



## Students' Representative Council

Friday, February 13, 2026, 6:00 PM  
McCain Centre 201B / Microsoft Teams

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1. **Call to Order**
  2. **Land Recognition** (G. Yee)  
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**
  5. **Societies Ratifications**
    - a) MSVU Filipino Society (D. Hazelton)
    - b) BASF (Beleaf Autoimmune Support Foundation) Society (D. Hazelton)
  6. 2024's Audited Financial Statements (Strong & Associates)
  7. **Old Business**
    - a) Rook Manager Role (C. Lewis)
    - b) Administrative Assistant Role (C. Lewis)
    - c) Hiring Committee Appointments (D. Hazelton)
    - d) Canadian Federation of Students Strike - Update on Senate Amnesty (S. Zegarra)
    - e) Student Union position on Strike (S. Zegarra)
  8. **New Business**
    - a) Sexual Health Week (M. Minocha)
    - b) Constitution & Policy Planning Committee Appointments (S. Zegarra)
    - c) Equity, Diversity, Inclusion and Accessibility (EDIA) Committee Appointments (S. Zegarra)
  9. **Reports from Executives, Committees, Working Groups**
  10. **In-Camera**
  11. **Date of Next Meeting**  
Friday, March 6, 2026, 6 PM – McCain Centre 302
  12. **Adjournment**



# **MSVU Filipino Society**

Official Constitution

2026

Last revised: January 2026

### **Article I: Name**

The name of this organization shall be the Mount Saint Vincent University Filipino Society and shall hereinafter be referred to as the FS.

### **Article II: Objectives**

1. To promote the welfare of students of Filipino descent, enriching their cultural, intellectual, social, and academic experiences as they attend Mount Saint Vincent University.
2. To encourage the inclusion of both Filipinos and non-Filipinos in Filipino affairs, enhancing the appreciation for the rich cultural diversity present at Mount Saint Vincent University.
3. To promote inclusivity and diversity at Mount Saint Vincent University.

### **Article III: Membership**

1. All Mount Saint Vincent University students, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become general members of the FS.
2. A student shall be considered an active member once they have attended one meeting and one event per semester.
3. An active member shall be considered inactive following their absence from all events and meetings within one academic year (AY) or upon request.
4. An inactive member shall again be considered active immediately upon attendance of an FS event or meeting.
5. MSVU faculty, staff, alumni and other non-students are welcome to participate in events as non-voting members.
6. A member of MSVU's faculty or staff may choose to become the FS's advisor and attend Executive Council meetings in an advisory role.
7. FS will not collect general membership fees (i.e., fees not associated with an official event or fundraising cause).

### **Article IV: Executive Council**

1. Any Mount Saint Vincent University student of Filipino descent is eligible to apply for an Executive Council position, regardless of sex, age, religion, physical/mental disabilities, sexuality or political affiliation.
2. Management and authority of the general membership and standing committees shall be conducted by the Executive Council.
3. The Executive Council shall consist of:
  - A President or two co-Presidents
  - VP Operations
  - Administrator

4. Should student interest exceed the core positions listed above, or the Executive Council feel it beneficial for the FS to be managed by more executives, the Executive Council may additionally consist of the following positions:
  - Event Planner
  - First Year Representative
  - Social Media Coordinator
  - Faculty Advisor
5. These additional Executive positions may be created or dissolved at the discretion of the Executive Council.
6. In the event that these positions become vacant prior to elections, their duties will be assumed by the Executive Council indefinitely or until an election (see Article VI) is held.
7. Each Executive Council member's position will function on a fixed term.
  - a. A fixed term is defined as the length of an AY.

## **Article V: Duties**

### President or Co-Presidents

1. Shall be the chief presiding officer(s) for both Executive Council and general meetings.
2. Shall provide leadership and motivation within the group.
3. Shall enforce the constitution.
4. Shall be the liaison(s) with other societies and the MSVUSU.
5. Shall be tasked with overseeing any training of Executive members if necessary and ensuring a smooth transition between terms of Executive members.
6. Shall be responsible for final approval of planned events prior to execution.
7. Serve as authorized signatory for all FS financial transactions.
8. Serve as authorized signatory for all communications.
9. Ensures that the FS is ratified annually.

### VP Operations

1. Shall be the President's or Co-President's alternate in their absence in coordination with the Administrator.
2. Shall be responsible in cooperation with the President/Co-President(s) for making and maintaining connections with organizations outside the society such as but not limited to other societies within MSVU or at other schools and forming relationships with businesses/charities/social groups/non-profits of interest.
3. Shall be responsible for maintaining an email list of members and persons interested in the FS in cooperation with the Administrator and President(s).
4. Shall act as liaison with external groups such as those listed above in order to expand the network of the society.
5. Shall be responsible for managing the emails(s) of the FS and other societies and other MSVU groups in coordination with the President(s).
6. Shall be responsible for ensuring the effective and efficient allocation of funds in cooperation with the Administrator.

7. Shall delegate tasks for event planning purposes.

#### Administrator

1. Shall be the President's or Co-President's alternate in their absence in coordination with the VP Operations
2. Shall be responsible for maintaining agendas and minutes of the Executive Council and general meetings.
3. Shall be responsible for maintaining and updating membership lists.
4. Shall be responsible for budgetary records.
5. Shall be responsible for maintaining the FS bank account.
6. Shall be responsible for ensuring the effective and efficient allocation of funds in cooperation with the Administrator.

#### First-Year Student Representative

1. Acting as a liaison between first-year students and the FS.
2. Promoting events and meetings to the MSVU community.

#### Social Media Coordinator

1. Shall be responsible for managing the social media(s) of the FS in regard to messages, insights and social media-based interactions with other societies and MSVU groups in cooperation with the President(s).
2. Shall be responsible for maintaining a list of social media promotion ideas.
3. Shall create and post social media content.
4. Shall ensure the collection of event documentation (e.g., photos, videos).

#### Events Planner

1. Solicit feedback from members regarding their preference for activities.
2. Shall be responsible for maintaining a list of event ideas.
3. Shall create and maintain a list of event planning tasks in coordination with the VP Operations.
4. Shall ensure the efficiency and flow of events.
5. Shall coordinate any event volunteers.
6. Responsible for completing an event report and submitting the event report to the Administrator.

#### Faculty Advisor (Non-elected position)

1. Serve as counsel to the Executive Committee.
2. Vote on Executive Committee issues only to break voting deadlocks in FS elections.

#### **Article VI: Elections**

1. An election will be held for Executive Council positions in the last month of every AY, except the First Year Representative, which will be elected within the first two months of the following AY.

2. Nomination procedure: Members may nominate themselves. Other members may also nominate a member provided the nominee consents.
3. Election procedure: A simple majority (at least 51%) vote of members present determines the decision.
4. Vacant positions: If a position remains vacant, their duties will be assumed by the Executive Council indefinitely or until an election is held.
5. If an election is needed for any vacant or new Executive Council position, an election date will be decided on by the Executive Council. Any nominee for the new or vacant position will be notified at least 5 business days before the election.

### **Article VII: Impeachment**

An executive member may be removed from their position if:

- They fail to fulfill their duties or violate MSVU or MSVUSU policies.
- A motion for impeachment is submitted and seconded the majority of executive members.

### **Article VIII: Meetings**

1. FS will schedule monthly meetings during the AY.
2. Meetings will be announced with a notice of at least 3 days to ensure quorum.
3. The quorum of a general meeting of the FS shall be two-thirds of all voting members.
4. Meetings may be virtual or in-person.
5. Meeting minutes will be communicated to the other members of FS through e-mail and/or other communication tools.

### **Article IX: Events**

1. The FS is committed to planning and hosting events throughout the AY.
2. FS events will endeavor to meet the objectives described in this constitution.
3. Any events or activities that have associated costs will be the individual responsibility of attendees.

