Brescia University College Students’ Council

**Ordinary and Resource Member Terms of Reference**

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**EFFECTIVE:** September 2020 **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2022

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**RELATED DOCUMENTS:** By-law #1 **Page 1 of 19**

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**PREAMBLE**

The Brescia University College Students’ Council (BUCSC) recognizes the impact held by our student volunteers and knows our Ordinary members, Resource members and ex-officio members are an integral component in our success. The Ordinary members and Resource members must act in a manner consistent with the values and principles of the BUCSC; that is, responsible, transparent and accountable leaders working to address student needs, build community and facilitate student involvement.

**1. SCOPE**

**1.1**  This document articulates the rights and responsibilities that comes with holding an Ordinary membership or acting as a Resource Member or ex-officio Member within the BUCSC.

**2.**  **DEFINITIONS**

**2.1** “*Ordinary Member*” is a voting member on the BUCSC.

**2.2** “*Resource Member*” is a non-voting member on the BUCSC.

**2.3**  “ex-officio Member” is a member by virtue of their office and may be voting or non-voting

**3. GENERAL**

**3.1** Each Associate, Commissioner and Representative shall be fully responsible to council for their activities, including:

1. Adherence to all BUCSC By-Laws, Policies, Procedures and other documents;
2. Adherence to the Brescia University College (BUC) Student Code of Conduct, and all Federal, Provincial and Federal laws;
3. Preparation of a budget pertaining to their portfolio at the request of the Vice-President Finance and Governance (VPFG) ;
	1. Members will be responsible for informing the VPFG if their events will/won’t be academic, athletic, or career focused. This must be done by Summer Training (June).
4. Preparation of interim and year-end reports summarizing their activities:
	1. The schedule and structure of interim and year-end reports shall follow the BUCSC Interim and Final Reports Procedure, and the BUCSC Interim and Final Report Template.
5. Assistance in the hiring (if requested) and transition with the incoming Member [as applicable]:
	1. As per By-Law #2, the Member may not participate in the hiring of the incoming Member if the Member is seeking another position in the same election period;
	2. These responsibilities may include, but are not limited to, meeting with the incoming Member to discuss their year-end report and budget.
6. Compliance with the general duties of membership, as defined by the BUCSC Attendance Policy:
	1. Shall attend one (1) mandatory Standing Committee Meeting prior to each General Meeting of Council as scheduled by the Standing Committee Chair
		1. Membership of Standing Committees shall be outlined in the Standing Committee and Sub-Committee Terms of Reference.
	2. Shall attend all General Assembly Meetings of Council
	3. Shall act as Vice-Chair or Secretary of a Standing Committee as outlined in the Standing Committee and Sub-Committee Terms of Reference and uphold responsibilities related to this position.
		1. Shall attend all mandatory training, as designated by the BUCSC Executives.
7. Attendance of council, committee meetings or mandatory events as directed by their Terms of Reference and the BUCSC Attendance Policy;
8. Presentation or reports to Council at least every other meeting outlining the events or initiatives within their portfolio if applicable.

**3.2** All Resource Members have speaking rights at Council meetings but do not have voting rights.

**3.3** All Ordinary Members have speaking rights and voting rights at Council meetings.

**3.4** All ex-officio Members have speaking rights at Council meetings but do not have voting rights.

**3.5** All positions in this document, unless otherwise stated, are to be filled by one (1) person.

**3.6** Co-Curricular Recognition is a privilege, not a right, of BUCSC positions. Failure to fulfill one’s duties as outlined below and/or any other BUCSC document be considered adequate grounds to not grant co-curricular recognition.

