

# Students' Representative Council

August 8, 2025 @ 7:15 pm  
McCain 201B & MS Teams



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## 1 Call to Order

## 2 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

## 3 Attendance Roll Call

## 4 Approval of the Agenda

### 08/08/2025:SRC01 Motion

Be it resolved that the meeting agenda be adopted as distributed/amended.

## 5 Approval of Minutes

*Supporting Documents: Draft Minutes (attached)*

### 08/08/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 07/21/2025 be adopted as distributed/amended.

## *Old Business*

## 6 Service Supervision (first reading of updated job descriptions) (S. Zegarra)

*Supporting Documents: Updated Job Descriptions (attached)*

### 08/08/2025:SRC03 Motion

Be it resolved that the first reading of the updated job descriptions be approved as distributed/amended.

## *New Business*

## 7 Society Ratification (D. Hazelton)

*Supporting Document: Ratification Packages (attached)*

### 08/08/2025:SRC04 Motion

Be it resolved that the MSVU Muslim Student Association Society be ratified till April 30, 2026.

**08/08/2025:SRC05 Motion**

Be it resolved that the MSVU Afrocentric Students' Society be ratified till April 30, 2026.

**08/08/2025:SRC06 Motion**

Be it resolved that the MSVU Public Relations and Communications Society be ratified till April 30, 2026.

**8 Mentorship Program Review** (S. Zegarra)

*Supporting Documents: Project Proposal (attached)*

**9 Reports**

9.1 Executives

*Supporting Documents: President's Report (attached)*

9.2 Committees

9.3 Caucuses

**10 Adjournment**

**08/08/2025:SRC0\_ Motion**

Be it resolved that the meeting be adjourned at \_\_\_\_ pm.

# Students' Representative Council

July 21, 2025 @ 7:15 pm

McCain 201B & MS Teams



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## 1 Call to Order

At 7:15 pm.

## 2 Land Recognition

The MSVUSU acknowledges that we are in Mi'kma'ki, the traditional territory of Mi'kmaq people.

## 3 Attendance Roll Call

**Attendees:** Sara Zegarra, President; Orinari Francis Wokoma, Vice President Research and Graduate Affairs; Diana Hazelton, Vice President Communications; Meghna Minocha, Vice President Advocacy & Undergraduate Student Affairs; Devora Goldberg, Board of Governors Representative; Juliana Fanning, Gender Advocacy Representative; Koen Schlieff, Professional Studies Representative; Amanda Myers, Accessibility Representative; Leila Sobey-Skinner, 2SLGBTQIA+ Representative; Armaan Kush, First Year Representative; Hanh Dinh, Mature Representative; Mika Paul, Transfer Representative

**Regrets:** Grace MacInnis, Vice President Student Life; Breanne Phee, BIPOC Representative; Nguyen Mai Thao Le, International Representative; Nguyen Mai Thanh Le, Residence Representative

**Absent:** Stacie Smith; Education Representative; Jessica Ryuzki, Science Representative

## 4 Approval of the Agenda

### 07/21/2025:SRC01 Motion

Be it resolved that the meeting agenda be adopted as amended.

*President/Gender Advocacy Representative*

*Carried Unanimously*

## 5 Approval of Minutes

*Supporting Documents: Draft Minutes (attached)*

### 07/21/2025:SRC02 Motion

Be it resolved that the minutes for the SRC meeting on 07/04/2025 be adopted as distributed.

*Professional Studies Representative/2SLGBTQIA+ Representative*

*Carried Unanimously*

### ***Old Business***

#### **6 Service Supervision (S. Zegarra)**

Tabled for the next meeting.

### ***New Business***

#### **7 Reference Checks for Executives and Employees**

Item for discussion and feedback.

#### **8 Developing Mentorship Relations (S. Zegarra)**

Item for information.

#### **9 Tech Fair (S. Zegarra)**

Item for information.

#### **10 Feedback for Halifax Student Alliance (S. Zegarra)**

Item for feedback.

#### **11 Committee Accountability Update (S. Zegarra)**

Item for information and feedback.

#### **12 Reports**

##### **12.1 Executives**

Reports were presented by Vice President Research and Graduate Affairs, Vice President Communications, and the President.

#### **13 In-Camera**

**07/21/2025:SRC03 Motion**

Be it resolved that Students' Representative Council move into in-camera session.

*Vice President Communications/President*

*Carried Unanimously*

**07/21/2025:SRC04 Motion**

Be it resolved that Students' Representative Council move out of in-camera session.

*Unanimous Consent*

**07/21/2025:SRC05 Motion**

Be it resolved that Mika Paul be permitted to be contracted as the Cookbook Consultant as needed.

*Unanimous Consent*

**14 Adjournment**

**07/21/2025:SRC06 Motion**

Be it resolved that the meeting be adjourned at 8:32 pm.

## President Report

Reporting Period: July 4 – July 21, 2025



### PLANNED PROGRAMS/PROJECTS FOR THE MONTH UNDER REVIEW

S/N	TASK	OUTCOME	UPDATE	WAY FORWARD
1.	Budget Committee Meeting (1) Budget Committee Meeting (2)	This meeting was to understand how SU budget was divided into the different services and activities we have.	University needs to provide real budget information. Various questions were responded by our CFO. WE realize that one service needs to be check again because of the amount of money we are losing. My questions about Foodbank and Soup Kitchen we responded, but just for summer.	We need periodic meetings to see how our numbers are changing. RN we just clarity for summer.
2.	Rook Staff Hiring	Hire 2 security and 2 server position.	Since July 8 <sup>th</sup> we've been having interview for security and server position. We finally finish, but we couldn't cover the necessity.	I believe that we should hire in fall again.
3.	Meeting with IEC	Looking for developing more work together and advocate more for international students	We talk about different problems international students are facing. Food insecurity and housing insecurity were our major concerns. We are trying to understand IRCC updates and how that complicate international students' life.	IEC will provide us with more information to proceed. I need their help for the
4.	SRC Accessibility	Better understanding of the position and future projects.	Amanda identified different accessibility concerns for domestic and international students.	She will start working with accessibility services and VP advocacy.

5.	Tech Fair	Kick off meeting	<p>Online services said they won't be able to participate.</p> <p>I am waiting for an IT answer</p> <p>RBC wants to participate</p> <p>I need to call Bell</p> <p>September 3rd from 11am to 4pm</p> <p>Elaborate</p>	<p>I am waiting Jill answer.</p> <p>Invite more companies</p> <p>Go in person to invite Halifax Shopping Centre to invite small companies</p>
6.	RBC	Kick off meeting	<p>We had \$6000 for Foodbank</p> <p>They are invited to participate in the Tech Fair and the Survival Guide.</p>	Send them more information about the events.
7.	Meeting Career Services	Kick off meeting	<p>CCR: Now SOM is going to be in charge. Before was Patti. They are going to help us to create the Volunteer Activities during Orientation.</p> <p>Peer Mentorship is going to have a table in the Volunteer Fair. Our services are going to take a table.</p>	Need to talk with Todd from counselling services
8.	Mystic Spirit Day	Kick off meeting	WE can offer just half of the payment for the buses.	We are going to collaborate in future activities
9.	Committee of Maritime Student Association President's	Kick off meeting	<p>This meeting was to know each other and choose the chair of the committee.</p> <p>We are going to have meetings every 2 weeks.</p> <p>Social media collaboration.</p>	
10.	Food Insecurity Mentorship	Kick off meeting	Joel presents us Chidinma. She will be our mentor for Food Insecurity ideas. This was first meeting, just to know how SU Foodbank works.	Foodbank Manager will provide her a report.

11.	Naloxone	Kick off meeting	We have this first meeting to understand the use of Naloxone. Now we need to train all SU members.	
12.	Halifax Student Alliance	Second meeting	<p>We were discussing about food insecurity in private meeting.</p> <p>I need to provide Dal with information about Faculty Strike.</p> <p>Social media collaboration.</p>	
13.	Alumni	Social meeting	<p>We discuss future events together.</p> <p>We will have a meeting to understand better how things were before.</p> <p>That fund is our at least for a few years.</p>	
14.	JustFOOD	First meeting	<p>In this meeting they present their project.</p> <p>They want to help more international students, but we are requesting the help for all students.</p>	
15.	Meeting for Cookbook Project	Update	We had a discussion on how to promote better this project. For now, we are going to prepare videos to ask people to submit their recipes.	



## Vice President Research & Graduate Students' Affairs Report

Reporting Period: June 16 – July 18, 2025



### REPORT ON PROGRAMS/INITIATIVES FOR THE PERIOD UNDER REVIEW

S/N	TASK	OUTCOME	UPDATE/FOLLOW-UP	WAY FORWARD
1.	Graduate Orientation Planning	<ul style="list-style-type: none"><li>• Preliminary meetings held with the Administrative Assistant to the Dean and the Graduate Student Reps.</li><li>• Tentative agenda done</li><li>• Mail sent to secure venue – Ros 105/106</li></ul>	<ul style="list-style-type: none"><li>• Prepare draft letters to various departments – to be reviewed by the Dean</li><li>• Review orientation packs</li><li>• Follow up on venue and also IT and Media support where required</li></ul>	
2.	Technology Assistance program	<ul style="list-style-type: none"><li>• Solicitation for funding and partnerships – Ongoing</li><li>• Mail sent to Library services wrt. management of the scheme</li></ul>	<ul style="list-style-type: none"><li>• Ongoing</li><li>• Exploring other options for collaboration</li></ul>	
3.	Student Parent Social	<ul style="list-style-type: none"><li>• Held meeting with Brittany of Athletics and Recreation – Venue secured</li><li>• Meeting held with the Residence Life Mgr. - Games and fun items secured</li></ul>	<ul style="list-style-type: none"><li>• There may be funding required towards the program and for purchase of “Back to School” supplies</li><li>• Need to liaise with Chartwell for refreshments for the kids and parents</li></ul>	Collaboration with returning graduate students – Ongoing
4.	RBC Grant	<ul style="list-style-type: none"><li>• Meeting held with RBC Atlantic Newcomer team on July 10/'25</li><li>• Application submitted for grant</li><li>• Grant of \$6,000 approved on July 11/'25. Disbursement expected to start from August, 2025</li></ul>	<ul style="list-style-type: none"><li>• Explore other areas of sponsorship and collaboration</li></ul>	

5.	Graduate Student Committee	<ul style="list-style-type: none"> <li>Request for the publication of vacant positions submitted to VP-Comms on July 10/'25</li> </ul>	Follow up	
6.	Meeting with the Graduate Program co-ordinators – Departmental orientation & Graduate Lunch & Learn	Key initiatives discussed <ul style="list-style-type: none"> <li>Interdepartmental collaboration</li> <li>Orientation for graduate students – Ongoing</li> <li>Graduate Lunch &amp; Learn buy-in by CYS</li> </ul>	Follow up via emails and in-person meetings	
7.	Research symposium	<ul style="list-style-type: none"> <li>Planning &amp; Collaborations - Ongoing</li> </ul>		

#### **PIPELINE TASKS – JULY - AUGUST '25**

1.	University Advancement & Philanthropy	Endowment fund - Prepare and submit product paper on the Endowment fund
2.	CFS collaborations	Program collaboration & funding
3.	Technology support	Solicitation for sponsorship
4.	CAGS collaboration	Conference planning
5.	Graduate Lunch & Learn	Discussions with graduate co-ordinators
6.	Research symposium	Planning with Science Rep – Ongoing
7.	Graduate students off-campus hangout	Social networking event for new and returning students
8.	Planned provincial government meeting	Funding and support to MSVUSU programs/initiatives

## Title: Strategic Operations Manager

### Purpose:

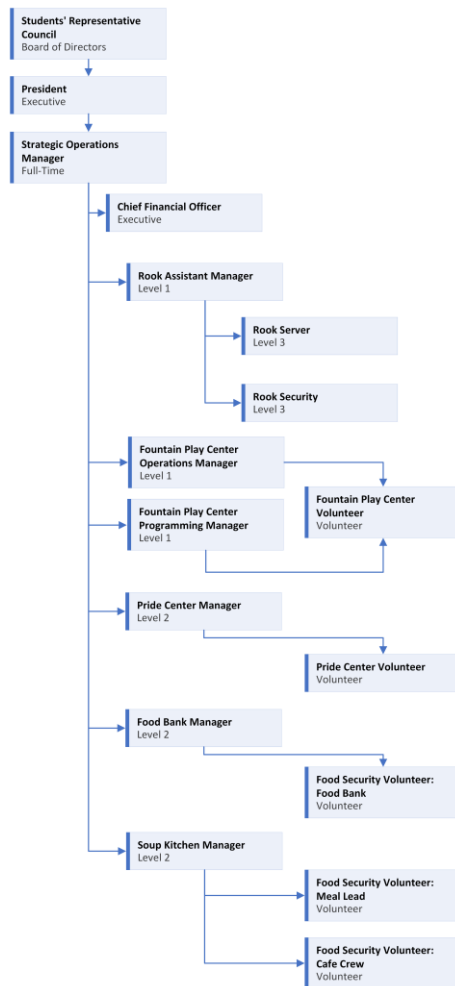
The purpose of the Strategic Operations Manager (SOM) is to ensure the smooth operations of the MSVUSU services by providing strategic advice and operational support, coordinating transitions and training, facilitating strategic plan development and administration, and ensuring a safe and healthy workplace. This role is essential in supporting the vision of students for the organization and its members.

### Job Classification:

Full-Time

### Reporting and Supervision:

This position reports to the President and supervises the Chief Financial Officer, the Rook Assistant Manager, the Fountain Play Center Operations Manager, and the Fountain Play Center Programming Manager, Food Bank Manager, Soup Kitchen Manager and Pride Center Manager.



### Compensation:

This position is compensated as stated in the employment contract.

## **Duties and Responsibilities:**

### *Essential Duties*

Provide operational support to all MSVUSU services, including those whose managers you do and do not supervise. Operational support requires a collaborative, supportive approach that respects boundaries and focuses on the service's success. This includes:

**Expertise Sharing:** Offer technical or operational expertise to the service team. This may include providing additional training, educational or other resources to support the team in overcoming specific challenges, to improve efficiency, or to improve service quality. Support service managers in preparing reports for the Semi-Annual General Meeting and Annual General Meeting, or as otherwise requested by the Executive or Students' Representative Council, including developing a report template and ensuring reports are completed in a timely manner.