### **Article X: Audit and Finance**

1. Available funds for the FS shall come from fundraising efforts as well as sponsorship from MSVUSU and other external organizations.
2. The fiscal period of the FS shall be the AY.
3. The FS account balance shall be passed on from the present to the incoming FS Executive Committee members.
4. All purchases made on behalf of the FS must receive prior approval from the FS President/Co-presidents and the Administrator.
5. All surplus funds and purchases by the FS shall be carried over to incoming FS Executive Committee members.

6. As stipulated by the societies policy of the MSVU Student's Union, if the FS dissolves, any surplus funds shall be remitted to the Student's Union.

#### **Article XI: Constitution Amendment**

1. This constitution shall become effective upon approval by a majority of Executive members.
2. This constitution may be amended by the majority vote of the Executive Committee.
3. Proposed amendments must be submitted in writing and discussed with members.
4. This constitution shall be reviewed and evaluated by the Executive Council annually at the beginning of the AY.

## **CONSTITUTION FOR SOCIETY RATIFICATION BELEAF AUTOIMMUNE SUPPORT FOUNDATION (BASF)**

### **1. Name of Society**

The name of the society shall be Beleaf Autoimmune Support Foundation (BASF Society).

### **2. Vision Statement**

To create a community where students living with autoimmune conditions and disability would feel supported, empowered and included.

### **3. Mission Statement**

We provide education, advocacy, peer support and awareness campaigns to improve the lives of students with autoimmune conditions.

### **4. Purpose and Objectives**

The society exists to:

1. Provide support and resources for students living with autoimmune diseases.
2. Raise awareness about autoimmune conditions within the university and broader community.
3. Promote health education, advocacy and self-management strategies for autoimmune patients.
4. Organize workshops, seminars and events related to autoimmune health, wellness and mental health support.
5. Foster an inclusive environment where students of all backgrounds, abilities and identities feel welcome and supported.
6. Create a safe environment for discussion, networking and peer support.
7. Collaborate with university departments, health services and external organizations to enhance autoimmune awareness and support programs.

### **5. Membership**

Eligibility:

- Open to all Mount Saint Vincent University students, staff, and faculty interested in autoimmune health and support.
- Members must adhere to the society's rules and actively participate in its programs.

#### **Categories of Membership:**

- Active Member: Participates regularly in meetings and events; eligible to vote and hold office.
- Associate Member: Interested members who may not attend regularly may attend events and workshops but cannot vote.

#### **Membership Benefits:**

While all students may attend workshops, seminars, and awareness events, registered members of BASF benefit from:

- Participation in peer support groups and internal society initiatives.
- Networking with other students and professionals in autoimmune health.

- Opportunities to participate in advocacy, planning, and leadership activities.

## 6. Executive Committee

The society shall be governed by an Executive Committee consisting of:

1. President – Provides leadership, represents the society, and ensures objectives are met.
2. Vice President – Assists the President and assumes duties in their absence.
3. Secretary – Maintains records, meeting minutes, and correspondence.
4. Treasurer – Manages finances, fundraising, and budgeting.
5. Events & Programs Coordinator – Plans and organizes workshops, seminars, and awareness campaigns.
6. Communications & Outreach Officer – Handles social media, publicity, and member engagement.

## Elections:

- Held annually.
- Voting open to all active members.
- Each Active Member is entitled to **one (1) vote**.
- Executive officers shall be elected by a **majority vote of 50% + 1** of votes cast.
- In the event of a tie, the **President shall cast a deciding vote**.
- Officers may serve a term of **one academic year** and may be re-elected, subject to society approval.

## 7. Meetings

- Regular meetings will be held at least once a month.
- Special meetings may be called by the President or Executive Committee.
- A quorum of 50% of active members is required for decision-making.

## 8. Finances

- Membership fees **(NO FEE)** and fundraising efforts will support the society's activities.
- All funds will be managed transparently by the Treasurer and audited annually.
- Fundraising and sponsorship opportunities may include events, donations, and grants.

## 9. Conflict Resolution and Disciplinary Actions

- Disputes or violations of the code of conduct will be reviewed by the Executive Committee.
- Possible actions include a warning, temporary suspension or removal from the society.
- Members are encouraged to resolve conflicts respectfully and in accordance with society values.

## 10. Code of Conduct

Members are expected to:

- Treat all members with respect and dignity, regardless of race, ethnicity, gender identity, sexual orientation, religion or disability.
- Maintain confidentiality regarding personal health information shared within the society.
- Actively support the society's mission and initiatives.

- Promote inclusivity and ensure all members feel valued and heard.

### **11. Committees / Sub-Groups (Optional)**

The society may establish sub-committees to assist with:

- Events and workshops
- Awareness campaigns
- Research and advocacy initiatives
- Peer support programs

### **12. Annual Reports**

- The Executive Committee will present an annual report on activities, finances, and achievements to members.

### **13. Amendments**

- Amendments to the constitution require two-thirds majority vote of active members present at a general meeting.
- Proposed amendments must be communicated to members at least two weeks prior to the vote.

### **14. Dissolution**

- The society may be dissolved by a two-thirds majority vote of active members.
- Upon dissolution, any remaining funds will be donated to a charitable organization supporting autoimmune disease awareness.

### **15. Slogan**

**We can because we can!**

**We are all we got!**

**We can't be like everyone else because we are supposed to be different.**

**We would like to see who ever doubted we can, to be become proud of strangers who built a community with their voice.**

**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION**  
**Financial Statements**  
**Year Ended April 30, 2024**



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**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Index to Financial Statements****Year Ended April 30, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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### To the Members of Mount Saint Vincent Student Union Association

#### *Qualified Opinion*

We have audited the financial statements of Mount Saint Vincent Student Union Association (the "Association"), which comprise the statement of financial position as at April 30, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### *Basis for Qualified Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

The Association derives cash revenue from fundraising activities, as well as from a campus pub, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Association and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses, and cash flows from operations for the year ended April 30, 2024; current assets as at April 30, 2024; and net assets at both the beginning and end of the year ended April 30, 2024.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

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Independent Auditor's Report to the Members of Mount Saint Vincent Student Union Association  
(continued)

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Strong & Associates*

Bedford, Nova Scotia  
January 12, 2026

Chartered Professional Accountants Inc.

**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Statement of Revenues and Expenditures****Year Ended April 30, 2024**

	<b>2024</b>	2023
<b>REVENUE</b>		
Student Union Fees ( <i>Schedule 1</i> )	\$ <b>552,570</b>	\$ 511,066
Health and Dental Plan	<b>505,054</b>	524,720
Fundraising and Grants ( <i>Schedule 2</i> )	<b>12,852</b>	22,612
	<b>1,070,476</b>	1,058,398
<b>EXPENSES</b>		
Administrative Expenditures ( <i>Schedule 3</i> )	<b>591,316</b>	481,882
Health and Dental Plan	<b>505,054</b>	524,720
Society Subsidies	<b>5,154</b>	4,891
	<b>1,101,524</b>	1,011,493
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS</b>	<b>(31,048)</b>	46,905
UNAUDITED SCHEDULE OF FOOD AND BEVERAGE SERVICES ( <i>Schedule 4</i> )	<b>(42,297)</b>	(55,893)
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<b>\$ (73,345)</b>	\$ (8,988)



**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Statement of Changes in Net Assets****Year Ended April 30, 2024**

	Invested in Capital Assets	Restricted Fund	General Fund	<b>2024</b>	2023
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 81,394	\$ 39,060	\$ 667,775	\$ <b>788,229</b>	\$ 797,217
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(25,268)	(39,060)	(9,017)	<b>(73,345)</b>	(8,988)
TRANSFERS	57,412	-	(57,412)	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 113,538	\$ -	\$ 601,346	\$ <b>714,884</b>	\$ 788,229