**3.7** The portfolio head shall make every effort and hiring panels to ensure that Brescia students fill all positions.

**4. PRESIDENT PORTFOLIO**

**4.1**  Executive Assistant to the President:

1. Under the direction and supervision of the BUCSC President, the Executive Assistant will provide administrative support to the Presidential portfolio;
2. Shall support the President in the completion of necessary executive tasks;
3. Be a resource and support all executive members if advised by the President;
4. Be able to attend committee meetings on behalf of the President when necessary;
5. Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

**5. VICE-PRESIDENT STUDENT LIFE PORTFOLIO**

**5.1** Associate Vice-President Student Support:

1. Shall organize, run and promote advocacy events and activities for students;
2. Shall develop initiatives per semester that supports resource members of the Advocacy Portfolio and work alongside the Vice-President Student Life to facilitate campus-wide advocacy;
3. Shall be responsible for coordinating initiatives and specific campaigns with other members of the portfolio which includes but is not limited to:
	1. Shall co-chair the Pride Sub-Committee and pride initiatives alongside the Pride and Allyship Commissioner;
	2. Shall co-chair the Wellness and Awareness Sub-Committee initiatives;
	3. Shall co-chair Eating Disorder Awareness initiatives alongside the Awareness Commissioner.
4. Shall serve as an aid to portfolio members in the execution and implementation of events;
5. Shall act as interim Vice-President Student Life, in the event of a vacancy;
6. Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

**5.2**  Awareness Commissioner:

1. Shall organize, run and promote awareness events and activities for students;
2. Shall be responsible for at least two (2) awareness initiatives alongside the Associate Vice President (AVP) Student Support per semester, including, but not limited to:
	1. Sexual Violence Awareness initiatives;
	2. Eating Disorder Awareness initiatives.
3. Shall be knowledgeable in various support services available to students on campus and in the London area, and shall provide students with appropriate information and resources;
4. Shall work in conjunction with other members, when appropriate, including but not limited to:
	1. Charity Commissioner;
	2. Diversity and Inclusion Commissioner;
	3. Wellness Commissioner;
	4. AVP Student Support.

**5.3**  Wellness Commissioner:

1. Shall organize, run and promote wellness events and activities for students;
2. Shall be responsible for at least two (2) wellness initiatives alongside the Associate Vice President (AVP) Student Support per semester, including, but not limited to:
	1. Mental Health Awareness initiatives.
3. Shall be knowledgeable in various support services available to students on campus and in the London area, and shall provide students with appropriate information and resources;
4. Shall work in conjunction with other members, when appropriate, including but not limited to:
	1. Charity Commissioner;
	2. Diversity and Inclusion Commissioner;
	3. Wellness Commissioner;
	4. AVP Student Support.

 **5.4**  Charity Commissioner:

1. Shall organize, run and promote charity events and activities on campus;
2. Shall work in conjunction with the Awareness Commissioner when appropriate;
3. Shall be responsible for selecting one (1) local charitable organization to support through their BUCSC term, and implementing at least two (2) fundraising and/or awareness initiatives directly benefiting students:
	1. This charity will be approved and voted upon in the BUCSC Summer Council Meeting or the first Council Meeting after Fall Elections.
4. Shall be a resource for BUCSC ratified clubs in the selection and partnership with charitable organizations;
5. Shall work in conjunction with other members, when appropriate, including but not limited to:
	1. Awareness Commissioner;
	2. Diversity and Inclusion Commissioner;
	3. Wellness Commissioner;
	4. AVP Student Support.

**5.5** Pride and Allyship Commissioner:

1. Shall liaise with the Student Life Centre, PrideWestern, Spectrum, and other appropriate campus partners to promote pride and diversity on Brescia University College’s campus.
2. Shall promote the equality of students, regardless of race, gender, class, religion, sexual orientation, gender identity, ability, or other aspects.
3. Shall co-chair the Pride Week Committee with the AVP Student Support;
	1. Shall ensure Pride Week encompasses programing and initiatives that engage members of the LGBTQ2+ Community and considers the intersectionality of community members.
4. Shall coordinate at least two (2) initiatives that promote diversity on campus;
5. Shall be responsible for at least one (1) initiative per semester.

**5.6**  Culture & Inclusion Commissioner

1. Shall liaise with the International Program Coordinator and other appropriate campus partners to promote diversity on Brescia University College’s campus.
2. Shall promote the equality of students, regardless of race, gender, class, religion, sexual orientation, gender identity, ability, or other aspects.
3. Shall coordinate at least two (2) initiatives that promote diversity on campus;
4. Shall be responsible for at least one (1) initiative per semester.