**Resource Assistance & Budget:** Provide support to the service manager with the development of and adherence to service budgets. Supporting the service manager in allocating necessary resources, such as labour, technology, and budget, to meet identified needs. Facilitate access to tools and information the service manager may not have direct access to. Facilitate and encourage cross-service collaboration to improve the overall operational efficiency of the MSVUSU. Assisting in troubleshooting and resolving issues as they arise, offering a fresh perspective or specialized knowledge.

**Collaborating on developing solutions to complex problems that the service faces. Problem-Solving Support:** Assist service managers and supervisors as requested, in troubleshooting and resolving issues as they arise, offering a fresh perspective or specialized knowledge. Collaborate to develop solutions to complex problems that the service faces. Support services in identifying and defining root problems and challenges as requested.

**Process Improvement, Documentation & Best Practices:** Suggest ways to improve workflows, processes, and systems to enhance service delivery and efficiency. Share best practices from other services or areas that can be customized to benefit the concerned service. Provide guidelines on quality assurance, risk management, and initiatives for continuous improvement. Aid in creating and updating internal service policies, standard operating procedures, and training content. Ensure that every service has internal policies, standard operating procedures, and training guides. Verify compliance with relevant regulations, standards, and best practices.

**Communication Bridge:** Act as a liaison between the service and other organizational units, stakeholders, or external partners to ensure smooth operation and alignment with broader goals. This includes facilitating clear and effective communication, especially in situations where cross-departmental collaboration is necessary. Convene monthly Service Review Meetings with all service managers and supervisors to maintain high standards of service delivery and identify opportunities for collaboration.

**Strategic Alignment:** Ensure that the support provided aligns with the MSVUSU Strategic Plan, the objectives of the organization, and the specific goals of the service. Support the service manager to understand and navigate larger organizational changes or strategies that impact their service.

**Advocacy and Support:** Champion the needs and achievements of the service team within the organization and provide them with moral support and recognition for their efforts and successes.

Provide operational support to services whose managers you supervise (The Rook, The Fountain Play Center, Food Bank, Soup Kitchen and Pride Centre), including providing operational support with the added responsibility of managerial supervision.

Managerial supervision includes:

**Direct Oversight and Guidance:** Provide direct feedback, instruction, and guidance to the service manager on their performance and the performance of their service. Set clear expectations and goals for the service manager, and regularly review these goals together.

**Performance Evaluation:** Conduct formal evaluations of the service manager's performance, including their management of the service, team leadership, and achievement of objectives. Identify areas for professional development and offer opportunities for training or mentorship.

**Strategic Planning and Alignment:** Working closely with the service manager to ensure that the service's strategy aligns with the broader organizational objectives, directives from the Executive Committee, the Students' Representative Council and the MSVUSU strategic plan. Facilitate the development of the services' strategic plan, and the implementation of initiatives, and improvements for the service.

**Resource Management:** Provide oversight of the allocation of resources to the service, ensuring the manager has what they need to run their operations effectively.

**Compliance, Risk, and Quality Management:** Oversee and ensure compliance with regulations, standards, and best practices, ensuring the service operates within legal and ethical guidelines. For the Fountain Play Center, this includes but is not limited to ensuring that operational policies are in place and followed for the care and safety of children, their release to approved guardians and that staffing ratios are compliant with internal and external regulations and best practices. For the Rook, this includes but is not limited to, ensuring there are internal policies and procedures for the ordering, handling, inventory management and sale of alcohol that comply with the MSVU liquor license and all applicable laws and regulations. Ensure that the Rook has operational and safety plans that focus positive consent culture and sexual violence prevention. Ensure the Rook has internal processes and policies are in place for the handling of cash, and that these are always followed.

Oversee the Captain Crows' Cafe by meeting with the Soup Kitchen Manager to review or set policies and procedures, provide guidance, and ensuring compliance with regulations or standards. Support the Soup Kitchen Manager in maintaining positive relationship with university and community partners, and with marketing and promotion of the service. Overseeing the Soup Kitchen Manager in volunteer recruitment and management. Ensure the Food Security Staff have all required certifications, and that food safety standards are met and documented.

Oversee the Food Bank by meeting with the Food Bank Manager to review or set policies and procedures, provide guidance, and ensuring compliance with regulations or standards. Support the Food Bank Manager in maintaining positive relationship with FEED Nova Scotia, using the Link-2-Feed data collection system, and with marketing and promotion of the service.

Oversee the Pride Center by meeting with the Pride Center Manager to review or set policies and procedures, provide guidance, and ensure compliance with regulations or standards. Support the Pride Center Manager in accessing resources for the Pride Center and for patrons, advocacy campaigns around 2SLGBTQIA+ issues, and programming.

Assist in the management of the Naloxone distribution program, maintaining its primary site and all its satellite sites, including ensuring adequate stock at the Naloxone distribution site , training distributors as needed, the addition of new satellite sites as needed, and promoting the Naloxone distribution program.

Facilitate the development and enforcement of internal policies, by-laws, and standard operating.

Orientation: Provide logistical and strategic support to the Vice President Student Life and Vice President Research and Graduate Student Affairs in planning and executing orientation weeks, including oversight of the orientation budget and providing strategic advice as requested.

### *Other Duties*

Advising: Support the President and Executive Committee in governance matters, offering logistical support and guidance to ensure compliance with internal policies and external regulations. Work with legal counsel as needed to support the President in their decision-making, ensuring all actions are legally sound and in the best interest of the organization. Provide advice on to the executive on strategy and organization as requested. Serve as an advisor to the President and Executive on Governing Documents, ensuring all actions are in compliance with internal policies and external regulations.

Jurisdictional Scans and Literature Review: Complete Jurisdictional scans and literature reviews as needed to support advocacy, policy, campaign, service, or other decision-making. This may include consulting the MSVU library for support in acquiring relevant research articles, contacting

counterparts at sister organizations, consulting stakeholders, or reviewing public domain information on the topics requested. Synthesize and report on the information learned in an accessible format, seeking guidance from the President as needed to ensure the scan or review is appropriately targeted and scoped. Fundraising, Sponsorship, and Grants: Support the President in overseeing and engaging in fundraising, grant, and sponsorship activities to support financial sustainability. This may include contacting and nurturing relationships with sponsors, identifying and writing grant applications, and liaising with advancement services to coordinate fundraising initiatives.

Branding and Public Image: Ensure all staff understand MSVUSU branding guide and adhere to policies when approving ads.

Strategic Plan Development: As required and instructed by the President, facilitate the strategic planning process by ensuring that the strategic plan reflects the goals and aspirations of the MSVU student body and student representative council. This entails conducting a strategic planning survey, a visioning workshop, and an action planning workshop, among other tasks.

Strategic Plan Implementation: Assist in the execution of the organization's strategic plan, ensuring operational alignment with strategic objectives. This includes but is not limited to developing mechanisms to track progress towards the strategic plan and scoring systems to inform decision-making when considering decisions alignment with the strategic plan.

Support the President and Executive Committee in governance matters, offering logistical support and guidance to ensure compliance with internal policies and external regulations.

Purchasing: Coordinate the bulk purchasing of union materials, particularly orientation week items, sexual health products, Naloxone for the Naloxone Distribution Program, supplies for services and swag items for sale or gift to members.

Role Description Review and Approval: Facilitate, and guide the Executive team through the annual Role Description review and approval process, incorporating feedback from a broad range of stakeholders. This includes but is not limited to reviewing each of the role descriptions with the person in the role and their supervisor, seeking feedback on what changes are necessary, and drafting changes that capture this feedback in alignment with the strategic plan and organizational values.

Canadian Federation of Students: Work with the Canadian Federation of Students (CFS) to maximize service value to the student body. This may include but is not limited to, collaborating with the CFS Director of Services to implement CFS services, organize training, purchase or otherwise secure promotional materials, and engage with service-related campaigns.

Grad Photography: Organize and schedule Graduation photography in advance of each convocation, ensuring gowns are available, a location is booked on campus, and there are enough appointments to effectively serve all graduating students.

### *Key Responsibilities*

**Budgeting:** The Strategic Operations Manager (SOM) is responsible for the development of the MSVUSU annual budget. The SOM will support service managers and with developing service budgets and budget proposals. The SOM will then collaborate with the Chief Financial Officer (CFO) and budget committee to prepare the draft annual budget, ensuring alignment with strategic goals. The SOM is responsible for presenting the draft budget at the Annual General Meeting and ensuring budget approval by the Students' Representative Council within designated timelines. The SOM provides technical and logistical support to the budgeting process, provides recommendations, and must ensure budgeting adheres to all applicable laws regulations and internal policies, but the SOM is not the final decision maker on budgeting.

**Financial & Contract Oversight:** Act as one of the signing authorities for cheques, contracts, and legal documents, managing organizational finances and contracts responsibly and transparently. Review all contracts before the organization is bound by them, and alert the President, Executive Committee and/or the Students Representative Council to any issues arising in the contracts as appropriate. Ensure that contracts are entered into in a manner that is compliant with all laws, regulations and policies. Work with the CFO, bank, and external bookkeeper to provide financial oversight.

**Financial Audits:** Ensure the annual financial audits are completed in a timely fashion. This includes working with the CFO and Auditors to ensure the Auditors have access to all required information as soon as possible. This may also require requesting documents from the Administrative Assistant and Governance Secretary as appropriate to support governance decisions required for the financial audit. The SOM will ensure the President is briefed on the financial audit progress regularly, alerted to any issues as they arise, and included in the presentation of the draft financial audit before it is finalized and provided to the Students' Representative Council.

**Insurance & Risk Management:** Ensure the MSVUSU maintains adequate insurance coverage to manage risks. This may also include procuring additional insurance for special events, reviewing the level of coverage, and submitting claims. Ensure comprehensive risk management and legal compliance for the organization.

**Occupational Health and Safety:** Ensure the MSVUSU and all of its services are compliant with occupational health and safety regulations, and immediately escalate any issues raised about potentially unsafe working conditions. This includes but is not limited to



Human Resources: Manage the entire onboarding process for new hires, including handling hiring paperwork, coordinating training, and ensuring access to employment contracts and email accounts. Coordinate with the Payroll Administrator to get payroll forms, and provide the Payroll Administrator copies of all signed hiring paperwork and certifications for personnel files. Additionally, facilitate executive and councillor training, including keeping Moodlecloud updated. Oversee human resources policy administration, facilitate the work-from-home policy, support conflict resolution and other responsibilities as described in the employee handbook.

Co-Curricular Records: Be the official signing authority for Students' Union activities submitted to the university co-curricular record program, and coordinate with career services to ensure all MSVUSU student roles are available in the co-curricular record program. Work with legal counsel as needed to support the President in their decision-making, ensuring all actions are legally sound and in the best interest of the organization.

Nimbus Tutoring Service: Manage the MSVUSU-Nimbus tutoring program, including recruiting and managing tutors, ensuring the course database is up to date, working with Nimbus Learning staff to improve and expand the program, support the Vice President Communications with marketing, work with the vice president student life to ensure the program is included in Orientation Week.

Serve as an advisor to the President and Executive on Governing Documents, ensuring all operational actions are in compliance with internal policies and external regulations.

Promote a culture of equity, diversity, and inclusion, applying this mindset in all aspects of financial management, service delivery, and organizational decision-making.

#### *Governance and Service*

Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting.

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements, while fostering a collaborative environment with diversity of thought.

This position will **serve on MSVUSU committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

This position **chairs the Budget Committee**, which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-

weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position serves on the **Society Affairs Committee**, which meets at least bi-weekly to review all society funding applications and recommend disciplinary actions for breaches to the society policy.

This position serves on the **Constitution and policy Planning Committee** which reviews and recommends changes to the MSVUSU governing documents, including the Constitution, By-Laws, and Policies.

This position serves on the **Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students, and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

This position serves on the **Food Security Committee**, a special committee of the MSVUSU, which meets bi-weekly, to coordinate the Food Bank and Soup Kitchen operations and make recommendations to the Students Representative Council (SRC) on operational changes, new operations, reallocation of space, major equipment purchases, and changes to the committee mandates as required.

This position serves on the **Executive Committee** which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

Serve on the **Senate Student Experience Committee**, which provides advice to the Senate and the Associate Vice-President Student Experience on issues related to enrollment, student retention, and the overall quality of student life.

This position on the **Orientation Steering Committee** provides strategic oversight and coordinates programs for a cohesive orientation schedule. They establish event frameworks, support the Orientation Planning Committee, and develop a communications plan. The committee meets biweekly in May-July and weekly in August, with a debrief in mid-September. They also provided a final orientation report in October.

This position serves on the **Orientation Planning Committee** which plans individual events and programming for Orientation Week, and is an information-sharing and collaboration space between departments and individuals involved in orientation planning. The committee meets biweekly in May-August and reports to the Orientation Steering Committee.

This position serves on the **Large Orientation Committee** which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

## **Required Qualifications:**

### *Education*

Bachelors degree.

Hold or be willing to obtain recognized training in project management.

Hold or be willing to obtain tricouncil ethics certification (TCPS 2 Core).

### *Experience*

Previous experience with operations management

Project management experience

Experience with student movement or student support services preferred.

### *Knowledge, Skill and Abilities*

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders and create a welcoming and inclusive environment.

To be an effective spokesperson, this position requires the ability to think on your feet and respond quickly and effectively to questions or criticisms.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as data management systems, office 365, and social media platforms.

Strong negotiation skills, with an ability to find compromise and mutually beneficial solutions to problems.

### *Behavioural Competencies*

A strong commitment to student-centric thinking is crucial for success in this role. It means putting the unique needs and experiences of our diverse student body and student leadership first, providing flexible opportunities for engagement, empowering student leadership, ensuring the relevance of our offerings, and fostering collaboration with stakeholders.

Committed to equity, diversity, inclusion, and accessibility (EDIA) and committed to Truth and Reconciliation.

Committed to continuous process improvement, are results-oriented, and always anticipate and plan accordingly.

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Ability to take direction and adapt to changes quickly.

Ability to function productively in high turnover environments.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

**Preferred Qualifications:**

Master's degree in a related field or a suitable combination of graduate study and experience in nonprofit management or the student movement is preferred.

**Mental/Physical Effort and Working Conditions:**

The role of Strategic Operations Manager comes with a high level of responsibility and accountability, which can result in significant stress and pressure. It is crucial for the SOM to be able to handle and prioritize multiple tasks and responsibilities effectively and efficiently. Additionally, they may have to navigate conflicts and challenging situations, including with university administration or addressing complaints from students or staff.