**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Statement of Financial Position****April 30, 2024**

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash - unrestricted	\$ 72,235	\$ 65,303
Cash - restricted (Note 3)	-	39,060
Accounts receivable	3,580	221
Inventory	1,193	1,193
HST recoverable	-	15,072
Prepays and deposits	15,897	16,869
Funds in trust, Mount Saint Vincent University (Note 4)	964,522	764,088
	<b>1,057,427</b>	<b>901,806</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>113,688</b>	<b>81,392</b>
	<b>\$ 1,171,115</b>	<b>\$ 983,198</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 307,547	\$ 194,969
HST payable	1,243	-
Deferred income (Note 6)	147,441	-
	<b>456,231</b>	<b>194,969</b>
<b>NET ASSETS</b>		
General fund	601,346	667,775
Restricted fund (Note 3)	-	39,060
Invested in capital assets	113,538	81,394
	<b>714,884</b>	<b>788,229</b>
	<b>\$ 1,171,115</b>	<b>\$ 983,198</b>

**ON BEHALF OF THE MEMBERS**

\_\_\_\_\_ *Executive Member*

\_\_\_\_\_ *Executive Member*



**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Statement of Cash Flows****Year Ended April 30, 2024**

	<b>2024</b>	<b>2023</b>
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenue over expenses	\$ (73,345)	\$ (8,988)
Item not affecting cash:		
Amortization of capital assets	25,117	14,995
	<u>(48,228)</u>	<u>6,007</u>
Changes in non-cash working capital:		
Accounts receivable	(3,359)	(152)
Inventory	-	300
Accounts payable and accrued liabilities	112,577	(1,669)
Deferred income	147,441	-
Prepays and deposits	972	1,052
HST payable	16,315	229
Funds in trust, Mount Saint Vincent University	(200,433)	78,734
	<u>73,513</u>	<u>78,494</u>
Cash flow from operating activities	<u>25,285</u>	<u>84,501</u>
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	(57,412)	(67,119)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(32,127)</b>	<b>17,382</b>
Cash - beginning of year	<u>104,363</u>	<u>86,981</u>
<b>CASH - END OF YEAR</b>	<b>\$ 72,236</b>	<b>\$ 104,363</b>
<b>CASH CONSISTS OF:</b>		
Cash (unrestricted)	\$ 72,235	\$ 65,303
Cash (restricted) (Note 3)	-	39,060
	<u>\$ 72,235</u>	<u>\$ 104,363</u>



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**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Notes to Financial Statements****Year Ended April 30, 2024**

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**1. NATURE OF OPERATIONS**

Mount Saint Vincent Student Union Association (the "Association") is a Not-For-Profit organization working both for, and with, the students of Mount Saint Vincent University ("MSVU"). Elected members represent all students at the university, bringing forth concerns and issues affecting students on a daily basis. Employing upwards of 50 part-time workers, the association operates a numbers of student services including a corner store, pub, information desk, children's play centre, food bank, diversity centre, in addition to the health and dental plans. The Association also organizes and facilitates many events on campus including the annual Frosh Week activities. As a Not-For-Profit organization, the association is exempt from income tax.

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

**Revenue recognition***Contributions*

Contributions are recognized using the deferral method. Externally restricted contributions relating to expenses of the current period are recognized as received. Externally restricted contributions for expenses relating to future periods are deferred and recognized in the same period as the expenses. Contributions for the purchase of capital assets are deferred and recognized on the same basis as the amortization expense of the asset over its useful life. Internally restricted contributions are recognized as received.

*Student Union fee revenue*

Student Union fee revenues are recognized as received from MSVU, in accordance with the CPA Canada Handbook, Section 3400- Revenue. Student fee revenue is allocated to specific programs of the Student Union Association based on full-time and part-time staff working in each department. Revenues allocated to the Student Union Association have been recorded on a net basis as the Student Union Association acts as an agent in the transaction on behalf of MSVU. Gross revenues as a result of these transactions have been disclosed in schedule 1 to the financial statements.

*Health and Dental Plan*

Fees received from MSVU for insurance premiums are shown gross of the related insurance premium expense.

**Measurement uncertainty**

The preparation of the financial statements in conformity with ASNPO requires the Association's management to make estimates, assumptions and allocations that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Significant estimates include determining the useful lives of capital assets for amortization purposes and accrued liabilities. Actual results could differ from those reported.

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**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Notes to Financial Statements****Year Ended April 30, 2024****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)****Capital assets**

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates:

Computer equipment	55%
Furniture and fixtures	20%

Leasehold improvements are amortized on a straight line basis over the term of the lease.

The Association regularly reviews its capital assets whenever events or changes in circumstances indicate that the carrying amount of the asset may not be recoverable. Management did not note any indicators of impairment for the year ended, April 30, 2024,.

**Financial instruments***Initial measurement*

Financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transactions costs.

*Subsequent measurement*

At each reporting date, the Student Union Association measures its financial assets and liabilities at cost or amortized cost (less impairment in the case of financial assets), except for investments, which must be measured at fair value. The financial instruments measured at amortized cost are accounts receivable, and accounts payable and accrued liabilities.

For financial assets measured at cost or amortized cost, the Student Union regularly assesses whether there are any indications of impairment. If there is an indication of impairment and the Student Union determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of revenues and expenses. Any reversals of previously recognized impairment losses are recognized in the statement of revenue and expenses in the year the reversal occurs.

Unless otherwise noted, it is management's opinion that the Student Union is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying value, unless otherwise noted.

**3. RESTRICTED CASH**

The Association has a restricted bank balance of \$Nil (2023 - \$39,060), related to funds received for the preparation of yearbooks that never occurred. The deadline in a public notice offering refunds to those students has passed in fiscal 2024, the unclaimed funds were set up in a student bursary account with University.

**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Notes to Financial Statements****Year Ended April 30, 2024****4. FUNDS HELD IN TRUST**

Student fees received by the Association are dependent on the enrolment levels at MSVU. Student Union Association fees, Health and Dental plan premiums, as well as Orientation fees are collected by MSVU and provided to the Association. These funds are held in Trust by MSVU and are dispersed periodically throughout the year. Included in the Student Union Association Fees and the Canada Federation of Student Fees are amounts collected for summer, 2024 enrollment and have been deferred at note 6. The balance of funds held in trust represent funds collected and not yet dispersed by MSVU, net of associated expenses, are as follows:

	<u>2024</u>	<u>2023</u>
Student Union Association fees	\$ 435,965	\$ 399,897
Health and dental plan fees	410,769	262,311
Canada Federation of Student and Campaign fees	117,788	101,880
	<u>\$ 964,522</u>	<u>\$ 764,088</u>

**5. CAPITAL ASSETS**

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer equipment	\$ 15,222	\$ 14,770	\$ 452	\$ 1,005
Furniture and fixtures - Student Union	233,811	163,282	70,529	60,377
Furniture and fixtures - Corner store	12,617	12,617	-	-
Leasehold improvements - Student Union	153,265	114,333	38,932	13,726
Leasehold improvements - Pub	923	92	831	-
Furniture and fixtures - Pub	8,906	5,962	2,944	6,284
	<u>\$ 424,744</u>	<u>\$ 296,286</u>	<u>\$ 113,688</u>	<u>\$ 81,392</u>

**6. DEFERRED INCOME**

MSVU collected on behalf of the Student Union \$147,441 (2023 - \$Nil) summer student fees relating to the 2025 fiscal period.

**7. HEALTH AND DENTAL PLAN**

In September 1999, students voted to implement a health and dental plan. The premium was approved by a student referendum in conjunction with the student elections. The referendum permits increases in premiums to cover future increases in the inflation rate or claims experience. Students may increase coverage to include their families by paying an additional premium.