 **5.7** Environmental Commissioner:

1. Shall organize at least two (2) initiatives that promote environmental sustainability on Brescia University College’s campus;
2. Shall be responsible for one (1) initiative per semester;
3. Shall organize and coordinate an Environmental Awareness Week;
4. Shall liaison with EnviroWestern as a member of their committee.

**5.8**  Volunteer Commissioner:

1. Shall coordinate volunteer opportunities for students in the London community;
2. Shall organize a Volunteer Fair during the fall semester;
3. Shall contact and work with volunteer agencies within the Brescia, Western and London Communities;
4. Shall work with BUCSC ratified clubs to assist in the coordination of volunteer programming;
5. Shall be responsible for at least one (1) initiative per semester;
6. Shall be responsible for the administration of the Brescia Gives Back Facebook page.

**5.9**  Accessibility Commissioner:

1. Shall be responsible for advocacy regarding accessibility on the BUCSC
2. Shall liaise with the Student Life Centre, Accessibility Western and other appropriate campus partners to promote accessibility on Brescia University College’s campus.
3. Shall be responsible for at least one (1) initiative per semester.
4. Shall work with the BUCSC to promote resources and support students with disabilities

**5.10**  International Student Support Commissioner:

1. Shall be responsible for advocacy regarding International Students on the BUCSC
2. Shall liaise with the Student Life Centre, Western’s International Student Support Committee, the Brescia International Student Coordinator and other appropriate campus partners to support international students on Brescia University College’s campus.
3. Shall be responsible for at least one (1) initiative per semester.
4. Shall work with the BUCSC to promote resources and support International Students.

**5.11** Mature and Transfer Student Commissioner:

1. Shall be responsible for advocacy regarding Mature and Transfer Students on the BUCSC
2. Shall liaise with the Student Life Centre and other appropriate campus partners to support Mature and Transfer Students on Brescia University College’s campus.
3. Shall be responsible for at least one (1) initiative per semester.
4. Shall work with the BUCSC to promote resources and support Mature and Transfer Students.

**5.12** Outreach Commissioner:

1. Shall be responsible for coordinating spotlight campaigns on topics that fall under wellness and/or awareness topics:
	1. May work with members of the Communications portfolio when appropriate
2. Shall be responsible for maintaining and updating the BUCSC Resource Board
	1. May work in collaboration with the Wellness Commissioner, Awareness Commissioner, Volunteer Commissioner and AVP Student Support to accumulate resources
	2. May include resources available through Brescia, Western and the London Community
3. Shall promote a minimum of four (4) mandatory events to outreach to students in order to:
	1. Receive feedback
	2. Better understand students; needs and wants
4. Shall assist all members of the Student Life Portfolio in planning events and initiatives when designated by the Vice President Student Life or AVP Student Support;
5. Shall execute one survey throughout the school year to provide feedback and better understand students’ needs and wants on behalf of the BUCSC, can work in conjunction with other Resource members of the BUCSC;
6. Shall execute the “12 Days of Stressmass” wellness initiative prior to the Winter Break in conjunction with other Resource Members and of the BUCSC.

**6. VICE-PRESIDENT STUDENT EVENTS PORTFOLIO**

**6.1** Associate Vice-President Special Events:

1. Shall be responsible for the coordination of spirit-related events pertaining to the Brescia Community;
2. Shall be responsible for organizing all aspects of Homecoming, including but not limited to:
	1. Acting as the Brescia Homecoming Representative for the USC, if need be; and;
	2. Keeping contact with the Brescia Alumnae Relations, to coordinate BUCSC and Alumnae Homecoming events.
3. Shall be responsible for organizing all aspects of Student Appreciation Week, including but not limited to:
	1. Stress-reducing programming;
	2. Wellness programming;
	3. Social programming.
4. Shall assist (when desired) the Formal Events Commissioner in the execution of Brescia Ball and Wine & Cheese; this includes but is not limited to:
	1. Advertising and promotion;
	2. Ticket sales;
	3. Décor;
	4. Venue, and;
	5. Menu;
5. Shall act as interim Vice-President Student Events, in the event of a vacancy;
6. Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

