



Students' Representative Council

Friday, March 6, 2026, 6:00 PM
McCain Centre 302 / 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 Rodeo Society (D. Hazelton)
 6. Feed Nova Scotia (D. Goldberg)
 7. **Old Business**
 - a) Rook Manager Role – Second Reading (C. Lewis)
 8. **New Business**
 - a) Student Union 2026 – 2027 Budget (N. Sam)
 - b) Organizational Chart Update (C. Lewis)
 - c) Student Union position – New Budget Cuts for Post-Secondary Education (S. Zegarra)
 9. **Reports from Executives, Committees, Working Groups**
 10. **In-Camera**
 11. **Date of Next Meeting**
Friday, March 27, 2026, 6 PM – McCain Centre 201B
 12. **Adjournment**

MSVU Rodeo Society — Constitution

Article 1 — Name

1.1 The name of the organization is the MSVU Rodeo Society.

1.2 The Society may operate publicly as the MSVU Rodeo Team.

Article 2 — Purpose

2.1 Society exists to:

a) Promote the sport, skills, and culture of rodeo at MSVU in a safe, inclusive, and educational environment.

b) Provide opportunities for competitive and recreational involvement, including practices, clinics, and exhibitions.

c) Build teamwork, leadership, and community engagement among students.

d) Comply with all applicable MSVUSU and MSVU governing documents, policies, and procedures.

Article 3 — Membership

3.1 Eligibility. Membership is open to all current MSVU students.

3.2 Good Standing. Members remain in good standing by abiding by this Constitution and policies.

3.3 Dues. The Executive may propose membership dues, subject to approval.

3.4 Revocation of Membership. May occur by a two-thirds vote after notice and opportunity to be heard.

Article 4 — Executive Officers

4.1 Officers: President, VP Competitive Programs, VP Recreation & Clinics, Treasurer, Secretary, Communications & Risk Officer.

4.2 Term. Officers serve until the next AGM.

4.3 Signing Officers. Any two of: President, Treasurer, or one designated Officer.

4.4 Compensation. Officers serve without remuneration but may be reimbursed for approved expenses.

Article 5 — Meetings

5.1 General Meetings: Every 2 weeks

5.2 Notice: 7 days.

5.4 Voting: Simple majority.

5.5 Executive Meetings: Monthly.

Article 6 — Nominations & Elections

6.1 Elections occur by March 31.

6.2 Eligibility: Any voting member.

6.3 Nominations open 7 days in advance.

6.4 Ballots are secret; plurality wins.

6.5 Ties resolved by runoff.

6.6 Unfilled positions: By-election within 14 days.

Article 7 — Vacancies & Removal

7.1 Vacancies occur upon resignation, removal, or inability to serve.

7.2 Filled via by-election.

7.3 Removal requires 2/3 vote with notice.

Article 8 — Finance & Audit

8.1 Sources: dues, fundraising, grants.

8.2 Fiscal period: May 1 – April 30.

8.3 Budget presented by Treasurer.

8.4 Financial records maintained.

8.5 Audit required if fees are collected.

8.6 Surplus carries over.

8.7 Dissolution: Surplus remitted to MSVUSU.

8.8 Spending: Two signing officers required.

Article 9 — Events, Risk, and Conduct

9.1 Event notification: 3 weeks.

9.2 Compliance with alcohol and high-risk policies.

9.3 Respectful environment.

9.4 No affiliation with prohibited organizations.

Article 10 — Communications & Transparency

10.1 Agendas and minutes shared.

10.2 Executive roster filed with MSVUSU.

10.3 Communications managed by Communications & Risk Officer.

Article 11 — Amendments

11.1 Notice: 7 days.

11.2 Require 2/3 majority.

11.3 Amendments filed with MSVUSU.

Article 12 — Precedence

12.1 MSVUSU/University policies take precedence.

Article 13 — Interpretation & Effective Date

13.1 Headings do not affect interpretation.

13.2 Effective upon adoption.

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:

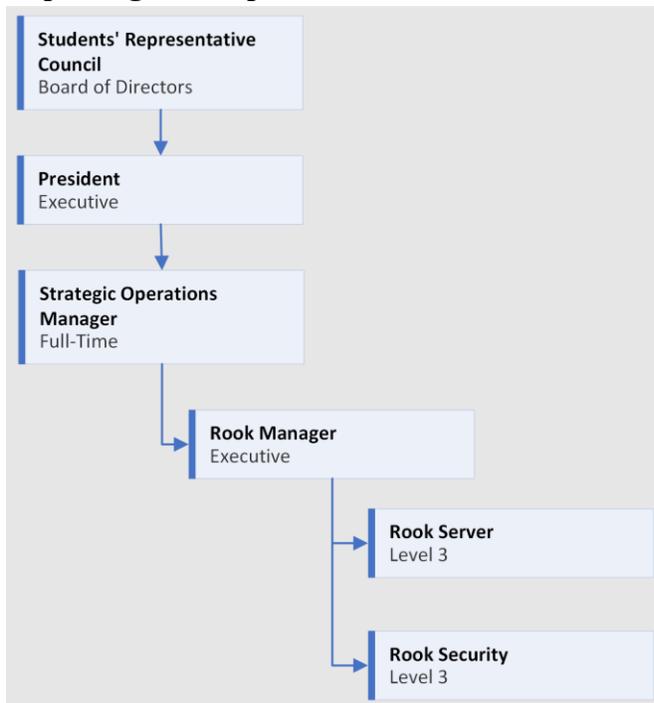
Executive

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.