As the SOM, one may have to work for extended and varying hours, including weekends and evenings, in addition to attending multiple events and meetings both on and off campus, which may involve some travel (by air and ground). The SOM is expected to be physically present in the MSVUSU office during regular office hours and may need to be present for long durations during meetings or events. Effective use of office equipment, including computers, may also be necessary for prolonged periods of time.

## **Title: Vice President Student Life**

### **Purpose:**

The Vice President Student Life develops intentional programming and collaborations between student support units to build community and ensure students have events that are engaging and promote healthy student life. They produce the Student Union events for Fall, and Winter orientations, and collaborate with the Orientation and Student Experience Committees to elevate student voices. They also oversee all society event approval and funding requests.

### **Job Classification:**

Executive

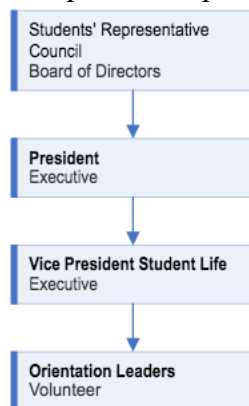
### **Compensation:**

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 25 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### **Reporting and Supervision:**

This position reports to the president and supervises the orientation leaders.



### **Duties and Responsibilities:**

#### *Essential Duties*

Complete and submit space requisition forms for union and society events as needed, in a timely way. This includes discussing the needs of the event (time, location, food, type of event etc), ensuring space is available for booking, and collaborating with conference services to ensure the event is well organized. Collaborate with the Rook Assistant Manager and Rook staff to coordinate event planning and scheduling. This includes meeting at least weekly with Rook staff to review event plans.

Meet at least monthly with the Associate Vice-President Student Experience to informally communicate areas of concern, identify areas for collaboration and seek mentorship.

Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies (Including the university's Harassment and Discrimination Policy).

Meet regularly with the Vice President Communications to ensure there is an effective promotional strategy and schedule for all events.

#### *Other Duties*

Prepare a comprehensive training/onboarding plan for their successor, which includes a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete.

Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Prioritize meetings with students, to ensure meetings occur in a timely and mutually agreeable way.

Attend and participate in conferences as needed, and use the knowledge gained conference as professional development, applying it to all applicable aspects of this role. This includes taking detailed notes, attending each roundtable discussion, and providing a sort written and oral report to the Executive and council.

#### *Key Responsibilities*

Plan and execute the fall and winter orientation weeks. This includes creating a budget for the week and overseeing the development of orientation kits. Ensure that orientation leaders and assistants are recruited in sufficient numbers, adequately trained and prepared for their roles. Communication with all stakeholders involved in orientation week is also a key responsibility. This position must attend all orientation committee meetings and report back to the Executive Committee and SRC to ensure that all aspects of the week run smoothly.

Create a comprehensive events and activities calendar for the year, and execute these events. This includes but is not limited to, booking performers, space and equipment; determining an event budget; organizing ticket sales and pricing; choosing decorations and event theming; and recruiting and training event volunteers to support event execution. This position is responsible for ensuring that events and celebrations reflect the diversity of our campus community, have a strategic purpose, and align with the mission vision and values of the MSVUSU. There should be events held for major holidays/celebrations/festivals from a broad range of identities/cultures present within our campus communities. Consult with the Vice President Advocacy and Undergraduate Student Affairs, when planning events for cultures other than those the Vice President Student Life identifies with.

During the winter semester, plan a variety of outdoor winter-themed activities, such as sledding, skating, snow sculpture building, and others where students can engage with and enjoy winter weather. Collaborate with university departments to coordinate events.

Working closely with the Service managers, the VP Student Life must hold regular events and meet weekly to plan all events. The VP life must also promote campus, pub events, and any other

service events, as well as organize and promote Graduation activities for winter and spring convocations.

Encourage MSVU students to attend sporting events to support and promote the Mount Mystics. This includes coordinating with athletics to produce a calendar of games and tournaments, obtaining rosters of each team, and collaborating with the Vice President of Communications to advertise and promote these.

Provide guidance and support to the various student societies on campus. This includes providing training for society members on Union society policies, as well as direction on event planning, media relations, budgeting, and fundraising. This position is also be a resource for society executives and events, and is expected to organize a student society fair once per semester to showcase and promote these groups. Review all society events to ensure they comply with applicable policies, and to approve or request revisions to events as required. Hold regular, at least monthly, meetings with society presidents to discuss updates, challenges, and opportunities for collaboration.

Complete all assigned training, including all moodlecloud courses, and check moodlecloud regularly for additional training modules.

Be familiar with the Memorandum of Understanding between MSVU and the MSVUSU and adhere to it.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

Understand and adhere to the employee handbook.

#### *Governance and Service*

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC.

Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting.

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements, while fostering a collaborative environment with diversity of thought.

This position will **serve on MSVUSU committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and

decision-making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

Serves on the **Budget Committee** which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position **chairs the Society Affairs Committee**, which meets at least bi-weekly to review all society funding applications and recommend disciplinary actions for breaches to the society policy.

Serves on the **Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students, and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

Serves on the **Executive Committee** which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

Serves on the **Student Executive Committee**, which meets as needed to work through day to day operational issues of the MSVUSU, including those that involve developing directives for the staff members on the executive committee.

Serves on the **Senate Student Experience Committee**, which provides advice to the Senate and the Associate Vice-President Student Experience on issues related to enrollment, student retention, and the overall quality of student life.

Serves on the **Orientation Steering Committee**, to provide strategic oversight and coordinates programs for a cohesive orientation schedule. They establish event frameworks, support the Orientation Planning Committee, and develop a communications plan. The committee meets biweekly in May-July and weekly in August, with a debrief in mid-September. They also provide a final Orientation Report in October.

Serves on the **Orientation Planning Committee**, which plans individual events and programming for Orientation Week, and is an information-sharing and collaboration space between departments and individuals involved in orientation planning. The committee meets biweekly in May-August and reports to the Orientation Steering Committee.

Serves on the **Large Orientation Committee**, which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

Serves on the **Board of Directors for the Mount Saint Vincent Alumni Association (MSVAA)** plays a crucial role in connecting current and former MSVU students. Working with the MSVAA, promote the Mount and create opportunities for alumni to support the university, as well as ensure



that current students' voices are heard on the Board of Directors. Provide input on issues and initiatives that matter to students and advocate for their needs and interests. This leadership will be key to building a strong and vibrant alumni community and ensuring a smooth transition from student life to active alumni engagement.

This position typically serves on the **Convocation Committee**, which meets regularly in advance of each convocation (Fall, Winter, Spring) to plan and organize the upcoming convocation ceremonies (formal celebrations where degrees, diplomas and certificates are awarded to graduates).

### **Required Qualifications:**

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Be a senior student entering their 3<sup>rd</sup> year or higher of university at the time of taking office. [The MSVUSU definition of 3<sup>rd</sup> year or higher is either, having accrued 10 credits at MSVU (directly or by transfer), or having attended 4 semesters of study at MSVU or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]

#### *Experience*

No experience required for this role.

#### *Knowledge, Skill and Abilities*

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders, and create a welcoming and inclusive environment.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as database management systems, office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

#### *Behavioural Competencies*

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

**Preferred Qualifications:**

Event planning experience

Comfortable with public speaking

Knowledge about MSVU structure

Experience working with or for the MSVU Students' Union

Student society experience

Entertainment and hospitality experience

**Mental/Physical Effort and Working Conditions:**

The Vice President Student Life will be working in a fast-paced environment and managing multiple duties, responsibilities, and participating in highly social and public environments for extended periods of time, which can be stressful. This position involves the planning and execution of events, which will occur with hard deadlines. The role involves working long hours, attending multiple meetings, and dealing with a high volume of emails and other correspondence. The ability to manage time effectively and prioritize tasks will be important.

The work environment involves a variety of work modes, including an office setting, meeting across campus and the country requiring travel (by air and ground), and running and attending events. Office work may involve sitting at a desk for extended periods while using office equipment including a computer. Organizing events may require directing others and being present for extended periods.

## **Title: Vice President Advocacy and Undergraduate Student Affairs**

### **Purpose:**

The Vice President of Advocacy and Undergraduate Student Affairs is responsible for 1:1 and collective advocacy on behalf of the student body, including on undergraduate academic matters and other matters. They provide support and guidance on service revisions and maintaining service standards. They are also the undergraduate Advocate under the Academic Appeals Support Program (AAPS) and assist in the administration of the Naloxone distribution program, and the maintenance of its primary site and all its satellite sites. They also represent students at the Canadian Federation of Students and in provincial and federal lobbying.

### **Job Classification:**

Executive

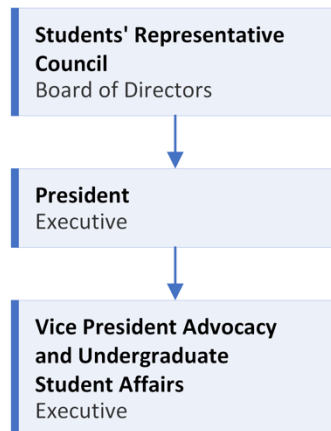
### **Compensation:**

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 25 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### **Reporting and Supervision:**

This position reports to the President.



### **Duties and Responsibilities:**

#### *Essential Duties*

Provide direct (1:1) advocacy to undergraduate students experiencing issues with course instructors, supervisors, or others at the university. This may include meeting with students, emailing professors, guiding students through university policy and procedures, supporting students in preparing and filing complaints, directing students to appropriate support services and other actions as appropriate. Provide collective advocacy (1:many) to groups of students experiencing the same or similar issues. This may include policy work, negotiating outcomes with the appropriate university administrator, providing guidance on university policy and procedure, lobbying appropriately at the university or provincial level, conducting research to determine community needs and other actions as appropriate.

Boost community engagement: Work alongside the student body fostering opportunities for them to connect with external communities and partners.

Policy Work: Identify gaps in policies at the Union or University level and advocate for remediations. This may include community consultation, authoring policy or policy revisions for proposal to the appropriate body or official, or presentation of policy gaps to the appropriate body or official.

Consultation: Actively foster an informed and inclusive approach to advocacy through ongoing consultation with the undergraduate student body and relevant stakeholders. Consultation efforts are designed to ensure that student voices—particularly those of equity-denied groups—are centered in policy development, service delivery, and organizational decision-making. Consultation methods include the facilitation of town halls, tabling sessions and targeted outreach and surveys.

Actively Foster positive relationships with the Black Student Support Office, Indigenous Student Center, International Education Center, Accessibility Services, Counselling Services, and other on-campus student support units, as well as other community groups.

Provide insight and expertise in reviewing matters of Equity, Diversity, Inclusion and Accessibility to the MSVUSU as needed. This may include reviewing sensitive communications prior to publication, supporting Advocacy Caucus members with constituent concerns, assisting in safe and inclusive community mobilization, developing educational programming on issues related to significant and sensitive events, and policy planning. Work with Students Representative Councillors to Promote the academic and other rights of their constituents.

Meet at least monthly with the Vice President Academic and Provost, to informally communicate areas of concern, identify areas for collaboration and seek mentorship.

Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and Policies, .

### *Other Duties*

Assist the University as needed in achieving their commitments under the Dimensions program and Scarborough Charter.

In Collaboration with President and VP Research and Graduate Student Affairs: Work with the Canadian Federation of Students to ensure students receive maximal benefit from their membership, and represent The MSVUSU (local 34) at the National General Meeting, NS-Annual General Meeting, on the NS provincial executive, and during the National and Provincial Lobby Weeks and other events as appropriate.

Prepare a comprehensive training/onboarding plan for their successor, which includes a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete.

Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Prioritize meetings with students to ensure meetings occur in a timely and mutually agreeable way.

### *Key Responsibilities*

Complete all assigned training, including all moodlecloud courses, and check moodlecloud regularly for additional training modules.

Administer the Academic Appeals Support Program to undergraduate students, which includes helping students understand their rights and university regulations, supporting students in drafting appeal letters, simulating an academic appeal hearing before the official hearing date, attending academic appeal hearings, and explaining the potential outcomes of an appeal and other duties as required. Providing insight into the potential material impact of an academic offence on future admissions may be required.

Promoting a culture of academic integrity on campus by engaging with students, faculty, and staff to raise awareness of the issue and encourage ethical behavior in academic settings, and educating students about academic honesty and the consequences of both intentional and unintentional academic dishonesty. This may include following developments in generative AI and its relationship to academic integrity.

Support the Pride Center by meeting with the Pride Center Manager to provide guidance and support the Pride Center Manager in accessing resources for the Pride Center and for patrons, advocacy campaigns around 2SLGBTQIA+ issues, and programming.

Support the Naloxone distribution program, including ensuring adequate stock at the Naloxone distribution site and all satellite sites, training distributors as needed and promoting the Naloxone distribution program.

Support MSVUSU Services with advocacy campaigns and projects, be available to offer help and advice regarding student concerns during instances of crisis, emergencies and in general, check if they have adequate resources, help in fundraising ventures, and help them draft proposals, as needed.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

Be familiar with the Memorandum of Understanding between MSVU and the MSVUSU and adhere to it.

Understand and adhere to the Employee Handbook.

### *Governance and Service*

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC.

Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting.

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements while fostering a collaborative environment with diversity of thought.

This position will **serve on committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision-making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

This position chairs the **Advocacy Caucus**, which meets at least once per month to discuss advocacy concerns and advise the SRC on appropriate actions.

This position serves on the **Budget Committee**, which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position serves on the **Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students, and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

This position **serves on the Food Security Committee**, a special committee of the MSVUSU, which meets bi-weekly to coordinate the Food Bank and Soup Kitchen operations and make recommendations to the Students Representative Council (SRC) on operational changes, new operations, reallocation of space, major equipment purchases, and changes to the committee mandates as required.

This position serves on the **Executive Committee**, which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

This position serves on the **Student Executive Committee**, which meets as needed to work through day-to-day operational issues of the MSVUSU, including those that involve developing directives for the staff members on the executive committee.

Serve on the **MSVU Senate** to represent the interests of students within the university's governance structure. This allows for important academic decisions related to curriculum, programs, policies, and regulations to be made with the perspective of the student community. Prepare for Senate meetings by reviewing all meeting materials in advance of the Senate meeting, chairing all **Senate Student Caucus** meetings, and actively participating in all **faculty/student pre-senate** meetings. During Senate meetings, actively contribute where appropriate, including during question period (by asking questions or raising issues identified during Senate Student Caucus, Advocacy Caucus, or as otherwise arise).

