arts Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting Bachelor of Arts students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Members enrolled in Bachelor of Arts programs at MSVU
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing Members enrolled in other programs at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Support Members enrolled in Bachelor of Arts programs at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Dean of Arts & Sciences in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members enrolled in Bachelor of Arts programs at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on the arts
- Streamline information about Arts initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the Arts community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with the Arts is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **BIPOC Representative**

The BIPOC Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member that advocates for BIPOC students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points representing the perspectives of BIPOC Members
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Advocacy Caucus meetings, engaging with other Councilors representing equity-denied Members
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Provide support for BIPOC Members on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Black Student Advisor and the Indigenous Student Advisor in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for BIPOC Members
- Create one seminar, workshop, presentation, or event per semester concerned with the advancement of BIPOC students
- Streamline information about current racial justice movements to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to BIPOC students and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with BIPOC student success is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Board of Governors Representative**

The Board of Governors (BOG) Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with adequate resource allocation to meet students' needs and developing administrative policy to protect student interests. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all meetings by reviewing all relevant documents
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in update meetings with the Vice President of Advocacy and the Vice President of Graduate Affairs after each Advocacy Caucus and Academic Caucus meeting.
- Chair the BOG Student Caucus, holding committee meetings before and after each BOG meeting
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Support Members on all matters related to resource allocation and policy within reasonable limits. This duty is of the highest priority.
- Connect with the Board Chair and the Governance Secretary & General Council in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members
- Streamline information about current administrative matters to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write about administrative matters and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with resource allocation and developing policy is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank



## Education Representative

The Education Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting Bachelor of Education students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### Accountability

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Members enrolled in the Bachelor of Education program at MSVU
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing Members enrolled in other programs at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### Effecting Positive Change

- Support Members enrolled in the Bachelor of Education program at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Dean of Education in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members enrolled in the Bachelor of Education program at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on Education
- Streamline information about Education initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the Education community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with Education is encouraged

### Training for an Informed and Healthy Workspace

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## First Year Representative

The First Year Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting first-year students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### Accountability

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of first year Members at MSVU
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing the academic affairs of other Members at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### Effecting Positive Change

- Support first-year Members at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Learning Strategist in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for first-year Members at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on first-year students
- Streamline information about first-year initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the first-year student community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with first-year students is encouraged

### Training for an Informed and Healthy Workspace

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Gender Advocacy Representative**

The Gender Advocacy Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with gender advocacy. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points representing the perspectives of Members denied equal treatment and opportunity based on their gender
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Advocacy Caucus meetings, engaging with other Councilors representing equity-denied Members
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Provide support for Members of equity-denied genders on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Alexa McDonough Institute for Women, Gender, and Social Justice Chair in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members of equity-denied genders
- Create one seminar, workshop, presentation, or event per semester concerned with gender advocacy
- Streamline information about current gender movements to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to gender advocacy and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with gender advocacy is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Indigenous Representative**

The Indigenous Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member that advocates for Indigenous students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Indigenous Members
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Advocacy Caucus meetings, engaging with other Councilors representing equity-denied Members
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Provide support for Indigenous Members on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Special Advisor to MSVU on Indigenous Affairs in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Indigenous Members
- Create one seminar, workshop, presentation, or event per semester concerned with the advancement of Indigenous students
- Streamline information about current Indigenous movements to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to Indigenous Affairs and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with Indigenous Affairs is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank



- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

The International Student Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member that advocates for international students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of international student Members
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Advocacy Caucus meetings, engaging with other Councilors representing equity-denied Members
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Provide support for international student Members on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the International Education Centre Manager in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for international student Members
- Create one seminar, workshop, presentation, or event per semester concerned with the advancement of international students
- Streamline information about current international student movements to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to international student affairs and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with international student affairs is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete all training as required
- Complete Indigenous Canada training within 12 weeks of assuming office
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Mature Representative**

The Mature Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting mature students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of mature Members
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing other Members at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Support mature Members at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with Centre for Academic Advising & Student Success Manager in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for mature Members at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on mature Members at MSVU
- Streamline information about mature initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the mature community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with mature students is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Professional Studies Representative**

The Professional Studies Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting students enrolled in Professional Studies programs. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Members enrolled in Professional Studies programs at MSVU
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing Members enrolled in other programs at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Support Members enrolled in Professional Studies programs at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Dean of Professional & Graduate Studies in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members enrolled in Professional Studies programs at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on professional studies
- Streamline information about professional studies initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the Professional Studies community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with Professional Studies is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Residence Representative**

The Residence Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member that advocates for students in residence. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Members in residence
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Advocacy Caucus meetings, raising points related to student housing
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Provide support for Members in residence on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Residence Life Manager in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members in Residence
- Create one seminar, workshop, presentation, or event per semester concerned with the advancement of students in residence
- Streamline information about current housing movements to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to student housing and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with student housing is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank



## Science Representative

The Science Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting Bachelor of Science students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### Accountability

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of Members enrolled in Bachelor of Science programs at MSVU
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing Members enrolled in other programs at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### Effecting Positive Change

- Support Members enrolled in Bachelor of Science programs at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Dean of Arts & Sciences in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for Members enrolled in Bachelor of Science programs at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on the sciences
- Streamline information about Science initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the Science community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with the Sciences is encouraged

### Training for an Informed and Healthy Workspace

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro

Page Intentionally Left Blank

## **Transfer Students' Representative**

The Transfer Students' Representative on the Mount Saint Vincent University Students' Union (MSVUSU) Student Representative Council (SRC) is an elected Member concerned with supporting transfer students. The MSVUSU expects each Councilor to conduct their work sincerely and to put forth their best effort to advance their constituents and the collective MSVU community.

### **Accountability**

- Review and adhere to all governing documents on the MSVUSU website ([www.msvusu.ca](http://www.msvusu.ca))
- Prepare for all SRC meetings by reviewing all relevant documents and noting talking points that represent the perspectives of transfer Members at MSVU
- Submit biweekly reports that outline recent or ongoing commitments to student success
- Attend all SRC meetings, adding to discussions using Robert's Rules of Order
- Participate in all Academic Caucus meetings, engaging with other Councilors representing the academic affairs of other Members at MSVU
- Attend all committee meetings after appointment by the SRC or President. Serving on at least two committees is required.

### **Effecting Positive Change**

- Support transfer Members at MSVU on all related matters within reasonable limits. This duty is of the highest priority.
- Connect with the Transfer Student Coordinator in person or via remote communication software within two weeks of joining the SRC team
- Respond to Member inquiries no later than five days after they inbox
- Develop a consultation plan, including monthly hour-long consultation sessions for transfer Members at MSVU
- Create one seminar, workshop, presentation, or event per semester focused on transfer students
- Streamline information about transfer initiatives at MSVU to the Vice President of Communications to publish periodically
- Act as the Vice President of Communications' advisor when they write on topics related to the transfer student community and edit and approve their work before it is published
- Collaborating with and assisting MSVU services and supports concerned with transfer students is encouraged

### **Training for an Informed and Healthy Workspace**

- Login to the MSVSUS Moodlecloud within five days of joining the SRC team and monitor the system for updates at least every five days
- Complete Indigenous Canada training within 12 weeks of assuming office
- Complete all training as required
- Have or develop proficiency in Office 365 and Adobe Acrobat Pro