**6.2** Clubs Commissioner:

1. Shall be the point of contact for all matters concerning clubs;
2. Shall oversee, maintain, and update the Clubs Constitution and other governing policies, in conjunction with the Governance Officer;
3. Shall chair the Clubs Constitution Committee;
4. Shall work in coordination with the Clubs Finance Commissioner to facilitate club’s ratification and training;
5. Shall plan and executive Clubs Community-wide initiatives, including Clubs Week;
6. Shall maintain regular communications and meetings with the club’s executives, and serve as a liaison between the BUCSC and ratified clubs;
7. Shall chair monthly presidential round tables which include the BUCSC Vice President Student Events, Clubs Finance Commissioner and all club President(s).

**6.3** Formal Events Commissioner:

1. Shall work in collaboration with the Student Life Centre and VP Student Events to organize the annual Student Leader Recognition Event (SLRE):
	1. Shall be involved in the selection process of the various SLRE Awards, including the Campus Partner Award, Commitment to Student Engagement Award, and Outstanding Contribution to Campus Life Award recipients.
2. Shall be responsible for organizing the annual Wine & Cheese and/or Brescia Ball, including but not limited to:
	1. Advertising and promotions, in collaboration with the AVP Promotions;
	2. Ticket Sales;
	3. Decorations;
	4. Venue;
	5. Entertainment/Activities;
	6. Menu, and;
	7. Royalty Contest nominations and voting in collaboration with Alumnae Relations.

**6.4**  Orientation Commissioner:

1. Shall be responsible for the coordination of the Orientation and Transition program, in conjunction with all applicable stakeholders, including the University Students’ Council (USC), BUCSC, and Brescia University College (BUC) Student Life Centre;
2. Shall be responsible for the Brescia Soph-Peer Mentor selections process, including the selection of the Programming Assistants;
3. Shall act as the Head Soph during Orientation Week and throughout the academic year;
4. Shall organize a Soph training weekend, in accordance with BUC, Western’s Orientation Operating Committee, formerly known as Orientation Planning Committee (OPC), and USC policy;
5. Shall organize Soph training sessions in conjunction with the BUC Student Life Centre;
6. Shall complete all year-long requirements until the hiring of the next Orientation Coordinator is completed as outlined in the BUC-USC Soph contract, including team training meetings, and Soph 1:1 meetings;
7. Shall present an O-week summary by the November meeting of council;
8. Shall not make decisions regarding Orientation Week without first consulting the Brescia Logistics Team and BUCSC Executive. In any controversial issues, the decision of the BUCSC Executive is final.

**6.5** HBK Events Commissioner:

1. Shall be responsible for the coordination of Affiliate Collaborations
2. Shall be responsible for upholding the relationship between the three affiliates and communicating with relevant stakeholders to ensure this
3. Shall be responsible for at least one (1) initiative or Event per semester connecting Affiliate Students.

 **6.6** Athletic Commissioner:

1. Shall be responsible for coordinating Brescia’s flag football team for the annual competition each fall, which includes, but is not limited to:
	1. Acting as team manager;
	2. Recruiting a coaching team;
	3. Booking practice fields, and;
	4. Coordination of exhibition teams.
2. Shall coordinate at least one (1) other athletic and/or physical wellness initiative.

**6.7**  Senior Year Commissioner:

1. Shall represent the interests of senior year students on the BUCSC;
2. Must be a student in their senior year(s) of study;
3. Shall be responsible for organizing the Graduation Portrait, including but not limited to arranging meetings for contract signing and dates for photo shoots;
4. Shall assist in collaboration with Alumnae Relations with the organization of the Baccalaureate and Convocation ceremonies;
5. Shall coordinate at least two (2) initiatives dedicated for senior year students:
	1. Shall be responsible for at least one (1) initiative per semester.