Serve on the **Sexual Violence Prevention Advisory Committee (SVPAC)**, which advises the university administration on matters related to the prevention of sexual violence, as well as on the development, implementation, and review of the university's sexual violence policy and related procedures. The committee may also make recommendations for education and training programs, as well as for support services for survivors of sexual violence.

### **Required Qualifications:**

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Be a senior student entering their 3<sup>rd</sup> year or higher of university at the time of taking office. [The MSVUSU definition of 3<sup>rd</sup> year or higher is either, having accrued 10 credits at MSVU (directly or by transfer), or having attended 4 semesters of study at MSVU, or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]

Hold or be able to acquire Mental Health First Aid, Bystander Intervention training, site-lead specific Naloxone distribution and administration training, and tricouncil ethics certification (TCPS 2 Core).

### *Experience*

Previous experience working in advocacy spaces, or lived experience as a person from an equity-denied group.

### *Knowledge, Skill and Abilities*

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Strong understanding and knowledge of issues affecting equity-denied groups and the ability to apply this knowledge to all work.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders and create a welcoming and inclusive environment.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as data management systems, Office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

### *Behavioural Competencies*

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Self-identification as a member of an equity-denied community.

Experience working with equity-denied communities and advocating for the community's rights and needs.

Previous service on the MSVU Senate Academic Appeals Committee.

Experience in program planning, management, and evaluation, as well as budgeting and resource management.

Knowledge and understanding of intersectional issues related to gender, sexuality, race, and other identities.

Experience managing and supervising volunteers or staff members.

Previous experience or knowledge of the Dimensions program, Scarborough Charter, and Accessible NS 2030 are an asset.

**Mental/Physical Effort and Working Conditions:**

The Vice President Advocacy and Undergraduate Student Affairs will likely be dealing with a range of student issues, including difficult and sensitive situations. This may require strong emotional resilience and the ability to manage stress and pressure effectively.

The role involves working long hours, attending multiple meetings, and dealing with a high volume of emails and other correspondence. The ability to manage time effectively and prioritize tasks and meet time-sensitive deadlines will be important.

The work environment involves a variety of work modes, including an office setting, meeting across campus and the country requiring travel (by air and ground), and running and attending events. Office work may involve sitting at a desk for extended periods while using office equipment including a computer. Additionally, this role is expected to attend events such as town hall meetings and lobbying efforts, which could involve being present for prolonged periods or speaking in front of groups. Therefore, the role will require a mix of both mental and physical efforts.



## **Title: Vice President Communications**

### **Purpose:**

The Vice President Communications is responsible for, and not limited to, the MSVUSU communications, marketing & public relations, which includes developing and strategizing student communications, digital communications, social media management, media & university relations and upkeeping of governing documents. Additionally, they play a vital role in fostering internal relations, enhancing employee engagement, and facilitating the society ratification process within the Students' Union.

### **Job Classification:**

Executive

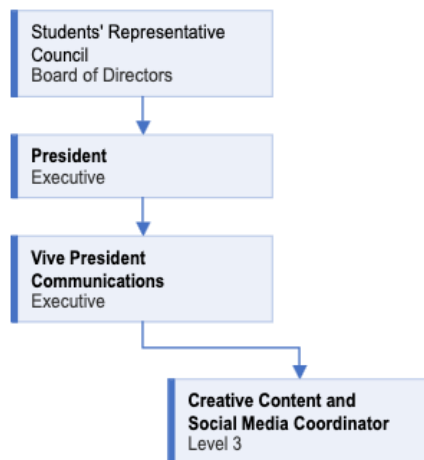
### **Compensation:**

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 25 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### **Reporting and Supervision:**

This position reports to the president and supervises the Creative Content & Social Media Coordinator.



### **Duties and Responsibilities:**

#### *Essential Duties*

Student Communication: Effective communication of Union policies and updates is essential, and the VP of Communications is responsible for this task. They communicate any changes in Union policy to the student body, ensuring transparency and clarity. Additionally, they prepare press releases and manage on-campus bulletin boards, disseminating information effectively throughout the campus community. Moreover, VP of Communications plays a pivotal role in managing the Union's digital presence. They are responsible for overseeing and managing the Union's website, ensuring its continued development and the timely updating of information on a weekly basis.

**Internal Communication:** The VP Communications takes the lead in fostering engagement within the internal team, which encompasses the Student Representative Council (SRC), employees, and volunteers. This involves various tasks such as updating and informing the Student Representative Council about the progress and developments of the Executive Committee. Additionally, they generate communication ideas, such as highlighting employees on social media features or writing profiles for the volunteer of the month, to enhance cohesion and morale within the organization. The VP of Communications will also support all service's employees in the area of communications, such as graphic design, event promotion, internal or external communication, or other areas where it is deemed applicable.

**Publication, media production and advertising:** Vice President of Communication oversees the publication of the annual student notebook/handbook, along with creating captivating graphic designs for posters, handouts, flyers, and other promotional materials (images, videos, podcasts, screen advertisement, ect.) for events such as SU's Orientation events, Elections, Awards Night, etc.

**Newsletter:** One of the VP of Communications' primary duties is the production and distribution of the bi-weekly newsletter to the Mount community. This involves writing, drafting, and publishing engaging content that keeps students informed about Union activities, events, and relevant news.

**University Relations:** The VP of Communications is tasked with maintaining regular communication with the University Relations Team, convening monthly meetings to discuss concerns, explore collaborative opportunities, and seek mentorship. Also, establishing a working relationship with all University stakeholders, including but not limited to administration, faculty, staff, and Board is another responsibility of VP Communications.

**Media Relations:** VP Communications is responsible for both nurturing existing relationships and forging new connections with media outlets. This includes tasks such as drafting and disseminating press releases, media interview training, spokesperson training, message narratives training; maintaining ongoing communication with media representatives; devising effective media outreach strategies; and monitoring coverage in news media outlets; etc.

**Records Management:** Records management is a crucial responsibility of the VP of Communications. They oversee the maintenance of Union activities and correspondence, ensuring meticulous documentation in compliance with Union Constitution, By-Laws, and policies, including adherence to the university's Harassment and Discrimination Policy.

#### *Other Duties*

**Society Ratification:** VP Communications serves as the primary point of contact for students seeking to ratify a society with the Students' Union. This includes actively promoting the society ratification process, fielding inquiries from students regarding the requirements and procedures for ratification, and providing guidance throughout the constitution writing process. Moreover, the VP of Communications reviews and ensures the compliance of constitutions submitted by student groups, subsequently forwarding them to the Student Representative Council (SRC) for ratification decisions. Additionally, they meticulously maintain records of society constitution documents, ensuring transparency and accountability within the ratification process.

Training & Onboarding: Prepare a comprehensive training/onboarding plan for their successor, which includes a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete.

Office Hours: Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Prioritize meetings with students, to ensure meetings occur in a timely and mutually agreeable way.

### *Key Responsibilities*

Complete all assigned training, including all Moodle Cloud courses, and check Moodle Cloud regularly for additional training modules.

Be familiar with the Memorandum of Understanding between MSVU and the MSVUSU and adhere to it.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

Understand and adhere to the employee handbook.

Ensure having working knowledge of contacts, committees, and administrative tools related to the position.

Participate in transition workshops and job shadowing with incoming VP Comms.

Complete the Moodle Cloud course titled "Vice President of Communications," including all exercises and quizzes.

Complete the media relations module in the MoodleCloud training course.

Organize & host at least one monthly 30-minute employee engagement activity via video conferencing or hybrid format.

### *Governance and Service*

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC.

Present a brief oral report at each regular SRC meeting and a full written report with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting.

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements, while fostering a collaborative environment with diversity of thought.

This position will **serve on MSVUSU committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision-making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

This position serves on the **Budget Committee**, which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position is **vice-chair of the Human Resources committee**, which meets monthly or as needed and is responsible for hiring full-time staff, overseeing and creating guidance for disciplinary decisions, and creating and maintaining human resources policy and handbooks.

This position serves on the **Health Insurance Plan Committee**, which meets as needed to review appeals related to the student health and dental plan, including accepting late opt-outs and determining the amount of fees to be refunded if the appeal is granted.

This position chairs the **Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students, and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

This position serves on the **Executive Committee**, which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

This position serves on the **Student Executive Committee**, which meets as needed to work through day to day operational issues of the MSVUSU, including those that involve developing directives for the staff members on the executive committee.

This position serves on the **Orientation Planning Committee**, which plans individual events and programming for Orientation Week, and is an information-sharing and collaboration space between departments and individuals involved in orientation planning. The committee meets biweekly in May-August and reports to the Orientation Steering Committee.

This position serves on the **Large Orientation Committee**, which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

**Required Qualifications:**

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

*Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Be a senior student entering their 3<sup>rd</sup> year or higher of university at the time of taking office. [The MSVUSU definition of 3<sup>rd</sup> year or higher is either, having accrued 10 credits at MSVU (directly or by transfer), or having attended 4 semesters of study at MSVU, or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]

*Experience*

No prior experience is required for this role.

*Knowledge, Skill and Abilities*

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders, and create a welcoming and inclusive environment.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as database management systems, office 365, and social media platforms.

Ability to produce engaging materials for all digital media.

Knowledge of other MSVU and MSVUSU services available to students.

Strong organizational skills.

*Behavioural Competencies*

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

**Preferred Qualifications:**

Be a current MSVU student enrolled in Bachelor/ Master of Public Relation (BPR), Communications (BAComm) or Marketing degree.

Previous experience in a similar role.

Previous experience with public speaking

Experience working with or for the MSVU Students' Union

Knowledge about MSVU structure

**Mental/Physical Effort and Working Conditions:**

The VP Communications role involves a mix of mental and physical effort in a dynamic and fast-paced environment. While the majority of the work is done in-person at a desk, there is some physical labor involved such as carrying portable banners to and from events. The VP Communications will be regularly engaged in social media activities, including commenting, posting, and monitoring. This may require significant time spent on a computer or mobile device, and can also result in dealing with criticism or negative feedback from the student body. This criticism can be difficult to read, and may be stressful.

## Title: President

### Purpose:

The President oversees the day-to-day operations and governance of the MSVUSU. The president represents students on the MSVU Board of Governors and Senate and meets regularly with university administrators. They also oversee the MSVUSU strategic plan, ongoing projects, service revisions, legal obligations and contracts. They also represent students at the Canadian Federation of Students and in provincial and federal lobbying.

### Job Classification:

Executive

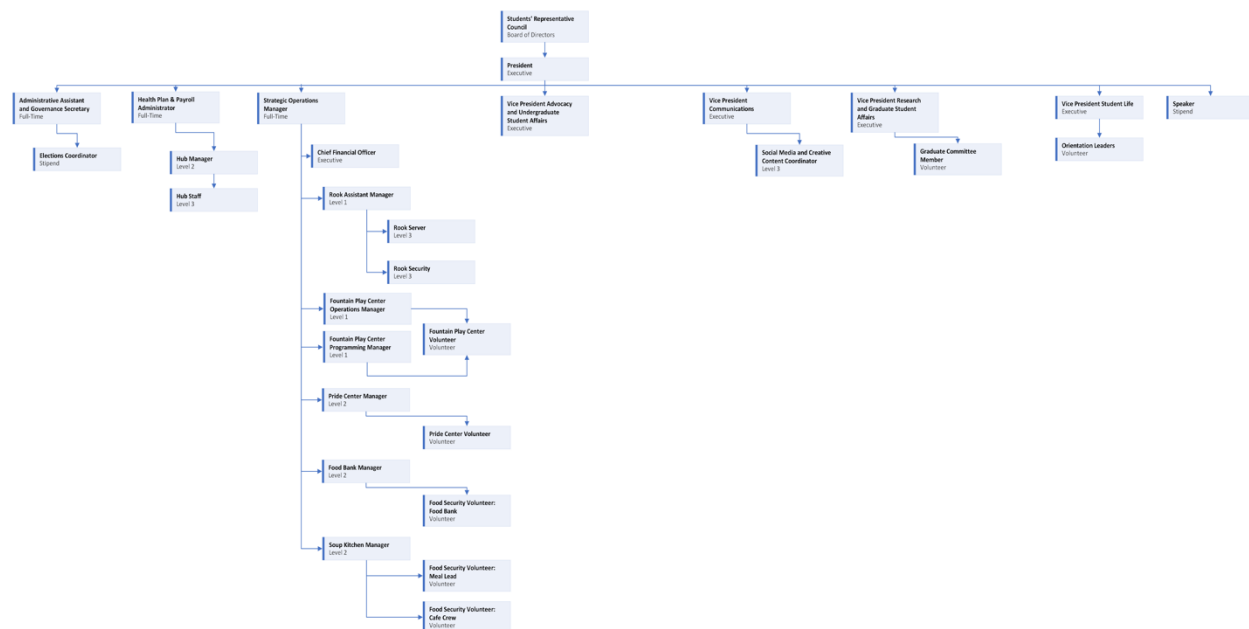
### Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 30 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### Reporting and Supervision:

The President is the Chief Executive Officer (CEO) and reports directly to the Students' Representative Council. The President supervises the Strategic Operations Manager, Health Plan and Payroll Administrator, Administrative Assistant and Governance Secretary, Vice President Advocacy and Undergraduate Student Affairs, Vice President Communications, Vice President Research and Graduate Student Affairs, Vice President Student Life, Speaker.



## **Duties and Responsibilities:**

### *Essential Duties*

Communicate Union vision and goals to establish internal understanding and support.

Establish a working relationship with all University stakeholders, including but not limited to: administration, faculty, staff, and Board.

Be the primary spokesperson for the union, meaning being responsible for communicating the union's message and representing its interests to the media, the public, and other stakeholders. Must be well-versed in the union's policies, positions, and priorities and be able to articulate them clearly and persuasively to a variety of audiences. Build support for the union's mission and vision, and help advance its goals and objectives in a way that resonates with the broader community.

Lead the establishment and oversee the implementation of a comprehensive student engagement plan with metrics that can be used to measure success. This will require collaboration and input from a diverse set of stakeholders, and input from the SRC and Executive Committee.