**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION**  
**Unaudited Schedule of Student Union Fees Income and Expenses**  
**Year Ended April 30, 2024**

(Schedule 1)

	2024	2023
<b>Income</b>		
Fees collected	\$ 567,570	\$ 526,066
Canadian Federation of Students fees held in trust	<u>52,121</u>	<u>49,112</u>
	<u>619,691</u>	<u>575,178</u>
<b>EXPENSES</b>		
Canadian Federation of Students and Campaign fees	52,121	49,112
Rent	<u>15,000</u>	<u>15,000</u>
	<u>67,121</u>	<u>64,112</u>
<b>INCOME FROM OPERATIONS</b>	<u>\$ 552,570</u>	<u>\$ 511,066</u>

**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION**

**Unaudited Schedule of Fundraising and Grant Revenue**

*(Schedule 2)*

**Year Ended April 30, 2024**

	<b>2024</b>	<b>2023</b>
Fundraising, net of donations made	<b>\$ 7,539</b>	\$ 17,374
Advertising	-	1,654
Fountain Play Centre, net of expenses	<b>3,439</b>	1,563
Information service	<b>1,056</b>	1,860
Other	<b>818</b>	161
	<b>\$ 12,852</b>	\$ 22,612

**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION**

**Unaudited Schedule of Administrative Expenditures**

**(Schedule 3)**

**Year Ended April 30, 2024**

	<b>2024</b>	<b>2023</b>
Salaries and wages	<b>\$ 392,969</b>	<b>\$ 337,766</b>
Office	<b>68,977</b>	<b>62,198</b>
Student services	<b>61,265</b>	<b>46,937</b>
Professional fees	<b>44,328</b>	<b>19,952</b>
Amortization	<b>21,685</b>	<b>13,803</b>
Interest and bank charges	<b>2,092</b>	<b>1,226</b>
	<b>\$ 591,316</b>	<b>\$ 481,882</b>



**MOUNT SAINT VINCENT STUDENT UNION ASSOCIATION****Unaudited Schedule of Food and Beverage Services****(Schedule 4)****Year Ended April 30, 2024**

	<b>2024</b>	2023
<b>REVENUE</b>	<b>\$ 21,526</b>	\$ 19,843
<b>COST OF SALES</b>	<b>8,329</b>	7,068
<b>GROSS PROFIT</b> (61%; 2023 - 64%)	<b>13,197</b>	12,775
<b>EXPENSES</b>		
Salaries and training	<b>26,025</b>	53,121
Events and entertainment	<b>18,200</b>	6,462
Supplies and miscellaneous	<b>7,804</b>	7,122
Amortization	<b>3,432</b>	1,192
Interest and bank charges	<b>33</b>	771
	<b>55,494</b>	68,668
<b>LOSS FROM OPERATIONS</b>	<b>\$ (42,297)</b>	\$ (55,893)

## Title: Rook Manager

### Purpose:

To ensure the smooth operations of the Rook Cafe and Pub with respect to regular operations, student life activities during orientation, and creating a fun, safe space for students. The Rook Manager will be tasked with the creation of a full operational plan for the Rook during their employment. This plan must ensure the profitability in line with the goals of the Student Representative Council, including an operating budget, marketing, and events plan.

### Job Classification:

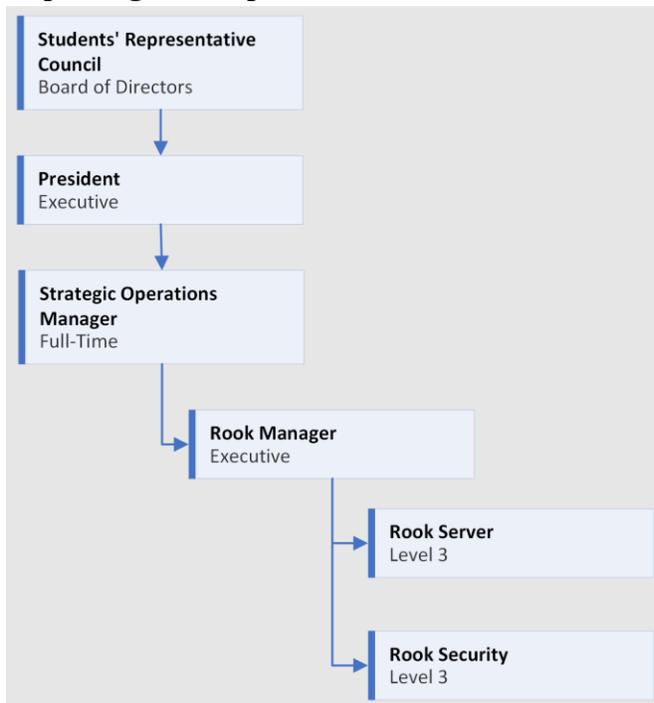
Executive

### Compensation:

Minimum +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:



## **Duties and Responsibilities:**

### *Essential Duties*

#### **Customer Service Management:**

- Ensure high levels of customer satisfaction through excellent service.
- Handle customer complaints and resolve issues promptly and efficiently.
- Promote retail offerings effectively to enhance the customer experience.

#### **Staff Management:**

- Lead by example, setting a high standard for staff behavior and performance.
- Foster a positive work environment and team culture.
- Manage the Rook and all Rook Staff, including the annual hiring process and ensuring hired staff are properly and adequately trained to work and operate service equipment.
- Schedule shifts and manage staff rosters.
- Conduct performance evaluations and provide feedback.
- Supervise staff and events at The Rook.

#### **Operations Management:**

- Oversee the execution of daytime and evening Rook operations, programming, and entertainment services to the Mount community.
- Be knowledgeable of the rules and regulations of the Rook's service licensing and ensure that both staff and patrons adhere to these requirements and standards set forth by the Government of Nova Scotia, Criminal Code, Fire Code, Healthy and Safety Regulations and any other established University regulations.
- Prepare food while maintaining high standards of food and beverage quality and presentation.
- Maintain and keep required records related to food safety, occupational health and safety, and other relevant documentation, including but not limited to food inspections, temperature logs, training records, and incident reports, as required by law and relevant organizations.
- Ensure all recipes and other Rook standard operating procedures are maintained and available in The Rook at all times.
- Take inventory and order supplies to ensure bar products are well stocked, ensuring all relevant workspaces, equipment, and supplies are in suitable shape for service.
- Foster an environment that encourages responsible consumption of alcohol by promoting safety, education, and harm reduction practices, with reasonable attention to risk and legal liability.

### **Financial Management:**

- Monitor financial performance, including sales, costs, and profits.
- Meet regularly with the Chief Financial Officer and Strategic Operations Manager.
- Prepare and manage budgets, with support from the Strategic Operations Manager.
- Implement cost control measures.

### *Other Duties*

### **Marketing and Promotion:**

- Develop and implement marketing strategies to attract new customers.
- Organize events and promotions to boost sales.
- Oversee the regular promotion of The Rook and its events, including food and beverage specials and services via email and social media platforms.
- Coordinate and promote programming events at The Rook.
- Meet weekly with the Strategic Operations Manager and Vice President Student Life to support the planning and execution of upcoming programming events.

### **Inventory Management:**

- Order and manage inventory to ensure adequate stock levels.
- Conduct regular stock takes and manage wastage.
- Receive products and ensure their proper handling.

### **Supplier Relations:**

- Establish and maintain relationships with suppliers.
- Negotiate contracts and prices to ensure cost-effectiveness.
- Ensure you have working knowledge of all contacts, suppliers, and administrative tools related to the position.

### **Facility Management:**

- Ensure the cleanliness and maintenance of the premises.
- Coordinate repairs and upgrades as needed.
- Immediately report any maintenance requests related to the facilities, including pest removal, to ensure timely resolution and minimize disruptions to operations.
- In case of equipment failures, report them promptly to the appropriate person for repair or replacement.

### *Key Responsibilities*

#### **Compliance:**

- Ensure necessary permits are obtained for events when required.
- Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies, including the university's Harassment and Discrimination Policy.
- Be aware of the lease agreement between MSVU and the MSVUSU, especially as it relates to operations of the Rook cafe and pub, and adhere to it.