**7. VICE-PRESIDENT COMMUNICATIONS AND OUTREACH PORTFOLIO**

**7.1**  Associate Vice-President Promotions:

1. Shall be responsible for the execution of all BUCSC, and BUCSC subsidiaries, promotional material;
2. Shall be responsible for making posters from Mediaform requests along with the Vice-President Communications and Outreach (VPCO);
3. Shall share photo watermarking responsibilities alongside VPCO, when required;
4. Shall be responsible for archiving photos and videos for future usage;
5. Shall act as interim VPCO, in the event of a vacancy;
6. In the case that the *Brescia TV* Editor and/or *Brescia Buzz* Editor positions are not filled, shall work alongside VPCO to help fill these roles;
7. Shall be eligible for a financial stipend, at the end of the academic year, upon the approval of a year-end report.

**7.2**  *Brescia Buzz* Editor:

1. Shall be responsible for the production of a monthly, online issue of the *Brescia Buzz*:
	1. Pending approval of theVPCO, at least 48 hours in advance.
2. Shall manage the online website process;
3. Shall create graphics and promotional material for the website and Instagram
4. Shall be responsible for recruiting Students to write articles

**7.3**  Brescia Buzz Writer:

1. Shall be responsible for the production of a minimum of 2 articles per month
	1. Pending approval of the Vice-President Communications and Outreach
2. Shall help manage the website and Instagram alongside the Brescia Buzz Editor
3. Shall help alongside the Brescia Buzz Editor with the creation of any promotional material for new articles

**7.4**  Film and Photography Commissioner:

1. Shall be responsible for the production of videos on the BUCSC Instagram and Facebook pages;
	1. The video topics must be approved by the VPCO before the video is planned and produced.
2. Shall use Adobe Premiere Pro, and similar Adobe programs to produce the videos;
3. Shall take photos and/or videos at BUCSC events to post on social media pages
4. Shall use Canva, Adobe Photoshop, or similar software to edit photos;
5. Shall be responsible for uploading videos and photos to social media alongside the VPCO;
6. Videos produced must demonstrate professionalism for the BUCSC and must be beneficial and appropriate for Brescia students. Video examples include club spotlights, event coverage, student entertainment, etc.

**7.5** Social Media Commissioner(s) (2):

1. Shall be up to two Social Media Commissioners explicitly of the discretion of the VPCO:
	1. If two individuals are elected for this position, the work shall be divided equally; each commissioner shall be responsible for two social media channels (for example: Facebook and Snapchat, or Instagram and Twitter).
2. Shall assist in the maintenance of the BUCSC brand in social media;
3. Shall seek new, engaging opportunities to further the BUCSC’s online presence, beyond promotions;
4. Shall develop new initiatives to encourage student presence on the various forms of BUCSC social media.

**7.6**  Website Commissioner:

1. Shall be responsible for the regular maintenance of the BUCSC website;
2. Shall coordinate with portfolio members to ensure timely release of material, including the *Brescia Buzz, Brescia TV* and Brescia Ball Lookbook;
3. Shall regulate online web forms alongside the VPCO, including but not limited to:
	1. *Brescia Buzz* subscription form;
	2. BUCSC Mediaform;
	3. Clubs ratification forms;
	4. Online feedback channels.

**8. VICE-PRESIDENT FINANCE AND GOVERNANCE PORTFOLIO ;**

**8.1** Associate Vice-President of Finance

1. Shall assist in performing weekly bookkeeping responsibilities for the BUCSC;
2. Shall ensure financial transparency and stability by maintaining appropriate accounting procedures, including:
	1. Entering cheque requisitions into the accounting software;
	2. Issuing cheques.
3. Shall attend monthly meetings with the bookkeeper;
4. Shall act as interim VPFG, in the event of a vacancy;
5. Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

**8.2** Merchandise Commissioner:

1. Be responsible for the oversight of eCommerce including regularly checking orders, updating items and preparing orders for pickup and deliveries;
2. Be responsible for the restocking and reordering of merchandise and inventory when necessary;
3. Work with Brescia Communications to create an advertisement plan and goals for merchandise sales;
4. Provide regular updates to the Vice-President Finance and Governanceregarding Merchandise affairs.