In Collaboration with VP Advocacy and Undergraduate Student Affairs and VP Research and Graduate Student Affairs: Work with the Canadian Federation of Students to ensure students receive maximal benefit from their membership and represent The MSVUSU (local 34) at the National General Meeting, NS-Annual General Meeting on the NS provincial executive, and during the National and Provincial Lobby Weeks.

Meet at least monthly with the MSVU President to informally communicate areas of concern, identify areas for collaboration, and seek mentorship. Meet with other university administrators as required or as mutually agreed upon.

Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies (Including the university's Harassment and Discrimination Policy).

### *Other Duties*

Prepare comprehensive training/onboarding for their successor, which includes a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete.

Establish and maintain open communication with all SU services, ensuring managers are informed and feel supported by the President as a reliable partner.

Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Hold at least one tabling hour each month.

Write reference letters for staff and volunteers upon request.

### *Key Responsibilities*

Complete all assigned training, including all moodlecloud courses, and check moodlecloud regularly for additional training modules.

Be familiar with the Memorandum of Understanding (MOU) and the lease agreement between MSVU and the MSVUSU.. Ensure that the Memorandum of Understanding is formally signed by



the President of MSVU and that both parties adhere to all terms and conditions outlined in the agreement. Understand and adhere to the employee handbook.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

This position is responsible for reaching out to external student organizations and forging partnerships that will benefit the Union and its members. You will need to be able to identify and pursue opportunities for collaboration and be an effective communicator who can articulate the Union's goals and priorities.

Serve as the main point of contact for government and community issues that impact the Union, such as changes to education policy or funding. You will need to be able to stay up-to-date on these issues and advocate for the Union's interests and priorities to relevant stakeholders.

Lobby and campaign on behalf of students and the Union to achieve their objectives. This could involve advocating for policy changes or organizing protests or demonstrations. Your goal will be to advance the interests and priorities of the Union and its members through effective advocacy and communication.

Foster positive relationships with university stakeholders and support units at the university, including but not limited to the Center for Academic Advising and Student Success, Accessibility Services, Athletics and Recreation, Child Studies Center, Counselling Services, Black Student Support Office, Facilities Management, Indigenous Student Center, International Education Center, and Library.

Ensure all committees are staffed, that the committee appointments spreadsheet is kept up to date, and that reports are being submitted as needed by appointees and chairs. Oversee MSVUSU committee chairs to ensure meetings are occurring according to the committee terms of reference. Oversee the advertising of at-large committee positions by the Vice President Communications.

Serve as a signing authority for the students' union, with the authority to approve expenditures and sign documents on behalf of the union. As a signing authority, you will be responsible for ensuring that all expenditures are within the approved budget and comply with the union's financial policies and procedures. You will need to be familiar with financial regulations and work closely with other members of the executive team and financial staff to ensure accurate financial record keeping.

Provide guidance and support to full-time staff with the Executive committee, setting goals, monitoring performance, and promoting a positive workplace culture to ensure effective performance. Your leadership will be critical to fostering a culture of collaboration, innovation, excellence and integrity.

Ensure that the SRC is able to effectively fulfill its mandate to represent the interests of students. This will involve collaborating with SRC members to identify potential resources, supporting SRC members in drafting motions, facilitating regular meetings, and ensuring that staff members are in place to support the work of the council. This also includes oversight of the preparation of Meeting Agendas and Minutes in collaboration with the Administrative Assistant & Governance Secretary and speaker.

Ensure that the MSVUSU is sufficiently staffed for its operations, this will include overseeing the hiring of staff and formation of hiring committees, and ensuring that the hiring processes adhere to all Students' Union policies and applicable laws.

Ensure that every student role within the MSVUSU is eligible for a Co-Curricular Record (CCR), and that records are maintained to enable validation of CCR applications. Work with MSVU Career Services to ensure that CCR documents including role descriptions are kept up to date.

Oversee and support the implementation of the strategic plan. This may include the creation and oversight of new strategic projects or initiatives, and the prioritisation of resources to accomplish the objectives of the strategic plan. It also involves tracking and reporting progress on the strategic plan implementation, and communication of the plan and this progress to the student body and other stakeholders.

Maintain records as required by policy and applicable law.

### *Governance and Service*

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC. Maintain open and ongoing communication with all SRC members, ensuring that representatives feel supported and know they can rely on the President at all times.

Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements while fostering a collaborative environment with diversity of thought.

This position will **serve on MSVUSU committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision-making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

Serves on the **Budget Committee**, which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position **chairs the Human Resources committee**, which meets monthly or as needed and is responsible for hiring full-time staff, overseeing and creating guidance for disciplinary decisions, and creating and maintaining human resources policy and handbooks.

This position **chairs the Constitution and Policy Planning Committee**, which reviews and recommends changes to the MSVUSU governing documents, including the Constitution, By-Laws, and Policies.

Serves on **the Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

Serves on the **Food Security Committee**, a special committee of the MSVUSU, which meets bi-weekly to coordinate the Food Bank and Soup Kitchen operations and make recommendations to the Students Representative Council (SRC) on operational changes, new operations, reallocation of space, major equipment purchases, and changes to the committee mandates as required.

This position **chairs the Executive Committee**, which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

This position **chairs the Student Executive Committee**, which meets as needed to work through day to day operational issues of the MSVUSU, including those that involve developing directives for the staff members on the executive committee.

Serve on the **MSVU Senate** to represent the interests of students within the university's governance structure. This allows for important academic decisions related to curriculum, programs, policies, and regulations to be made with the perspective of the student community. Prepare for senate meetings by reviewing all meeting materials in advance of the Senate meeting, actively participating in all **Senate Student Caucus** meetings, and actively participating in all **faculty/student pre-senate** meetings. During Senate Meetings, actively contribute where appropriate, including during question period (by asking questions or raising issues identified during Senate Student Caucus, or as otherwise arise) and by providing the Student update to Senate. Prepare a report for each Senate meeting that highlights recent achievements and outlines specific areas where support or guidance is needed.

This position is also typically the position appointed to serve on the **Senate Executive Committee**, which prepares the agenda for each Senate meeting and makes urgent administrative decisions that typically come before Senate. The committee also ensures proper descriptions of Senate committees in the Senate By-Laws, collects and distributes policies and procedures of Senate committees, and approves graduation lists for all convocations. The student representative on the Senate Executive Committee also sits on the **Tributes Committee** which considers candidates for the awarding of honorary degrees at university convocations. This position will participate in **additional Senate Committees as required**.

Serve on the **Senate Student Experience Committee**, which provides advice to the Senate and the Associate Vice-President Student Experience on issues related to enrollment, student retention, and the overall quality of student life.

Serve on the **MSVU Board of Governors (BOG)** to provide a voice for the student body and to ensure that their perspectives and concerns are taken into account in the decision-making process of the University. Contribute to discussions and provide input on matters related to governance, management, administration, and strategic direction of the University, while fostering communication and collaboration between the Board and the student community and promoting transparency and accountability in university decision-making. Prepare in advance of BOG meetings by reviewing all materials, writing and submitting the Student Report to the BOG in advance, and by actively participating in all **BOG Student Caucus** meetings. Report to the SRC after each BOG meeting, relaying all critical information that can be shared without violating BOG confidentiality requirements. Participate in the financial management of the university by actively participating in the **Finance Committee** of the Board of Governors. This position will participate

in **additional BOG committees as required**. Prepare a report for each BOG meeting that highlights recent achievements and outlines specific areas where support or guidance is needed.

This position serves on the **Large Orientation Committee**, which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

### **Required Qualifications:**

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Be a senior student entering their 3<sup>rd</sup> year or higher of university at the time of taking office. [The MSVUSU definition of 3<sup>rd</sup> year or higher is either, having accrued 10 credits at MSVU (directly or by transfer), or having attended 4 semesters of study at MSVU, or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]

Hold or be willing to obtain recognized training in project management.

Hold or be willing to obtain tricouncil ethics certification (TCPS 2 Core).

#### *Experience*

At least 12 months of extensive experience working with and within the MSVUSU.

#### *Knowledge, Skill and Abilities*

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders and create a welcoming and inclusive environment.

To be an effective spokesperson, this position requires the ability to think on your feet and respond quickly and effectively to questions or criticisms.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as data management systems, office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

Strong negotiation skills, with an ability to find compromise and mutually beneficial solutions to problems.

#### *Behavioural Competencies*

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

**Preferred Qualifications:**

Previous political experience is an asset.

Experience with public speaking and media relations.

**Mental/Physical Effort and Working Conditions:**

The role of a union president comes with a high level of responsibility and accountability, which can result in significant stress and pressure. It is crucial for the president to be able to handle and prioritize multiple tasks and responsibilities effectively and efficiently. Additionally, they may have to navigate conflicts and challenging situations, such as negotiating with university administration or addressing complaints from students or staff. To effectively represent the union to a variety of audiences, the president may require strong communication and interpersonal skills.

As the President of the MSVUSU, one may have to work for extended and varying hours, including weekends and evenings, in addition to attending multiple events and meetings both on and off campus, which may involve some travel (by air and ground). The President is expected to be physically present in the MSVUSU office during regular office hours and may need to be present for long durations during meetings or events. Effective use of office equipment, including computers, may also be necessary for prolonged periods of time.

If the President feels overwhelmed by their responsibilities, they are encouraged to seek support from Counselling Services to prioritize their well-being.

## **Title: Vice President Research and Graduate Student Affairs**

### **Purpose:**

The Vice President Research and Graduate Student Affairs works with Graduate Students to provide programming and services that meet the needs of graduate students and research students. They advocate for graduate students through their work chairing the Graduate Students' Committee, and their seat on the University Senate's Graduate Studies Program and Policy Committee. They support student union functions by supporting research initiatives and surveying, and support research students in their supervisor/supervisee relationships. They act as an advisor to the Executive Committee and Students' Representative Council, and provides oversight into internal affairs. They also represent students at the Canadian Federation of Students, National Graduate Caucus, and in provincial and federal lobbying.

### **Job Classification:**

Executive

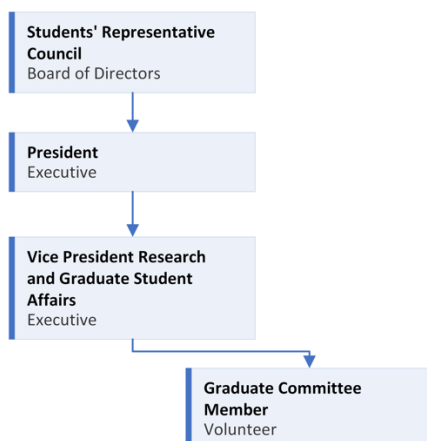
### **Compensation:**

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 25 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### **Reporting and Supervision:**

This position reports to the president and supervises the Graduate Committee Members.



### **Duties and Responsibilities:**

#### *Essential Duties*

Work closely with the Graduate Committee to revise existing and establish new, Graduate Student specific, programs, services, and community connection initiatives, collaborating with the VP Student Live as needed.

Work with the Health Plan and Payroll Administrator to ensure continued improvements the MSVUSU Health & Dental plan and opt-in pricing.

Look at admissions requirements, program requirements, practicum requirements, academic regulations among other aspects of Graduate Studies Curriculum, and work with the Graduate Studies Policy and Planning Committee (GSPPC) and university Senate to address any issues identified as needed.

Establish collaborations with the Dean of Graduate Studies and Professional Studies, MSVU VP Academic and Provost, MSVU Research Office, Graduate Academic Units, and Graduate Student Societies.

Establish collaborations with Accessibility Services, Black Student Support Office (BSSO), Indigenous Student Center (ISC), International Education Center (IEC) and other services as needed.

Meet at least monthly with the Associate Vice President Research, and the Dean of graduate Studies and Professional Studies, to informally communicate areas of concern, identify areas for collaboration, and seek mentorship. Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies (Including the university's Harassment and Discrimination Policy).

#### *Other Duties*

In collaboration with President and VP Advocacy and Undergraduate Student Affairs: Work with the Canadian Federation of Students to ensure students receive maximal benefit from their membership, and represent The MSVUSU (local 34) at the National General Meeting, National Graduate Caucus, NS-Annual General Meeting, and during the National and Provincial Lobby Weeks and other events as appropriate. Communicate with the Graduate Committee and Graduate Student Body about these meetings and provide opportunities for feedback on initiatives and issues discussed at these meetings.

Attend and actively participate in the Annual Conference of the Canadian Association of Graduate Studies.

Prepare comprehensive training/onboarding plan for their successor, which include a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete. Additional training may be required if the incoming person does not have previous research experience.

Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Prioritize meetings with students, to ensure meetings occur in a timely and mutually agreeable way.

#### *Key Responsibilities*

Plan and execute the orientation weeks. This includes creating a budget for the week and overseeing the development and distributions of graduate student giveaways. Ensure that

volunteers are recruited in sufficient numbers, adequately trained and prepared for their roles. Communication with all stakeholders involved in orientation week is also a key responsibility. This position must attend all orientation committee meetings and report back to the Executive Committee and SRC to ensure that all aspects of the week run smoothly. Collaborate with the Dean of Graduate and Professional Studies' office to ensure a comprehensive orientation experience for graduate students.

Complete all assigned training, including all moodlecloud courses, and check moodlecloud regularly for additional training modules.

Address academic issues within the Graduate student and Research student communities (including issues with thesis and non-thesis work conditions and accessibility), in consultation with the Graduate Committee, collaborating with VP Advocacy as necessary. Graduate Academic advocacy, and academic appeals support are the responsibility of the VP Research and Graduate Student Affairs.

Promoting a culture of academic integrity on campus, particularly amongst Graduate and Research students, by engaging with students, faculty, and staff to raise awareness of the issue and encourage ethical behavior in academic settings and educating students about academic honesty and the consequences of both intentional and unintentional academic dishonesty.

Provide support to all MSVUSU services in proposal writing.

Provide support to the leadership of all services in reviewing policies, procedures, and provide guidance with regulation and standards.

Serve on committees and working groups as may be required.

Oversee Graduate Student specific communications from the MSVUSU, and establishing a communication strategy, including maintaining a Graduate Student Email List, and newsletter, collaborating with the VP Communications as necessary.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

Be familiar with the Memorandum of Understanding between MSVU and the MSVUSU and adhere to it.

Understand and adhere to the employee handbook.

### *Governance and Service*

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC.



Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting.

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas and minutes, conducting meetings and managing reporting requirements, and managing committee members, while fostering a respectful collaborative environment with diversity of thought.

This position will **serve on committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

Chair the **Academic Caucus**, which meets at least once per month to discuss academic concerns and advise the SRC on appropriate actions.