#### **Reporting:**

- Prepare regular reports on financial performance, operations, and staff performance.
- Keep and cause to be kept records of Union activities and correspondence.

#### **Innovation:**

- Stay informed about industry trends and competitors.
- Introduce new ideas and improvements to enhance the customer experience and operational efficiency.
- Lead the creation and maintenance of a drink menu with alcoholic and non-alcoholic beverages and a light food menu, while facilitating new product offerings based on student demand and budget.

#### **Governance and Service:**

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 **Executive Committee** as an alternate member to the SOM, when required, 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.

### **Required Qualifications:**

Persons in this position must be over the age of 19 and be able to pass an enhanced criminal record check, as this role involves the sale and service of alcohol.

#### *Education*

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

Hold or be able to obtain Serve Right Manager certification, Advanced Food Safety Certification, First Aid and CPR/AED certification, Mental Health First Aid.

Have taken or be willing to take Bystander Intervention Training, Naloxone training and any other training or certification as may be deemed appropriate by the MSVUSU or become required by law.

#### *Experience*

Minimum 1 year experience with commercial food preparation, beverages and mixology, including traditional cocktails and new, on-trend beverages service industry or customer service required.

Experience in staff management and supervision.

#### *Knowledge, Skill and Abilities*

Minimum intermediate level proficiency in all Microsoft Office applications including Word, Excel, PowerPoint and Outlook.

Be able to deal effectively with difficult situations and individuals and work in a fast-paced environment.

Be an organized and initiative-driven individual able to multi-task.

Provide excellent customer service and understand the importance of confidentiality.

Proficiency in social media platforms.

Strong communication skills, both written and verbal.

Ability to independently learn operations, procedures, processes and use of equipment.

Ability to stand, walk, bend, etc for extended periods and lift up to 60 lbs.

#### *Behavioural Competencies*

The Rook Manager must possess developed professional skills and behavior, including the ability to lead a team and provide effective supervision and exceptional skills in customer service and business management.

Strong interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, volunteers, and clients.

Adaptability and flexibility to respond to changing situations and priorities.

Demonstrated integrity and ability to maintain confidentiality.

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

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

The Rook is a cafe and pub located at Mount Saint Vincent University (MSVU) in Halifax, Nova Scotia, Canada. The establishment is committed to positive consent culture and harm reduction, which are values that promote a safe and respectful environment for all patrons and staff. The pub serves a mix of alcoholic and non-alcoholic beverages.

The Rook has a cozy and relaxed atmosphere with comfortable seating. The decor features a mix of modern and vintage elements, creating a unique and inviting space for students, faculty, and staff of MSVU to socialize, study, and relax. The Rook offers various food and beverage specials and hosts programming events, such as open mic nights, trivia nights, and live music performances.

People in this position will be standing for extended periods, need to bend and stretch, be exposed to noise and high volume, and be dealing with potentially difficult customers.

Persons in this position will need to intervene when customers exhibit inappropriate behaviour.

## Title: Rook Assistant Manager

### Purpose:

The purpose of the Rook Assistant Manager is to assist in the smooth operation of The Rook Cafe and Pub by supervising staff, overseeing events, receiving and handling products, preparing food, providing excellent customer service, promoting retail offerings, and ensuring regular promotion of the establishment and any other food service initiatives identified or initiated through the course of their employment.

### Job Classification:

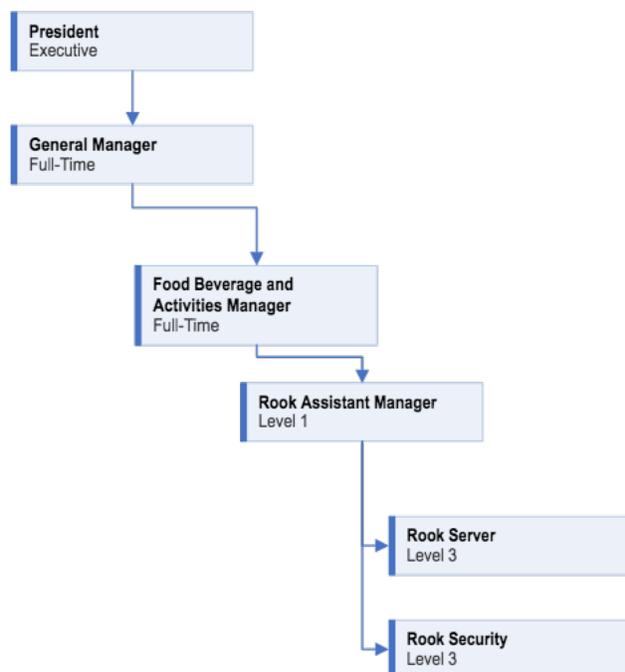
Level 1

### Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 16%.

This position is part-time, with a maximum of 15 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:



### Duties and Responsibilities:

#### *Essential Duties*

Meet weekly with the Food, Beverage and Activities Manager and Vice President Student Life to support the planning and execution of the upcoming programming events.

Ensure you have working knowledge of all contacts, suppliers and administrative tools related to the position.

Assist in the execution of daytime and evening Rook operations, programming and entertainment services to the Mount community.

Assist with inventory management, food handling/receiving, and customer service at The Rook.

Coordinate and promote programming events at The Rook.

*Other Duties*

None

*Key Responsibilities*

Participate in job shadowing with outgoing Rook Assistant Manager when possible.

Ensure regular promotion of the Rook and any other food service initiatives identified or initiated through the course of your employment.

Oversee the regular promotion of food and beverage specials and services via campus print media, email, and social media platforms.

Supervise staff and events at The Rook.

Receive products and ensure their proper handling.

Provide excellent customer service and promote retail offerings.

Prepare and handle food.

Maintain and keep required records related to food safety, occupational health and safety, and other relevant documentation, including but not limited to food inspections, temperature logs, training records, and incident reports, as required by law and relevant organizations.

Immediately report any maintenance requests related to the facilities, including pest removal, to ensure timely resolution and minimize disruptions to soup kitchen operations. In case of equipment failures, report them promptly to the appropriate person for repair or replacement.

Ensure all recipes and other Rook standard operating procedures and are maintained and available in The Rook at all times.

*Governance and Service*

Attend monthly service managers meetings and collaborate with other services on projects as appropriate.

Be willing to participate in other committees or working groups as needed.

Assist the Food Beverage and Activities Manager in preparing service reports as necessary, including before each Students' Representative Council meeting, and before the semi-annual and annual general meetings.

Assist the Food Beverage and Activities Manager in implementing the strategic plan by evaluating the Rook service and identifying areas that require improvement to meet the plan's objectives.

**Required Qualifications:**

Persons in this position must be over the age of 19 and be able to pass an enhanced criminal record check, as this role involves the sale and service of alcohol.

### *Education*

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

Hold or be able to obtain Serve Right certification, Advanced Food Safety certification, First Aid and CPR/AED certification, Mental Health First Aid.

Have taken or be willing to take Bystander Intervention Training, and any other training or certification as may be deemed appropriate by the MSVUSU, or become required by Law.

### *Experience*

At least 1 year of experience with commercial food preparation, mixology, service industry or customer service required.

Experience in staff management and supervision.

### *Knowledge, Skill and Abilities*

Be able to deal effectively with difficult situations and individuals and work in a fast-paced environment.

Be an organized and initiative-driven individual able to multi-task.

Provide excellent customer service that includes being non-judgmental and understanding the importance of confidentiality.

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

Strong communication skills, both written and verbal.

Ability to independently learn operations, procedures, processes and use of equipment.

Ability to stand, walk, bend, etc for extended periods and lift up to 25 lbs

### *Behavioural Competencies*

The Rook Assistant Manager must possess developed professional skills and behavior, including the ability to lead a team and provide effective supervision.

Strong interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, volunteers, and clients.

Adaptability and flexibility to respond to changing situations and priorities.

Demonstrated integrity and ability to maintain confidentiality.