**8.3**  Clubs Finance Commissioner:

1. Shall work with the Clubs Commissioner to ensure effective financial communication with clubs;
	1. Shall attend all monthly Club President roundtable meetings along with the Clubs Commissioner
2. Shall be responsible for organizing and communicating with all clubs regarding their finances;
3. Shall perform weekly bookkeeping responsibilities;
4. Shall manage and maintain club floats;
5. Shall be a resource to every club in regard to financial matters regarding the BUCSC, including but not limited to:
	1. Creating an annual budget;
	2. Submitting monthly financial reports;
	3. Managing BUCSC grant funding appropriately;
	4. Cash float management.
	5. Shall present at clubs training;
6. Shall collect annual budgets and monthly financial reports;
7. Shall work in coordination with the Clubs Commissioner to facilitate clubs training and ratification.

**9. GOVERNANCE OFFICER PORTFOLIO**

**9.1** Secretary:

1. Under the direction and supervision of the BUCSC President, the Secretary will provide administrative support to the portfolio;
2. Act as Recording Secretary of both the Executive Council and General Council meetings;
3. Be familiar with Robert’s Rules and BUCSC By-Laws and Policies;
4. Be responsible for coordinating the creation of a general and executive member office hour schedule each semester;
5. Shall be in contact with the speaker of council and governance officer to assist with tasks at hand;
6. Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report;
7. Be responsible for training Associate Vice-Presidents on how to take meeting minutes for committee meetings.

**9.2** Speaker of Council:

1. Shall chair all BUCSC meetings in accordance with the Standing Orders of Council and Robert’s Rules of Order;
2. Shall provide Robert’s Rules Training to the BUCSC council at least once a year;
3. Shall be skilled in the duties of Parliamentary Procedure;
4. Shall be responsible for the organization and distribution of all supplementary materials for BUCSC meetings:
	1. Disruption of supplementary materials shall occur no less than 4 (four) days before scheduled meeting.
5. Shall attend additional Robert’s Rules training, or other job-related training, upon the request of the Executive Committee;
6. Shall act as interim Governance Officer, in the event of a vacancy;
7. Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

**9.3**  Chief Returning Officer:

1. Shall conduct all BUCSC elections as per By-Law #2;
2. Shall chair the BUCSC Elections Committee;
3. Shall chair the All Candidates Meeting;
4. Shall create promotional materials for all elections, in conjunction with the VPFG;
5. Shall coordinate all interviews for Resource Members, as dictated by By-Law #2;\
6. If seeking a position in an election, they are responsible for alternative arrangements;
7. In the event of a position vacancy, the Governance Officer or an Executive member will fill in;
	1. Shall be eligible for a financial stipend at the end of the academic year, upon approval of the year-end report.

**10. VICE PRESIDENT ACADEMIC AFFAIRS PORTFOLIO**

Ordinary Members shall include:

· 1st Year Representatives (3)

· Leadership and Social Change Representative

· Food and Nutritional Science Representatives (3)

· Community Development Representative

· Family Studies Representative

· Psychology Representative

· Sociology Representative

· English Representative

· French Representative

· History Representative

**10.1** First-Year Representatives (3):

1. Shall represent the interests first-year students on the BUCSC;
2. Must be a first-year student:
	1. Should they cease to be a first-year Brescia student, they shall forfeit their position on the BUCSC.
3. Shall organize at least two (2) initiatives for first year students:
	1. Said initiatives may be executed in conjunction with the other First-Year Representatives.
	2. Shall be responsible for at least one (1) initiative per semester.

**10.2**  Sociology Representative:

1. Shall represent the interests of students in the Faculty of Sociology;
2. Shall liaison with the Sociology chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in the Sociology program;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school; Brescia University College Students’ Council
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
	3. Shall be responsible for at least one (1) initiative per semester;
	4. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.

**10.3**  Community Development Representative:

1. Shall represent the interests of students in the Faculty of Community Development;
2. Shall liaison with the Community Development chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in the Community Development program;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school; Brescia University College Students’ Council;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
	3. Shall be responsible for at least one (1) initiative per semester;
	4. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.