Chair the **Graduate Committee**, which meets at least monthly to engage with graduate students, improve their programming and support, and make recommendations for new programming and services tailored to graduate student needs. The committee also supports the implementation of programming as appropriate.

Serves on the **Budget Committee**, which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

Serves on the **Human Resources Committee**, which meets monthly or as needed, and is responsible for hiring full-time staff, overseeing and creating guidance for disciplinary decisions, and creating and maintain human resources policy and handbooks.

Serves on the **Constitution and policy Planning Committee**, which reviews and recommends changes to the MSVUSU governing documents, including the Constitution, By-Laws, and Policies.

Serves on the **Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students, and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

Serve on the **Food Security Committee**, a special committee of the MSVUSU, which meets bi-weekly, to coordinate the Food Bank and Soup Kitchen operations and make recommendations to the Students Representative Council (SRC) on operational changes, new operations, reallocation of space, major equipment purchases, and changes to the committee mandates as required.

Serve on the **MSVU Senate** to represent the interests of graduate students and research students within the university's governance structure. This allows for important academic decisions related

to curriculum, programs, policies, and regulations to be made with the perspective of the research and graduate student community. Prepare for senate meetings by reviewing all meeting materials in advance of the Senate meeting, actively participating in all **Senate Student Caucus** meetings, and actively participating in all **faculty/student pre-senate** meetings. During Senate Meetings, actively contribute where appropriate, including during question period (by asking questions or raising issues identified during Senate Student Caucus, Academic Caucus, or as may otherwise arise).

Serve on the Senate **Graduate Studies Program and Policy Committee (GSPPC)**, which is responsible for reviewing and making recommendations on proposals for new graduate programs, changes to existing programs, and policies related to graduate studies. The committee also provides guidance on issues related to academic standards, program evaluation, and student progress, among other matters related to graduate education.

Serve on the **Writing Initiatives Committee**, to provide insight into the university structures and activities related to the teaching, learning, study, and practice of writing. This committee works to foster and promote writing initiatives that benefit the university community, with a particular focus on student learning. The Initiatives often involve research publications.

Serve on the **Orientation Steering Committee** to provide strategic oversight and coordinates programs for a cohesive orientation schedule. They establish event frameworks, support the Orientation Planning Committee, and develop a communications plan. The committee meets biweekly in May-July and weekly in August, with a debrief in mid-September. They also provide a final Orientation Report in October.

Serve on the **Orientation Planning Committee**, which plans individual events and programming for Orientation Week, and is an information-sharing and collaboration space between departments and individuals involved in orientation planning. The committee meets biweekly in May-August and reports to the Orientation Steering Committee.

Serve on the **Large Orientation Committee**, which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

When serving on the Orientation Planning Committee and Large Orientation Committees, ensure that new graduate students are represented and served during the orientation week.

Serve on other university committees, including hiring and search committees as required.

### **Required Qualifications:**

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis at the Graduate level.

Hold or be willing to obtain recognized training in project management.

Be willing to participate in leadership training as required.

Hold or be willing to obtain tricouncil ethics certification (TCPS 2 Core).

Hold or be willing to obtain an Advanced Food Safety certification.

### *Experience*

No prior experience is required for this role.

### *Knowledge, Skill and Abilities*

Ability to learn independently.

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders, and create a welcoming and inclusive environment.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as database management systems, office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

### *Behavioural Competencies*

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Comfortable with public speaking.

Experience working with or for the MSVU Students' Union

**Research experience, including experience with survey design. Mental/Physical Effort and Working Conditions:**

The Vice President Research and Graduate Student Affairs will likely be dealing with a range of student issues, including difficult and sensitive situations. This may require strong emotional resilience and the ability to manage stress and pressure effectively. This role will also manage research and other projects which may have tight deadlines which can be stressful.

The role involves working long hours, attending multiple meetings, and dealing with a high volume of emails and other correspondence. The ability to manage time effectively and prioritize tasks and meet time-sensitive deadlines will be important.

The work environment involves a variety of work modes, including an office setting, meeting across campus and the country requiring travel (by air and ground), and running and attending events. Office work may involve sitting at a desk for extended periods while using office equipment, including a computer. Organizing events may require directing others and being present for extended periods. Additionally, this role is expected to attend events such as town hall meetings and lobbying efforts, and to plan events for Graduate Students, which could involve being present for prolonged periods or speaking in front of groups. Therefore, the role will require a mix of both mental and physical efforts.

## **Title: Administrative Assistant and Governance Secretary**

### **Purpose:**

The purpose of the Administrative Assistant and Governance Secretary is to ensure the Student's Representative Council (SRC) operates effectively by coordinating governance processes, documenting council and general meetings, managing talent-acquisition cycles, supporting both cyclical and special initiatives (such as elections and the annual housing support fund), and responding promptly to FOIPOP requests.

### **Job Classification:**

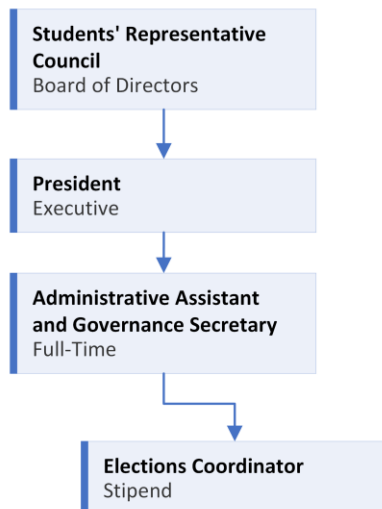
Full-Time

### **Compensation:**

This position is compensated as stated in the employment contract.

### **Reporting and Supervision:**

This position reports to the President and receives reports from the Elections Coordinator.



### **Duties and Responsibilities:**

#### *Essential Duties*

Schedule Executive, Student Executive, Elections, Budget and Human Resource Committee meetings in consultation with the committee chairs.

Prepare meeting agendas of Students' Representative Council meetings and Executive, Student Executive, Elections, Budget, and Human Resource Committee meetings, in consultation with the committee chairs.

Record the minutes of all Executive Committee meetings and Students' Representative Council (SRC) meetings, including all General meetings.

Prepare distribution packages for Students' Representative Council meetings and General meetings.

Ensure that the meeting minutes are stored in an organized and accessible file.

Establish and maintain new SRC member induction processes and update relevant internal teams on any changes to Council membership.

Collaborate with Vice President Communications to ensure that all public minutes are published and are up to date on the MSVUSU website.

Collaborate with Vice President Communications, The Hub Staff and the Social Media & Creative Content Coordinator to ensure timely distribution of Students' Representative Council and General meeting packages.

Collaborate with Vice President Communications and Social Media & Creative Content Coordinator to advertise job postings and student-at-large positions.

Lead talent acquisition process, including but not limited to part-time managers and staff, Chief Financial Officer, and temporary consultants. This includes:

Recruitment strategy and sourcing: Identify staffing requirements, create hiring timelines, actively engage with internal and external stakeholders, and eligible students to encourage applications for open positions (independently and in collaboration with Vice President Communications).

Hiring committee management: Seek participants for hiring committees, propose hiring committee compositions, coordinate hiring committee meetings, and chair debriefings. This includes developing and organising hiring-process training and onboarding for the hiring committee members. Advise hiring committees on matters related to interviewing, evaluation and selection ensuring a fair and equitable process. Additionally, serve as a member on hiring committees as needed.

Application management and screening: Oversee the collection and initial screening of applications ensuring adherence to eligibility requirements. Advise potential applicants on position requirements and on terms and conditions of employment.

Selection and interview logistics: Provide all necessary information and materials to hiring committees including but not limited to interview plans, candidate resumes and cover letters and job descriptions. Coordinate interviews, including but not limited to scheduling, booking space for in-person interviews and virtual setup for online interviews. Assist hiring committees in troubleshooting any issues that may arise during and after the conclusion of the selection process.

Communication bridge: Act as liaison between candidates and internal stakeholders throughout the entire process, provide updates and answer inquiries. Notify candidates of the result of the selections process and extend job offers to the selected candidates. Coordinate pre-onboarding steps in collaboration with Strategic Operations Manager. Implement the candidate feedback process by gathering insights from hiring committees and creating personalized letters for candidates detailing their strengths and areas for development.

Reporting and recommendations: Report to Students' Representative Council and Executive Committee on any noteworthy developments or updates related to ongoing projects.

Lead elections governance, oversee the recruitment of the Elections Coordinator in collaboration with the President and Vice President of Communications, and provide ongoing support for all election-related functions. This includes:

Onboard and offboard Elections Coordinator: Provide training and onboarding to ensure consistent knowledge transmission. Collaborate with Vice President Communication to constantly improve the training and onboarding materials. Collaborate with Strategic Operations Manager to facilitate the completion of all necessary paperwork. Make necessary introductions to internal stakeholders including but not limited to Vice President Communications, Chief Financial Officer, Social Media & Creative Content Coordinator, Hub Manager and Rook Assistant Manager. Coordinate honorarium payment and return of union property. Conduct exit interviews to gather feedback.

Elections committee: Facilitate development of Elections Committee meeting schedule and coordinate logistics as needed. Chair Elections Committee meetings concerning Elections Coordinator Honorarium.

Project support and guidance: Provide continuous project support to the Elections Coordinator throughout the elections cycle, including assisting with the organization of election events, serve as secondary resource and point of contact for candidates, and ensuring completion of elections cycles.

Reporting and recommendations: Report to Students Representative Council (SRC) on any noteworthy developments during the elections process. Assist Elections Coordinator in interpreting governance documents related to elections. Support Elections Coordinator with the development of Elections Report at the end of the elections cycle. Keep a record of recommendations from Elections Coordinators and advise council on any recurring recommendations.

Facilitate the annual housing support fund project by establishing and leading a cross-functional selection committee. This includes identifying and engaging internal and external stakeholders such as the university registrar, staff, and faculty representatives. Leading the development of review criteria. Coordinating a comprehensive review process and the selection of bursary recipient/s.

#### *Other Duties*

Lead and oversee special initiatives and projects from initial concept through completion, working closely with stakeholders to establish objectives and priorities, coordinating resources and teams, monitoring progress against timelines, and adapting plans as needed to ensure successful outcomes.

Produce records and or reports on committee or other governance activities upon request by the Students' Representative Council, Executive Committee, President or Strategic Operations Manager.

Advise on matters related to governance, stakeholder engagement, and senior leadership meeting preparation as needed.

#### *Key Responsibilities*



Responding to requests under the Freedom of Information and Protection of Privacy Act (FOIPOP) involves several tasks, such as ensuring compliance with the law and providing the requested information in a timely manner while protecting sensitive data. These responses typically involve the following steps:

**Receive the Request:** The first step is receiving the FOIPOP request. This can come through various channels, such as email, mail, or in-person delivery. Note the date it was received to ensure compliance with response timeframes.

**Record Keeping:** Maintain a record of the request, including details such as the date received, the requester's information, the specific information requested, and any other pertinent details.

**Review Request:** Review the request carefully to understand the nature of the information being sought. Ensure that it falls within the scope of information that can be provided under the FOIPOP Act. Some information may be exempt from disclosure, such as personal information protected by privacy laws or sensitive records.

**Consult Relevant Departments or Individuals:** Depending on the nature of the request, it may be necessary to consult with relevant departments or individuals within the organization to gather the requested information. This could involve liaising with the president, Strategic Operations Manager, executives, service managers, chief financial officer, legal counsel, or other subject matter experts.

**Search for Records:** Conduct a thorough search for the requested records within the organization's files and databases. This may involve retrieving physical documents, searching electronic records systems, and compiling relevant information.

**Review for Exemptions:** Before disclosing any information, review the records to identify any information that may be exempt from disclosure under the FOIPOP Act. Common exemptions include personal information and certain types of confidential records.

**Redaction:** If the requested records contain any exempt information, redact or remove that information before disclosing the records to the requester. Redaction involves masking or removing sensitive information while still providing access to the non-exempt portions of the records. Review the identified exemptions and redactions with the president and Strategic Operations Manager, and make adjustments as needed.

**Prepare Response:** Once the requested information has been gathered and reviewed, prepare a response to the FOIPOP request. This typically involves drafting a letter or email to the requester, providing the requested information, and explaining any redactions or exemptions that apply.

**Final Review:** Before sending the response, conduct a final review to ensure accuracy and compliance with the FOIPOP Act. Double-check that all requested information has been provided, any necessary redactions have been made, and the response meets any applicable deadlines.

**Release of Information:** Finally, release the information to the requester in accordance with the FOIPOP Act's requirements. This may involve sending the response letter electronically or by mail, providing access to electronic records, or arranging for the requester to inspect physical records in person.

**Record Keeping and Reporting:** Maintain records of the FOIPOP request and response for future reference and reporting purposes.

**Monitor for Follow-up:** Be prepared to address any follow-up inquiries or appeals related to the FOIPOP request. Requesters may seek clarification, challenge redactions or exemptions, or appeal decisions to withhold information. Handle such inquiries promptly and in accordance with applicable laws and regulations, seeking guidance from the President and Strategic Operations Manager as required.

Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies (Including the university's Harassment and Discrimination Policy).

### *Governance and Service*

Responsible for maintaining meeting records of committees and the Students' Representative Council, including attending meetings, taking meeting minutes, ensuring minutes accurately reflect decisions and key discussions, and that these are published regularly. Maintain records of governing documents and of the recommended to them. This includes identifying additional changes required when one change is made to ensure consistent and non-conflicting governing documents.

This position may **chair Elections Committee meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements, while fostering a collaborative environment with diversity of thought.

This position serves on the **Executive Committee** which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

This position serves on the **Constitution and policy Planning Committee** which reviews and recommends changes to the MSVUSU governing documents, including the Constitution, By-Laws, and Policies.

### **Required Qualifications:**

#### *Education*

Candidate must have a bachelor's degree or 2-year business administration diploma.

#### *Experience*

At least two years of relevant experience through work placement, employment, or other means.

#### *Knowledge, Skill and Abilities*

Superior interpersonal and communication skills.

Motivated team player and independent thinker with excellent writing skills and an ability to build effective relationships with internal and external stakeholders.

Comfortable managing multiple requests, meeting deadlines, and collaborating with faculty and staff to develop solutions.