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

### **Preferred Qualifications:**

Post-secondary education in the areas of tourism and hospitality management, business management, culinary arts, mixology or related field.

Previous experience working as a supervisor or manager in a café or pub setting.

Previous experience working in harm reduction, sexual violence prevention, or working with diverse communities.

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

The Rook is a cafe and pub located at Mount Saint Vincent University (MSVU) in Halifax, Nova Scotia, Canada. The establishment is committed to positive consent culture and harm reduction, which are values that promote a safe and respectful environment for all patrons and staff. The cafe serves JustUs products, including coffee and tea, as well as a mix of alcoholic and non-alcoholic beverages. During the day, The Rook operates as a cafe, and in the evening, it transforms into a pub.

The Rook has a cozy and relaxed atmosphere with comfortable seating and an outdoor patio area. The decor features a mix of modern and vintage elements, creating a unique and inviting space for students, faculty, and staff of MSVU to socialize, study, and relax. The Rook offers various food and beverage specials and hosts programming events, such as open mic nights, trivia nights, and live music performances.

People in this position will be standing for extended periods, need to bend and stretch, be exposed to noise and high volume, and be dealing with potentially difficult customers. This establishment serves alcohol, and so some customers will be inebriated, and may do or say inappropriate things. Persons in this position will need to intervene when customers exhibit inappropriate behaviour. Training is provided on how to do this in an appropriate way. This can be stressful.

-

**To: Mount Saint Vincent University Students' Representative Council**

**Date: January 29, 2026**

**From: Strategic Operations Manager**

## **Recommendation for Administrative Assistant and Governance Secretary Role Restructure**

### **Background**

The job description of the Administrative Assistant and Governance Secretary (*Attached in Appendix A*) was approved by council in March/ April 2024. This was a new role, that was created within the Organisational Structure.

The job description was then amended in August 2025 (*Attached in Appendix B*). The job description evolved for numerous reasons:

1. To provide more detail to existing duties.
2. To close gaps that were created due to the absence of a Strategic Operations Manager.
3. To incorporate responsibilities, that were a natural progression due to individual within the role at the time – i.e. Special Projects that involved the individual who previously held an Executive role.

Granted that the role is currently vacant, I would like to recommend that an evaluation of the role be completed, in order to restore the role to its core administrative function; remove responsibility creep; and improve continuity, proposing the following changes:

### **1. Main Amendments to Job Description (*Attached in Appendix C*)**

- Maintain the original purpose (governance administration, meetings, minutes, records, FOIPOP support).
- Standardise scheduling, agendas, and minute-taking across ALL committees and general meetings.
- Talent acquisition: change from “manage/lead” to “assist”. Remove the responsibility as chair of hiring committees.
- Remove AAGS from hiring and onboarding of the Elections Coordinator, formally establish a Hiring Committee (recommendation based on constitution - President, VP Communications, SOM).
- SOM to serve as non-voting Chair of the Elections Committee meetings concerning Elections Coordinator Honorarium and the AAGS supports administratively where needed.
- Remove AAGS from reporting/ making recommendation to SRC regarding elections. Assign responsibility to VP Comms & Elections Coordinator (with assistance from SOM as needed).

- Move Housing Bursary leadership to VP Graduate & Research Affairs with SOM to support onboarding/continuity as needed.
- Under “Other Duties”: change phrasing from “leads and oversees special initiatives and projects” to “assist in special initiatives and projects”.
- FOIPOP responsibility is delegated from SOM

## 2. Required Governance Amendments

- **By-Law I — Elections & Referenda:**
  - Hiring of Elections Coordinator: Replace “President and Administrative Assistant & Governance Secretary” with “Hiring Committee consisting of President, Vice-President Communications, and Strategic Operations Manager.”
  - Liaison: Add “Strategic Operations Manager” alongside AAGS as permissible counsel
  - Interpretation: Replace with “Strategic Operations Manager” as permissible counsel (as an alternative to the President);
  - Remove AAGS as Elections Committee Vice-Chair.
  - Update title to the new role name (Administrative Assistant/Coordinator).
  - Replace AAGS with SOM where it states “6.2. Position specific eligibility is as follows: President: any member of the MSVUSU recognized as entering their third year of study or higher; and must have extensive experience working with and for the Students’ Union, or other such relevant experience, as determined by the Elections Coordinator and/or the MSVUSU Administrative Assistant & Governance Secretary;”
  - Replace AAGS with SOM where it states “10. Violation of Campaign Rules 10.1. The Elections Committee, or if necessary, the MSVUSU Administrative Assistant & Governance Secretary, shall have the authority to enforce the provisions of this By-Law.”
  - Remove AAGS where it states “10.7.6.1. If disqualification is deemed necessary by the Elections Coordinator, the Administrative Assistant & Governance Secretary and/or the Elections Committee must be consulted and will be able to question their decision”
- **By-Law III — Committee Terms of Reference:**
  - CPP fallback chair: Replace AAGS with Strategic Operations Manager on committee and as fallback chair if President cannot serve and no other Executive member is available.
  - Elections Committee membership: Replace AAGS as Vice-Chair with VP Comms and add SOM as a non-voting member.
- **By-Law V — Attendance & Removal of SRC Members:**
  - Update title to the new role name (Administrative Assistant/Coordinator).
- **By-Law VII — Contracts and Agreements:**
  - Update title to the new role name (Administrative Assistant/Coordinator).
- **Policy IX — Distribution of MSVU Students’ Union Council Materials:**

- Amend “Recording Secretary” to the new role name (Administrative Assistant/Coordinator).
- **Policy XI — Records Management:**
  - Amend “Recording Secretary” to the new role name (Administrative Assistant/Coordinator).
- **Policy XIX — Student Representation:**
  - Update title to the new role name (Administrative Assistant/Coordinator).
  -

**3. Proposed Hiring timeline**

<b>Milestone</b>	<b>Start Date</b>	<b>End Date</b>
Administrative Assistant Advertising	Monday, February 16, 2026	Monday, March 9, 2026
Application Review	Monday, March 9, 2026	Monday, March 16, 2026
Interview Scheduling	Monday, March 16, 2026	Monday, March 23, 2026
Interviews	Monday, March 23, 2026	Monday, March 30, 2026
Debriefings	Monday, March 30, 2026	Monday, April 6, 2026
Inform Candidates and Create Staffing Record	Monday, April 6, 2026	Monday, April 13, 2026

**4. Implementation Plan**

- Hiring Committee Composition: To be decided by SRC
- Council approval of changes - Update job title and description
- Table motions to amend Constitution, By-Laws and Policies;

## **Appendix A**

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

#### **Purpose:**

The purpose of the Administrative Assistant and Governance Secretary is to provide day-to-day support in scheduling meetings, maintaining committee meeting minutes, and maintaining governance records. This role also involves responding to requests under the Freedom of Information and Protection of Privacy Act (FOIPOP).

#### **Job Classification:**

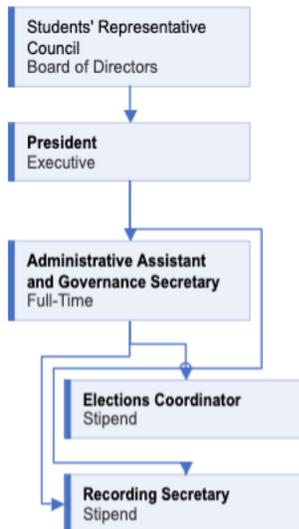
Full-Time

#### **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 recording secretary and Elections Coordinator.



#### **Duties and Responsibilities:**

##### *Essential Duties*

Schedule committee meetings, ensuring each committee is meeting at its required minimum frequency and maximizing the availability of committee members.

Prepare meeting agendas and meeting minutes for committee meetings, in consultation with the committee chair.

Prepare draft committee reports for general meetings, which are considered and subsequently approved by the committee before each annual general meeting and semi-annual general meeting.