**10.4** Psychology Representative:

1. Shall represent the interests of students in the school of Psychology;
2. Shall liaison with the Psychology chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in Psychology;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
7. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.
8. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**10.5**  Family Studies Representative:

1. Shall represent the interests of students in the school of Family Studies;
2. Shall liaison with the Family Studies chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in Family Studies;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
7. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.
8. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**10.6** English Studies Representative:

1. Shall represent the interests of students in the school English Studies;
2. Shall liaison with the English Studies chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in English;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
7. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.
8. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**10.7**  French Studies Representative:

1. Shall represent the interests of students in the school French Studies;
2. Shall liaison with the French Studies chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in French;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
7. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
8. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.
9. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**10.8** History Representative:

1. Shall represent the interests of students in the school of History Studies;
2. Shall liaison with the History Studies chair regarding opportunities, academics and concerns;
3. Shall be in, or entering their program;
4. Shall be registered in History;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
7. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.

1. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**10.9** School of Foods and Nutritional Sciences Representatives (3):

1. Shall represent the interests of students in the School of Foods and Nutritional Sciences;
2. Shall liaison with the School of Food and Nutritional Sciences chair regarding opportunities, academics and concerns;
3. Shall be in, or entering, at least the second year of their program;
4. Shall be registered in the School of Foods and Nutritional Sciences;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
7. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.
8. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**10.10**  School of Leadership and Social Change Representative:

1. Shall represent the interests of students in the school of Leadership and Social Change;
2. Shall liaison with the School of Leadership and Social Change chair regarding opportunities, academics and concerns;
3. Shall be in, or entering, at least the second year of their program;
4. Shall be registered in the School of Leadership and Social Change;
5. Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist students in seeking proper channels;
6. Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:
	1. At least one (1) initiative must be related to academic success in said school;
	2. At least one (1) initiative must be related to academic or career opportunities or increase students’ knowledge around the school they represent;
7. Shall be responsible for at least one (1) initiative per semester.
	1. If running an initiative that does not directly relate to academics or career, the representative will be responsible for informing the Vice-President Finance and Governance and the President by summer training.
8. Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

**11. Ex-Officio Members – Voting**

**11.1** BUCRC President:

1. Be the President of the Brescia University College Residence Council;
2. Liaison the BUCSC and BUCRC;
3. Provide BUCRC and Residence specific updates at General BUCSC Meetings;
4. Be an ex-officio member of the Student Experience Standing Committee.

**12. Ex-Officio Members – Non-Voting**

**12.1** USC Representative (Brescia Councillor):

1. Shall serve as a liaison between the BUCSC and USC:
	1. Shall fulfill the duties and responsibilities of both councils in this post;
	2. May seek and hold additional responsibilities of this posting, if and only if she continues to fulfill their duties on the BUCSC;
		1. Where opportunities arise that may infringe on their ability to fulfill their duties as a member of the BUCSC, excusal from BUCSC events, initiatives, office hours and meetings will occur only upon the approval of the President.
2. Shall report all USC affairs and activities to the BUCSC;
3. Shall inform the Brescia student body of the USC affairs and activities through effective communication channels;
4. Shall serve as point of contact for the BUCSC during USC elections;
5. Should they cease to be a member of the USC, they shall also cease to be a member of the BUCSC, and vice-versa.

**12.2** USC, HUCSC and KUCSC Presidents:

1. Be the President of the USC, HUCSC and KUCSC;
2. Liaison the BUCSC and their respected Council;
3. Be an ex-officio member of the Student Experience Standing Committee.

**12.1** HBK Student Senators and Chair of Western Student Senate:

1. Be the Chair of Western Student Senate and the HBK Senators (2);
2. Liaison the BUCSC and Western Student Senate;
3. Be an ex-officio member of the Student Experience Standing Committee.

**13. PROCEDURAL AUTHORITY**

**13.1**  Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council:

1. The scope of such Procedures is limited to the scope of this policy;
2. In the event of any conflict, this Policy supersedes any document created under it;
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.