Proficient in using the Microsoft Office Suite (Excel, Word, PowerPoint)

Highly Organized

Project management training and experience

Familiarity with Roberts Rules of Order

#### *Behavioural Competencies*

A strong commitment to student-centric thinking is crucial for success in this role. It means putting the unique needs and experiences of our diverse student body and student leadership first, providing flexible opportunities for engagement, empowering student leadership, ensuring the relevance of our offerings, and fostering collaboration with stakeholders.

Committed to equity, diversity, inclusion, and accessibility (EDIA) and committed to Truth and Reconciliation.

Committed to continuous process improvement, are results-oriented, and always anticipate and plan accordingly.

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Ability to take direction and adapt to changes quickly.

Ability to function productively in high turnover environments.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Previous experience with non-profit governance is an asset.

Preference statement for equity denied groups.

### **Mental/Physical Effort and Working Conditions:**

The mental effort for the role involves managing multiple tasks simultaneously, including scheduling, record-keeping, and responding to FOIPOP requests, all while ensuring accuracy, interpreting legal requirements, prioritizing tasks, and problem-solving as needed. This demands attention to detail, analytical thinking, and decision-making skills, often in high-pressure situations.

The physical effort entails primarily sedentary office work, involving prolonged periods of sitting while handling physical documents, organizing office supplies, and communicating with stakeholders via email, phone calls, and in-person and online meetings. The work involves a regular full-time schedule, primarily during regular business hours, but will require occasional overtime, evening and weekend work.

# MSVU AFROCENTRIC STUDENTS' SOCIETY CONSTITUTION

## **Article I: Name**

The name of this society shall be the MSVU Afrocentric Students' Society, commonly known as **Afrosphere**

## **Article II: Objectives**

The objectives of the society are as follows:

1. To promote the welfare of **students of African descent**, enriching their cultural, intellectual, social, and academic experiences as they attend Mount Saint Vincent University.
2. To cultivate and encourage the inclusion of **non-students of African descent** in African affairs, aiming to enhance appreciation for the diverse richness present at our university.
3. To promote inclusivity and diversity among members and non-members through society meetings, events with other black societies within different universities as well as MSVUSU societies.
4. To acquire funds that would be executively used to achieve the aforementioned objectives as well as for the purpose of obtaining equipment, tangible goods and services necessarily to make events and gatherings a success.

5. To offer support to the Black Student Support Office and International Student Centre concerning matters relating to students of African descent.

### **Article III: Membership**

1. Membership in this society is open to all full or part time students of African descent at the university regardless of sex, age, religion, physical disabilities, sexuality or political affiliation..
2. The society may occasionally elect or appoint any person to an Honorary membership status however that person shall be known as a non-voting member. Normally, sponsors, alumni or supporters from outside Mount Saint Vincent University would qualify for the Honorary membership status.
3. Each voting member will have the right to exercise their franchise at all regular meetings and gatherings that require a matter to be put to vote.
4. Membership in the society may be terminated if a member has violated any of the MSVUSU policies. The executive team would sit together and come to a vote.

5. The MSVUSU, the black student advisor or the executives of the Afrocentric Students' Society have the right to disallow the appointment of any or all officers and members of elected or appointed positions within the society.

#### **Article IV: Membership Fees or Dues:**

1. Drop-in sessions are free.
2. Members would not have to pay a membership fee.

#### **Article V: Executive Officers**

1. Management and authority of the general membership and all standing committees shall be conducted by the Executive Committee.
2. The Executive Committee shall consist of the following positions:
  - a. President
  - b. Vice-President
  - c. Treasurer
  - d. Secretary & Communications Officer
  - e. Creative Director & Social Media Manager
  - f. Operations Manager



## **Article VI: Duties:**

1. **President**-The President's job entails the following:
  - a. Serve as the Chief Executive Officer of the society and the coordinator of all the activities and interactions of the society.
  - b. Serve as the official representative of the society at all official functions.
  - c. Liaise with the Student union on important matters.
  
2. **Vice-President**-The Vice president's job entails the following:
  - a. Serve as the president's right hand and alternative should the president be unable to act for any reason.
  - b. Assist the president in all matters.
  - c. In conjunction with the president, be the "disciplinarian" of the executive team ensuring that all executives are performing their duties according to the job description outlined in the constitution.
  
3. **Treasurer**- The Treasurer's job entails the following:

- a. Responsible for undergoing any transaction as well as managing cash flow.
- b. Responsible for the financial matters of the society such as keeping members apprised with the society's financial position.
- c. In conjunction with the president and the vice-president, liaise with the student union on financial matters of the society.

4. **Secretary & Communications Officer**- The Secretary & Communications Officer's job entails the following:

- a. Responsible for managing the society's email account thus also internal communications between the society and MSVUSU.
- b. Maintain and upload accurate records of members.
- c. Taking minutes of meetings and distributing them accordingly.

5. **Creative Director & Social Media Manager**- The Creative Director & Social Media Manager's job entails the following:

- a. Oversee all public relation matters; handling of and creating content for the society's social media platforms.

6. **Operations Manager** - The Operations Manager's job entails the following:

- a. Liaise with other society's within MSVU and outside MSVU to ensure the smooth running of events and programs.
- b. In conjunction with the creative director & social Media Manager, ensure promotional activities are well undertaken, this may include putting posters around campus, communicating with students both online and in-person to ensure that the society is known.
- c. Responsible for conducting activities during events.

### **Article VII: Elections**

1. Elections of the Executive Committee members shall take place at the end of every Fiscal year (end of April).
2. The president, Vice-President & Treasurer shall be elected at a meeting supervised by the Black Student Advisor
3. The incumbent executives can exercise their rights to appoint any members they deem fit to occupy the positions other than the President, Vice-President & Treasurer.

4. All active members of the MSVU Afrocentric Students' Society will be informed of the date(s) of the elections.
5. All returning active voting members will be able to run for an executive position in the election.
6. Each active voting member will cast one vote for each position during the election.
7. In the event of a tie-break, a revote would be done for that specific position.
8. If the following positions become vacant; president, vice-president, or treasurer during the academic year a vote would be cast to replace during a meeting. Members would receive an email notifying them of the date that voting would take place. The other positions that were appointed, would be replaced by members of the executive committee.

#### **Article VIII: Meetings:**

1. Meetings shall be called by the president as required and shall be held at a convenient time for all executive members to attend.
2. All executives of the society are entitled to receive seventy-two (72) hours' notice in advance of the scheduled start of the meeting.

3. All meetings would be chaired by either the president, vice-president, or the programs coordinator.
4. There would be at least one general meeting per year of membership at which important matters of the society would be discussed such as elections, immigration status, job opportunities as well as general information that enriches the community.

### **Article IX: Impeachment of Officers**

1. One can remain in office for a period no longer than two academic school years.
2. If the following executive members (President, Vice-President & Treasurer) are not dutifully fulfilling the requirements outlined in their respective job descriptions, a majority vote of the active voting members shall constitute impeachment.
3. If the following executive members (Secretary & Communications Officer, Creative Director & Social Media Manager, Operations Manager) are not dutifully fulfilling the requirements outlined in their respective job descriptions, the president has the right to relieve the individual of their duty.

### **Article X: Finance & Audit**

1. Funds of the society will come from fundraising efforts, sponsorships, and support from the students' union.
2. The treasurer, the vice-president and the president would be held accountable for all the financial transactions of the society and are responsible for communicating the financial reports to the MSVUSU.
3. Signing officers shall be the president, vice-president, and treasurer.  
A minimum of two signing officers must be present to sign off on all deposits and withdrawals.
4. The fiscal period of the society shall from May 1<sup>st</sup> -April 30<sup>th</sup>.

### **Article XI: Property**

All surplus monies and property purchased by the MSVU Afrocentric Students' Society will be carried over to the incoming Executive Committee at the end of each year.

### **Article XII: Constitutional Amendment:**

1. This constitution shall become effective upon approval by a majority (50%) of the Executive Committee. In the case of a tie-break, the constitution would go through vetting by the Black Student Support Advisor.
2. Hereinafter, this constitution may be amended at a meeting of general membership by a two-thirds majority vote of the Executive committee.
3. Proposed amendments must be submitted in writing.
4. The effectiveness of this constitution shall be reviewed and evaluated at the end of each academic year.

## **Mount Saint Vincent University Muslim Student Association Society**

**Name :**

organization to be known as the Muslim Students' Association Society (MSA).

### **Objectives:**

The aim and purpose of the Association is to serve the best interest of Islam and of the Muslims of the Mount Saint Vincent University at Halifax. Towards this end, the Association shall:

1. Promote unity and joint action and Islamic Awareness among the Muslims;
2. Arrange and hold congregational prayers and Islamic religious festivals at appropriate times;
3. Conduct religious, social, cultural, and other activities in the best traditions of Islam.
4. Promote friendly relations between Muslims and non-Muslims;
5. Endeavour to make Islamic teachings known to interested non-Muslims.

### **Membership**

#### **SECTION 1:**

The membership of the Association shall consist of "members" and "honorary members."

#### **SECTION 2:**

Membership in the Association shall be open to any individual who identifies as Muslim and expresses a desire to join, provided they agree to adhere to the Association's constitution and its generally accepted practices. No individual shall be denied membership on the basis of sex, age, ethnic origin, physical ability, sexual orientation, or political affiliation.

#### **SECTION 1:**

The elected officers shall be President, Vice-President, Events Coordinator, Student Coordinator, Secretary, Treasurer, External Relations Officer, and Internal Relations Officer.

#### **SECTION 2:**

The Executive Committee shall consist of the elected officers as stated in Section 1 of this Article.

An Executive Committee member cannot be an executive member of any other University of Mount organization, club, or association.

#### **SECTION 3:**



- The term Executive Committee shall be on academic year.

#### SECTION 4:

The President shall be responsible for:

- a. The general management of all activities of the Association.
- b. Directing and coordinating of all the activities to achieve the purpose of the Association.
- c. Calling and presiding over meetings of the Executive Committee and General Body.
- d. Forming various adhoc committees with approval of the Executive Committee.
- e. Controlling funds and expenses of the association as defined in Article 4, Section 6 along with the treasurer.
- f. Presenting written reports on the state of the Association to the annual meeting and in its newsletters.
- g. Being the spokesperson, representative, and correspondent for the Association in external activities.

#### SECTION 5:

The Vice-President shall be responsible for:

- a. Carrying out the management of the activities of the Association in the absence of the President.
- b. Directing and coordinating the activities of the campus representatives.
- c. Assisting the President in accomplishing the purpose of the Association.
- d. Preparing the agenda for the Executive Committee and the General Body meeting, and notifying the members of the Executive Committee and the General Body, respectively, of it.
- e. Temporarily assuming the functions of the President when requested as such by them, or if the President is incapacitated. In the latter case, the Vice-President shall resume Presidency for the remaining of the period of the term.

#### SECTION 6:

The Secretary shall be responsible for:

- a. Preparing, and circulating, if requested, and maintaining the minutes of all Executive and General Body meetings.
- b. Maintaining a list of the members and the volunteers for the various functions of the Association.
- c. Keeping the Association registered at the University.
- d. Presiding over the Executive Committee when both the President and Vice-President are absent.
- e. Coordinating the booking of rooms on campus for all Association functions.
- f. Keeping copies of all correspondence that is received and distributed by the Association, which includes letters, posters, flyers, and mail.
- g. Producing a list of members eligible to vote in the election.

#### SECTION 7:

The Treasurer shall be responsible for:

- a. Maintaining the record of all financial transactions of the Association. They shall be responsible for systematic up-keep of books and writing disbursements, receipts, banking, reconciliations, and showing of increase of funds in statements to be made public.
- b. Collecting and depositing all the funds received on behalf of the Association.
- c. Countersigning all withdrawal cheques on behalf of the Association, in accordance with Article 4, Section 4.
- d. Presenting before the Executive Committee a quarterly report on the status of the Association's financial affairs, including in it anonymous donations and total donations received by the Association.

#### SECTION 8:

The Events coordinators shall be responsible for:

- a. Directing and supervising all arrangements for celebration of religious festivals and social events, such as picnics, dinners, lectures on Islamic topics, etc.
- b. Informing the members about the time, place, and details of the festivals and social events through the Internal Relations Officer.
- c. Acting as a liaison with other student organizations on campus.
- d. Directing and supervising the activities of the various committees.
- e. Working in cooperation with the Student Coordinator on all of the above.
- f. Directing activities and events that aim to increase relationships on campus such as halaqas, sports, get-togethers, classes and workshops.

#### SECTION 9:

The Internal Public Relations Officer shall be responsible for:

- a. Preparing circulars, bulletins, newsletters, posters, emails, announcements, and flyers, and presenting them before the Executive Committee for its approval.
- b. Circulating the Association's publications with the help of the campus representatives, if any.
- c. Editing and publishing literature on behalf of the Association.
- d. Making public all events and festivals as decided upon by the Executive Committee.

#### SECTION 10:

The External Relations Officer shall be responsible for:

- a. Acting as a liaison between the Association and organizations or individuals located outside of the University, including acting as the liaison between the Association and Greater Halifax Area (GHA) MSA.
- b. Writing press releases which are circulated to the campus newspaper and other newspapers and newsletters.
- c. Contacting and coordinating the speakers who will speak at Jummah (the Friday congregational prayer).

#### SECTION 11:

The decisions on every matter in the Executive Committee meeting shall be reached in a parliamentary way, with each member of the Executive Committee present at the meeting voting on the matter. The President may exercise veto against simple majority. However, 2 / 3 majority of the Executive members present, not counting the President or the member presiding in their absence shall override any presidential veto. The Executive members not attending the meeting shall not be able to vote on any issue.

#### SECTION 12:

The Executive Committee may invite past Executive Committee member(s) and/or any other member(s) to an Executive Committee meeting in order to know the history of the past decisions and/or to seek their views on the items on the agenda of the meeting. However, none of the invitees shall have the right to vote on any Executive Committee decision.

### **Executive Officers**

The Executive Committee may invite past Executive Committee member(s) and/or any other member(s) to an Executive Committee meeting in order to know the history of the past decisions

and/or to seek their views on the items on the agenda of the meeting. However, none of the invitees shall have the right to vote on any Executive Committee decision.

## **Finances**

### **SECTION 1:**

Membership finances shall be determined by the Executive Committee.

### **SECTION 2:**

Finances cannot be used for the personal benefit of any member.

### **SECTION 3:**

The Executive Committee may accept any contributions in any form, from any source, consistent with the purposes of the Association and with the principles of Islam.