Ensure all committee meeting minutes and students' representative council meeting minutes are stored in an organized and accessible file and that all public minutes are published and up to date on the MSVUSU website.

Maintain up-to-date copies of the constitution, by-laws, and policy documents, ensuring organizational operations are compliant.

Maintain a minute book for the MSVUSU.

Ensure records of financial audits and annual budgets are published on the MSVUSU website as soon as the Student Representative Council approves them.

Order, store and secure all office supplies for the MSVUSU office.

Supports recording secretary in preparing and approving council meeting agendas and minutes in consultation with the speaker.

#### *Other Duties*

Elections: Support the Elections Coordinator with candidate eligibility checks, liaising with IT for voting system efficiency, and interpreting governance documents related to elections.

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.

Facilitate scheduling for hiring interviews and hiring committee meetings 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 all 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.

#### **Required Qualifications:**

##### *Education*

Candidate must have a 2-year business administration or paralegal diploma.

### *Experience*

One year of relevant experience through work placement, employment, or other means.

### *Knowledge, Skill and Abilities*

You have superior interpersonal and communication skills.

You are a motivated team player and independent thinker with excellent writing skills and an ability to build effective relationships with internal and external stakeholders.

You are comfortable managing multiple requests, meeting deadlines, and collaborating with faculty and staff to develop solutions.

Candidates should be proficient in using the Microsoft Office Suite (Excel, Word, PowerPoint), social media platforms, and website platforms such as Wix.

### *Organized*

Project management

### *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.

## Appendix B

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

#### **Purpose:**

The purpose of the Administrative Assistant and Governance Secretary is to provide day-to-day support in scheduling meetings, maintaining committee meeting minutes, and maintaining governance records. This role supports the organisation in functioning effectively by coordinating governance processes, documenting council and general meetings, supporting both cyclical and special initiatives (such as elections and the talent-acquisition cycles). This role also involves responding to requests under the Freedom of Information and Protection of Privacy Act (FOIPOP).

#### **Job Classification:**

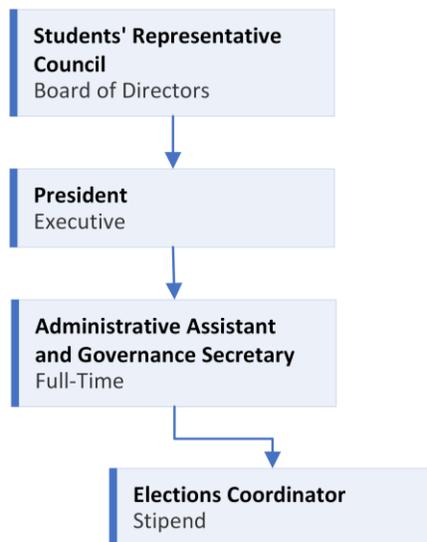
Full-Time

#### **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., ~~ensuring each committee is meeting at its required minimum frequency and maximizing the availability of committee members.~~

Prepare meeting agendas of all Students' Representative Council (SRC) meetings and Executive, Student Executive, Elections, Budget and Human Resource Committee meeting minutes for committee meetings, in consultation with the committee chair.

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

Prepare distribution packages for ~~draft committee reports for~~ Students' Representative Council (SRC) meetings and General meetings, ~~which are considered and subsequently approved by the committee before each annual general meeting and semi-annual general meeting.~~

Ensure all committee meeting minutes and students' representative council meeting minutes are stored in an organized and accessible file.

Collaborate with Vice President Communications to ensure ~~and~~ that all public minutes are published and 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 (SRC) and General meeting packages.

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

Manage 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 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, ~~(smt like from~~ 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.

Hire Elections Coordinator in collaboration with President and Vice President Communications and provide ongoing support with elections 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 cycle.

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.

~~Maintain up-to-date copies of the constitution, by laws, and policy documents, ensuring organizational operations are compliant.~~

~~Maintain a minute book for the MSVUSU.~~

~~Ensure records of financial audits and annual budgets are published on the MSVUSU website as soon as the Student Representative Council approves them.~~

~~Order, store and secure all office supplies for the MSVUSU office.~~

~~Supports recording secretary in preparing and approving council meeting agendas and minutes in consultation with the speaker.~~

#### *Other Duties*

Leads and oversees 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.

#### *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.

### **Required Qualifications:**

#### *Education*

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

#### *Experience*

Two years of relevant experience through work placement, employment, or other means.

#### *Knowledge, Skill and Abilities*

You have superior interpersonal and communication skills.

You are a motivated team player and independent thinker with excellent writing skills and an ability to build effective relationships with internal and external stakeholders.

You are comfortable managing multiple requests, meeting deadlines, and collaborating with faculty and staff to develop solutions.

Candidates should be proficient in using the Microsoft Office Suite (Excel, Word, PowerPoint), social media platforms, and website platforms such as Wix.

Organized

Project management

#### *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.

## Appendix C

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

#### **Purpose:**

The purpose of the Administrative Assistant and Governance Secretary is to ensure the Student Representative Council 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.



## **Duties and Responsibilities:**

### *Essential Duties*

Schedule committee meetings, in consultation with the committee chairs, ensuring each committee is meeting at its required minimum frequency and maximizing the availability of committee members.

Prepare meeting agendas for required committee meetings and all Students' Representative Council (SRC) meetings, in consultation with the committee chair.

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

Prepare distribution packages for committee reports for Students' Representative Council (SRC) meetings and General meetings.

Ensure required committee meeting minutes and students' representative council meeting minutes are stored in an organized and accessible file.

Collaborate with Vice President Communications to ensure that all public minutes are published and 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 (SRC) and General meeting packages.

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

Assist in the 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: Once staffing requirements are established, create hiring timelines, engage with external stakeholders and eligible students for open positions (independently and in collaboration with Vice President Communications).

Hiring committee administration: Communicate with participants of the hiring committees, coordinate hiring committee compositions and meetings, and record debriefings.

Application administration 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 administration: 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.

Support in the hiring of the Elections Coordinator in collaboration with President and Vice President Communications and provide ongoing support with elections related functions. This includes:

Onboard and offboard Elections Coordinator: Collaborate with Strategic Operations Manager to facilitate the completion of all necessary paperwork. Conduct exit interviews to gather feedback.

Elections committee: Assist in the development of Elections Committee meeting schedule and coordinate logistics as needed.

Project support and guidance: Serve as secondary resource and point of contact for candidates.

Keep a record of recommendations from elections coordinators and advise council on any recurring recommendations.

Maintain up-to-date copies of the constitution, by-laws, and policy documents, ensuring organizational operations are compliant.

Maintain a minute book for the MSVUSU.

Ensure records of financial audits and annual budgets are published on the MSVUSU website as soon as the Student Representative Council approves them.

### *Other Duties*

Assist with special initiatives and projects monitoring progress against timelines, and adapting plans as needed to ensure successful outcomes.

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

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 with the SOM. 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 records of Union activities and correspondence.

Maintain accountability to student body, executive, and student services.

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 changes to them. This includes identifying additional changes required when one change is made to ensure consistent and non-conflicting governing documents.

### **Required Qualifications:**

#### *Education*

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

#### *Experience*

Two years of relevant experience through work placement, employment, or other means.

#### *Knowledge, Skill and Abilities*

You have superior interpersonal and communication skills.

You are a motivated team player and independent thinker with excellent writing skills and an ability to build effective relationships with internal and external stakeholders.

You are comfortable managing multiple requests, meeting deadlines, and collaborating with faculty and staff to develop solutions.

You are committed to continuous improvement of administrative processes.

Candidates should be proficient in using the Microsoft Office Suite (Excel, Word, PowerPoint), social media platforms, and website platforms such as Wix.