The role of the Treasurer in the MSA (Muslim Student Association) is crucial for managing the organization's financial matters. Responsibilities typically include:

1. Budgeting: Creating and maintaining the budget for MSA events and activities, ensuring that the funds are allocated efficiently to meet the organization's goals.

2. Record-Keeping: Keeping accurate and detailed records of all financial transactions, including expenses, donations, and any income generated through events or fundraising efforts.

3. Fundraising: Assisting in or leading fundraising initiatives to secure funds for MSA projects, events, and community initiatives. This could involve organizing donation drives, sponsorships, or other fundraising activities.

4. Financial Reporting: Regularly reporting the financial status to the executive board and possibly the general members, ensuring transparency and accountability.

5. Managing Payments: Ensuring timely payment of bills, vendors, and any other obligations, as well as handling reimbursements for members who make purchases on behalf of the organization.

6. Compliance: Making sure the MSA adheres to university or institutional guidelines regarding finances, including maintaining any required financial documentation.

The treasurer plays a pivotal role in maintaining the financial health of the organization, ensuring that funds are used effectively and responsibly to support MSA's mission.

### **SECTION 4:**

All funds collected for a specific cause shall be used for that cause; unless a  $\frac{2}{3}$  majority vote of the members authorizes its use for a different purpose within the goals and objectives of the Association; however, the funds collected for the specific purpose of expanding or maintaining a Mosque/Islamic Centre shall not be used for any other purpose.

**SECTION 5:**

The Association shall maintain an Expense Account for its current expenses.

**SECTION 6:**

Withdrawal of Funds:

- a. All cheque withdrawals from the Expense Account shall be signed by the Treasurer or the President, or the Vice-President in the absence of the President.

**SECTION 7:**

Authorization of Expenditures:

An Executive member shall not authorize expenditures of more than \$10 on a single expense without the approval of the Executive Committee; nor shall they authorize total expenses on one occasion of more than \$10 without the prior approval of the Executive Committee.

**SECTION 8:**

If an expense over \$10 suddenly arises due to an emergency,  $\frac{2}{3}$  of the Executive Committee present at the time of the emergency must approve it.

**SECTION 9:**

All expenses that are incurred under Section 7 or Section 8 should be brought forth before the Executive Committee within two meetings of the Executive Committee.

## **Meetings**

**SECTION 1:**

The Association shall have at least one General Body Meeting during the year.

**SECTION 2:**

The Executive Committee shall meet at least once every week at such time and place as is most convenient and suitable to most of the committee members.

**SECTION 3:**

The President may call Executive Committee meetings in addition to the regular weekly meetings whenever he considers it necessary.

**SECTION 4:**

Notice of a General Body meeting shall be posted or emailed to the members of the Association at least two weeks prior to the date of the meeting.

**SECTION 5:**

The presence of one-half of the members of the Executive Committee shall constitute a quorum for voting at any Executive meeting.

## **Constitutional Amendments**

### **SECTION 1:**

A proposal for amendment(s) shall be signed by ten members or ten percent of the members, whichever number is larger, and submitted to the Secretary who shall call a General Body meeting within 3 months' period after the receipt of the proposed amendment(s). If the end of the current Executive Committee's term expires before the amendment can be proposed, it will be carried over into the new Executive Committee's term.

### **SECTION 2:**

An affirmative vote by  $\frac{2}{3}$  of the members present shall be necessary for the adoption of all amendments.

### **SECTION 3:**

The quorum requirements for voting on amendments shall be  $\frac{1}{3}$  of the total members and one half of the members of the executive committee.

### **SECTION 4:**

If  $\frac{1}{3}$  of members are not present in a General Body meeting called for voting on the proposed amendment(s), another General Body meeting shall be called for the same purpose within four weeks after the meeting, in which the quorum requirement as stated in Section 3 of this article, shall be waived and the proposed amendment(s) shall be discussed and adopted by a  $\frac{2}{3}$  majority of the members present.

# **Mount Saint Vincent University Public Relations and Communications Society**

Constitution – May 2025

## **Article 1: Name**

The name of this organization is Mount Saint Vincent University Public Relations and Communication Society and will hereafter be referred to as MSVU PR & Comms Society

## **Article 2: Objectives**

The purpose of MSVU PR & Comms Society is to provide an avenue for Public Relations and Communication students to build connections with one another, have professional networking opportunities and give back to the community through volunteerism.

## **Article 3: Membership**

1. All Mount Saint Vincent University students, regardless of gender, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of MSVU PR & Comms Society.
2. A student shall be considered an active member if they participate in one event or meeting per semester.
3. To be eligible for executive positions, a student must be an active member and enrolled in at least one public relations or communication course at the Mount Saint Vincent University in the academic year for which they intend to serve as executive.

## **Article 4: Membership Fees or Due:**

There shall be no membership fees or dues.

## **Article 5: Executive officers:**

1. Management and authority of the general membership and all sub-committees shall be conducted by the Executive Committee.
2. The Executive Committee currently consists of:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. First Year Representative
  - e. Second Year Representative
  - f. Third Year Representative
  - g. Graduate Student Representative



## **Article 6: Duties:**

### **The President**

1. The President shall be the chief presiding officer(s) and chairperson(s) for both Executive Committee and general meetings.
2. Shall provide direction and leadership regarding the society.
3. Shall enforce the Constitution and By-laws.
4. Shall work with the executive committee to organize society events.

### **The Vice President**

1. Shall oversee the society social media accounts and any affiliated email address.
2. Shall work with the president to host events and meetings to meet the society's aims of building connections, providing networking opportunities and giving back to the community through volunteerism.

### **The Treasurer**

1. Shall oversee the society's financial information and budget.
2. Shall liaise with the Mount Saint Vincent University Students' Union and other university resources for event finances.
3. Shall keep accurate and up-to-date records of all income and expenses
4. Shall ensure all financial dealings are transparent and accountable.

### **The First Year Representative**

1. Shall promote the society to first-year students and encourage their involvement in events, meeting, and initiatives.
2. Shall help build a sense of community and belonging among first-year students.
3. Shall act as a liaison between first-year students and the society's executive committee.
4. Shall provide event assistance as needed.

### **The Second Year Representative**

1. Shall promote the society to second-year students and encourage their involvement in events, meetings and initiatives.
2. Shall help build a sense of community and belonging among second-year students.
3. Shall act as a liaison between second-year students and the society's executive committee.
4. Shall provide event assistance as needed.

### **The Third Year Representative**

1. Shall promote the society to third-year students and encourage their involvement in events, meetings and initiatives.

2. Shall help build a sense of community and belonging among third-year students.
3. Shall act as a liaison between third-year students and the society's executive committee.
4. Shall provide event assistance as needed.

#### The Graduate Student Representative

1. Shall promote the society to graduate students and encourage their involvement in events, meetings and initiatives.
2. Shall help build a since of community and belonging among graduate students.
3. Shall act as a liaison between graduate students and the society's executive committee.
4. Shall provide event assistance as needed.

#### **Article 7: Elections:**

1. Election of Executive Committee members shall take place before the last day of the preceding academic year.
2. All active members of the MSVU PR & Comms Society shall be informed of the date of the election of Executive Committee members.
3. Any active member of the MSVU PR & Comms Society enrolled in at least one public relations or communication course during the academic year for which they wish to serve can seek election to the Executive Committee.
4. Each active member of MSVU PR & Comms Society shall cast one vote for each position during the election of Executive Committee members.
5. The winner of the election shall be determined by majority vote.

#### **Article 8: Meetings:**

1. MSVU PR & Comms Society shall have a general meeting or event at least once per semester.
2. Meetings of the MSVU PR & Comms Society shall be communicated via e-mail and posted on the MSVU PR & Comm Social media pages.

#### **Article 9: Impeachment of Officers:**

1. Executive Committee members shall hold office for a period of one academic year, beginning on May 1 and ending on April 30.
2. If Executive Committee members are not fulfilling requirements stipulated in their respective job descriptions, a majority vote of the active members shall constitute impeachment.

#### **Article 10: Finance and Audit:**

1. Funds of the MSVU PR & Comms Society shall come from fundraising efforts and sponsorship from organizations such as the Mount Saint Vincent University Students' Union.
2. The signing officer of the MSVU PR & Comms Society shall be the President and Vice President.
3. The fiscal period of the MSVU PR & Comms Society shall be the academic year.

#### **Article 11: Property**

All surplus monies and all property purchased by the MSVU PR & Comms Society shall be carried over to the incoming executive Committee each year.

#### **Article 12: Constitutional Amendment:**

1. The Constitution shall become effective upon approval by a majority (fifty per cent plus one) of the Executive Committee.
2. Hereinafter, this The Constitution may be amended at a meeting of the general membership by a two-thirds majority vote of the Executive Committee.
3. Proposed amendments must be submitted in writing.
4. The effectiveness of this Constitution shall be reviewed and evaluated at the end of each academic year.



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## **Peer Mentorship**

### **Summary**

A structured mentorship initiative that pairs new students with volunteers, returning students, students' union council, members of the MSVUSU or alumni to foster a sense of belonging, confidence, and connection from the very beginning of their university journey.

Impact: Improves connection and community, student retention, confidence and knowledge of university offerings and services.

### **Objectives**

- Support new students, especially international, transfer, mature, and students with accessibility needs.
- Build community and reduce isolation through peer-led support, fostering student leadership and relational learning.
- Promote student empowerment and help learners connect with both university resources and community opportunities.

### **Recruitment & Selection**

- Recruit mentors from SU, societies and volunteers from various programs and with varied skills and interests.
- Promote the opportunity across campus (social media, posters, class visits).
- Screen applicants and match them with mentees based on their field of study.
- Participate in Counselling Workshop.

### **Action items**

- Set up an introductory meeting (in-person or virtual) during the first two weeks to build rapport and identify the student's main questions or goals.
- Offer a campus tour or guidance.
- Be available weekly via email or chat; send at least one check-in message per week with tips, reminders, or encouragement.
- Help mentees identify academic resources like the Writing Centre, academic advisors, study groups, and tutoring options.
- Share strategies for managing stress, time, and workload—especially around midterms and finals.



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- Invite mentees to MSVUSU and campus events, encouraging them to participate in social, cultural, or advocacy activities.
- Introduce them to societies and volunteer opportunities that align with their interests and values.
- Offer listening support if they're homesick, overwhelmed, or navigating cultural differences.
- Promote self-advocacy and confidence, encouraging them to speak up in class, seek help when needed, and use their voice.
- Ask for feedback regularly to ensure your support is relevant and helpful.
- Celebrate their milestones (first assignment, first club event, midterm finished) with small messages of encouragement.
- Remind them of important academic deadlines (e.g., add/drop dates, reading week, course withdrawal).
- Both mentors and mentees should download the MSVU app safe.
- If a volunteer wants to stop being matched with a certain student, they can reach out to [supres@msvu.ca](mailto:supres@msvu.ca) to ask for a change.
- If a new student doesn't feel comfortable with or respected by their mentorship partner, they can reach out to [supres@msvu.ca](mailto:supres@msvu.ca) to ask for a change.
- If there is a difficult situation that the mentor cannot deal with, they should reach out to counselling services.
- The peer mentorship will last for one semester.

## President Report

Reporting Period: July 22 – July 31, 2025



### PLANNED PROGRAMS/PROJECTS FOR THE MONTH UNDER REVIEW

S/N	TASK	OUTCOME	UPDATE	WAY FORWARD
1.	Debriefing & Retrospective: Rook Staff Hiring	Hired 2 people for security	We decided to interview 2 more people for security position.	
2.	Elections Coordinator Hiring Kickoff	Hire 1 person as Elections Coordinator	We have the questions and interviews scheduled. Interviews will start next week.	
3.	Discussion on Post Secondary Landscape	Learn more about the university	We had a meeting with Isabelle, the Vice President Administration. We ask her to explain us how the university manage the finances and how they were operating.	
4.	Queertech	Ask tech people for participation in our Tech Fair	I presented the idea of the Tech Fair to different organizations. I ask them for participation and help to distribute the flyers and give some advice.	
5.	Annual MSVU Pride BBQ	Connect with university	I spoke as an invited guest in the BBQ. Additionally, I used this BBQ as an opportunity to have informal meetings with IEC, IT and MSVU President.	IEC review the peer mentorship project.  I ask IT help for Tech recommendations.  Joel told us she was going to have a meeting with us about the housing project.

6.	Executive Visioning Session	Where we are and where are we going.	We have plenty of good ideas that need to be consolidated. But first we need to organize the team for better work.	SOM is in charge of this meeting.
7.	Tech Fair	Ask for help.	VP advocacy and I went to Halifax Shopping Centre to invite the companies to participate in the Tech Fair. We connected with 10 companies and have received 2 positive answers so far.	
8.	MSVU Storm-Kit Event Site Visit	Choose a location for the event.	Just Food organization previously reach us to give us Storm Kits for free for international students. We show them different locations in the university. They want to host it in the Rook.	
9.	Endowment Fund for Housing Support	Annual Bursary to support students with their housing needs.	I am working with Joel to establish an endowment fund that would allow us to give out bursaries to students for housing needs. I signed the MOU for this wonderful project.	
10.	Library & Archives & MSVUSU	Plan events together and collaborate.	<p>We had a meeting with Library Services, and we want to make different activities together.</p> <p><b>Library Streaming Video Collection -</b>  <a href="https://libguides.msvu.ca/av">https://libguides.msvu.ca/av</a></p> <p>Audio Cine Films and Criterion on Demand are the two services most likely to be of interest for pub movie nights.</p> <p><b>Library Awards -</b>  <a href="https://libguides.msvu.ca/libraryawards">https://libguides.msvu.ca/libraryawards</a></p> <p>These awards are available to undergraduate students who demonstrate outstanding skill in using information and resources located in, or accessible from, the MSVU Library, when</p>	

			<p>completing a research assignment for course credit at Mount Saint Vincent University.</p> <p>There are two awards, each worth \$360.</p> <p><b>Book of the Week</b> - with recommendations from the wider community of students, faculty, staff, and senior administrators</p>	
11.	Orientation planning committee - Catering	Orientation	Tech Fair was added. I finally have the confirmation of McCain Atrium.	
12.	Halifax Student Alliance	Third meeting	<p>We were discussing about food insecurity in a private meeting.</p> <p>I need to provide DSU with information about Faculty Strike.</p> <p>Social media collaboration.</p>	
13.	Peer Mentorship Project		I am asking SRC and staff for feedback.	