Organized

Project management

### *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, 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.

## MOTION FOR SENATE

### MOTION:

BE IT RESOLVED THAT the Senate formally recognizes the upcoming province-wide student strike (March 16-21, 2026) as an exercise of fundamental freedoms of expression and association;

BE IT FURTHER RESOLVED THAT the Senate mandate "Academic Amnesty and Flexibility" for the duration of the strike action (March 16-21, 2026) to ensure that no student is penalized for their participation. This mandate shall require faculty to:

- Reschedule all midterms, presentations, and in-class assessments scheduled for the strike period for participating students;
- Grant automatic extensions on assignments due during this period without requiring medical documentation;
- Refrain from using attendance or participation marks as a disciplinary tool against striking students;
- Ensure that International Students and Graduate Students are provided with specific written assurances that their participation will not be reported as a "failure to pursue studies" or lead to a loss of funding.

BE IT FURTHER RESOLVED THAT the following conditions apply:

- Protections apply only to academic obligations scheduled between March 16-21, 2026;
- Amnesty applies to students participating in strike-related activities during the recognized dates;
- Students remain responsible for completing all course learning outcomes and revised requirements;
- Protections do not extend to conduct involving violence, harassment, intimidation, destruction of property, or obstruction of essential university operations, as defined in university policy;

BE IT FURTHER RESOLVED THAT student seeking accommodation under this motion shall:

- Notify affected instructors via official university email, preferably at least 24 hours in advance where reasonably possible;
- Not be required to submit documentary proof of attendance at strikes activities.

### RATIONALE

#### 1. Addressing the Provincial Legislative Context (Bill 12)

Recent legislative shifts in Nova Scotia, specifically the amendments to the Universities Accountability and Sustainability Act (Bill 12), have significantly increased provincial government oversight of university strategic mandates and financial health. As the CFS report argues, this increased "government control" strengthens the argument that the Canadian Charter of Rights and Freedoms applies to our campus. The Senate has a proactive duty to uphold Charter values, specifically Freedom

of Expression and Freedom of Association, to avoid potential legal challenges and to protect the university's integrity as a site of democratic engagement.

## **2. Duty of Care for Vulnerable Populations**

We must acknowledge that a strike does not impact all students equally.

- International Students: Under current immigration directives, these students are in a precarious position where their status depends on "actively pursuing" studies. Without a formal Senate motion for flexibility, international students face the disproportionate risk of jeopardizing their right to remain in Canada if their participation is viewed as an "unauthorized absence."
- Graduate Students: For those who rely on stipends and funding, the threat of disciplinary action under the Student Code of Conduct could lead to financial ruin. This motion provides a "buffer" for these students, as suggested in the CFS report, ensuring numbers involved are not targeted individually.

## **3. Re-evaluating the Student Code of Conduct**

The MSVU Student Code of Conduct should not be used as a "dagger" to discipline students for collective action. By passing this motion, the Senate establishes a new standard of "reasonableness." It clarifies that participation in a province-wide movement for education affordability is a legitimate exercise of a student's role in society, rather than a breach of the "privilege" of attending the university.

## **4. Precedent of Amnesty**

During previous provincial "Days of Action" and past faculty labor disputes (including the 2024 faculty strike), the Senate and Administration successfully implemented "Academic Amnesty" and flexibility protocols. These precedents demonstrate that the University possesses the administrative framework to accommodate large-scale student absence without compromising the rigorous standards of our degree programs.

## **5. MSVUSU's Role as a Safeguard**

While the MSVUSU is not an organizing body of this strike, our mandate is to represent the best interests and safety of all students. Historical precedents (such as the 2012 Québec strikes) show that when institutions fail to provide clear pathways for flexibility, it leads to increased tension and legal conflict. We are moving this motion to ensure MSVU remains a leader in student-centered governance by choosing collaboration over discipline.

## STATEMENT TO THE STUDENT BODY

Dear Students,

After careful consideration of the Canadian Federation of Students Nova Scotia (CFS-NS) call for a province-wide strike in March 2026, the Mount Saint Vincent University Students' Union (MSVUSU) has made the difficult decision not to participate. While we stand in solidarity with the fight for affordable education, abolition of differential fees for international students, and divestment, our priority must be the immediate well-being and legal safety of our own students. Our decision is based on three critical factors:

### 1. **Chronic Strike Fatigue and Mental Health**

Our campus has only just begun to recover from the successive faculty strikes in 2024 and 2025.

**The Academic Toll:** The previous disruptions led to a record number of academic appeals and "Incomplete" grades that students are still struggling to resolve.

**The Mental Health Crisis:** We have seen a significant spike in student anxiety resulting from frequent study interruptions. These strikes have caused students undue stress about courses and graduation, and we do not feel that we can ask students to strike in good conscience. We all need a period of academic peace to heal.

### 2. **Unprotected Risks for International Students**

The MSVUSU is deeply concerned that the CFS strike framework does not sufficiently protect International Students.

**Study Permit Compliance:** IRCC (Immigration, Refugees and Citizenship Canada) requires international students to maintain "actively pursuing studies" status. Unlike faculty strikes (which are beyond a student's control), a voluntary "student strike" is a legal grey area, which could lead to a study permit being revoked.

**Lack of Safeguards:** Currently, there are no provincial guarantees that participating in a walkout won't jeopardize a student's Post-Graduation Work Permit (PGWP) eligibility. We refuse to ask our international peers to risk their legal status in Canada for a symbolic gesture.

### 3. **Financial Inequity: Paying for Silence**

A student strike involves "withdrawing academic labour", essentially, students stop attending class. However, tuition remains paid.

Given that MSVU has recently ratified new contracts with full-time and part-time, the university is legally obligated to provide classes. If students strike now, the university keeps the tuition money while students lose the instruction they paid for. Following the financial strain of the previous strikes, we believe students deserve to receive the full value of the semester they are currently funding.

## **Our Position**

The MSVUSU will continue to lobby the provincial government for tuition caps and international student healthcare through diplomatic channels and meetings with the Department of Advanced Education. We will fight for you at the boardroom table so that you don't have to sacrifice your degree or your mental health at the picket line.

## FAQ: International Student Rights & the March 2026 Strike

This FAQ is designed to address the specific concerns of our international student community regarding the CFS strike call and MSVUSU's decision to opt out.

### 1. How does a "Student Strike" differ from the faculty strikes we just had?

In the Faculty and Staff strikes (late 2025/Jan 2026), the university was physically or operationally closed. Because the disruption was "out of your control," IRCC (Immigration, Refugees and Citizenship Canada) generally protects your status.

In a Student Strike, classes are still happening, but students choose to walk out. This is considered a voluntary absence. If you stop attending, you risk being marked as "not actively pursuing studies," which is a requirement for your Study Permit.

### 2. Will my Post-Graduation Work Permit (PGWP) be at risk?

To be eligible for a PGWP, you must maintain continuous full-time enrollment during every academic semester.

The Risk: A voluntary strike that leads to a failed course or a significant gap in your attendance record can be flagged during the PGWP application process.

MSVUSU's Stance: We are not willing to ask you to risk your future career and residency in Canada for a protest that lacks a legal "safety net" for non-citizens.

### 3. I am still dealing with an Academic Appeal from the last strike. Will this help?

No. Participating in another disruption would likely complicate existing appeals.

Many students are currently navigating Academic Appeals due to the anxiety and scheduling chaos of the previous labor disputes. Adding a new strike to your record while an appeal is pending could weaken your case for "unforeseen circumstances," as this strike would be a choice.

### 4. What about my mental health? I can't handle more uncertainty.

We hear you. The term "Strike Fatigue" is real. After the anxiety of the 2025 disruptions, our community needs academic peace.

International students often face higher pressure to succeed due to higher tuition costs and family expectations. By opting out, MSVUSU ensures that your midterms, finals, and graduation timelines remain predictable and stable.

### 5. Can I still support the CFS goals without striking?

We are asking CFS for more information. We will share the information via email and social media as soon as they get back to us.

**Note:** If you are feeling overwhelmed or anxious about your academic standing or visa status, please reach out to the International Student Centre or the MSVUSU Advocacy Office immediately.