



Brescia University College Students' Council

ORDINARY & RESOURCE MEMBER TERMS OF REFERENCE

EFFECTIVE: November 2017

SUPERCEDES: N/A

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RELATED DOCUMENTS: By-Law 1

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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 and Resource 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.

1.0 SCOPE

1.01 This document articulates the rights and responsibilities that comes with holding an Ordinary membership, or acting as a Resource Member within the BUCSC.

2.0 DEFFINITIONS

2.01 "*Ordinary Member*" is a voting member on the BUCSC.

2.02 "*Resource Member*" is a non-voting member on the BUCSC.

3.0 GENERAL

3.01 Each commissioner, coordinator 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;



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- (3) Preparation of a budget pertaining to their portfolio at the request of the Chief Financial Officer (CFO);
- (4) Preparation of interim and year-end reports summarizing their activities:
 - a. 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 commissioner [as applicable]:
 - a. As per By-Law #2, the commissioner may not participate in the hiring of the incoming commissioner if the commissioner is seeking another position in the same election period;
 - b. These responsibilities may include, but is not limited to, meeting with the incoming commissioner to discuss their year-end report and budget.
- (6) Compliance with the general duties of membership, as defined by the BUCSC Attendance Policy:
 - a. Shall attend one (1) office hour per week;
 - b. Shall attend two (2) mandatory events per month for one (1) hour, as dictated by the Vice President (VP) Student Events, excluding their own event;
 - c. 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



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Policy;

(8) Presentation or reports to Council at least every other meeting outlining the events or initiatives within their portfolio if applicable.

- 3.02 All Associate Vice-Presidents (AVPs) have speaking rights at Council meetings but do not have voting rights.
- 3.03 All commissioners and directors have speaking rights at Council meetings but not voting rights.
- 3.04 All representatives have speaking rights and voting rights at Council meetings.
- 3.05 All positions in this document, unless otherwise stated, are to be filled by one (1) person.
- 3.06 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.
- 3.07 The portfolio head shall make every effort and hiring panels to ensure that Brescia students fill all positions.

4.0 PRESIDENT PORTFOLIO

4.01 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;



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- (4) Shall be responsible for the maintenance of the BUCSC office:
 - a. Shall be the custodian of all books, papers, records, documents and other instruments belonging to the corporation.
- (5) Support the President in the completion of necessary executive tasks;
- (6) Be a resource and support all executive members;
- (7) Be able to attend committee meetings on behalf of the President when necessary;
- (8) Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

5.0 VICE-PRESIDENT STUDENT LIFE PORTFOLIO

5.01 Associate Vice-President Student Support:

- (1) Shall organize, run and promote wellness events and activities for students;
- (2) Shall develop initiatives per semester that promote mental health resources and support on campus with assistance from the Awareness Commissioner and Wellness Commissioner;
- (3) Shall be responsible in coordinating spotlight initiatives and specific campaigns with other members of the portfolio which includes but is not limited to:
 - a. Shall co-chair the Pride Committee and pride initiatives alongside the Diversity and Inclusion Commissioner;



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- b. Shall co-chair Mental Health Awareness initiatives alongside the Wellness Commissioner;
- c. Shall co-chair Sexual Violence Awareness initiatives alongside the Awareness Commissioner.
- d. 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.

5.02 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:

a. Sexual Violence Awareness initiatives;

b. 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;



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(4) Shall work in conjunction with other members, when appropriate, including but not limited to:

- a. Charity Commissioner;
- b. Diversity and Inclusion Commissioner;
- c. Wellness Commissioner;
- d. AVP Student Support.

5.03 Wellness Commissioner:

(5) Shall organize, run and promote wellness events and activities for students;

(6) 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:

- a. Mental Health Awareness initiatives.

(7) 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;

(8) Shall work in conjunction with other members, when appropriate, including but not limited to:

- a. Charity Commissioner;
- b. Diversity and Inclusion Commissioner;
- c. Wellness Commissioner;
- d. AVP Student Support.



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5.04 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:
 - a. 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:
 - a. Awareness Commissioner;
 - b. Diversity and Inclusion Commissioner;
 - c. Wellness Commissioner;
 - d. AVP Student Support.

5.05 Diversity & Inclusion Commissioner:

- (1) Shall liaise with the International Program Coordinator, Student Life Centre, and other appropriate campus partners to promote diversity on Brescia University College's campus.



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- (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;
- (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.

5.06 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) event per semester;
- (3) Shall organize and coordinate an Environmental Awareness Week;
- (4) Shall liaison with EnviroWestern as a member of their committee.

5.07 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;



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- (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.

5.08 School of Behavioural and Social Sciences Representative:

- (1) Shall represent the interests of students in the School of Behavioural and Social Sciences;
- (2) Shall liaison with the School of Behavioural and Social 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 Behavioural and Social 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:
 - a. At least one (1) initiative must be related to academic success in said school;
 - b. Shall be responsible for at least one (1) initiative per semester.
- (7) Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

5.09 School of Foods and Nutritional Sciences Representative:

- (1) Shall represent the interests of students in the School of Foods and Nutritional Sciences;



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- (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:
 - a. At least one (1) initiative must be related to academic success in said school;
 - b. Shall be responsible for at least one (1) initiative per semester.
- (7) Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives.

5.10 School of Humanities Representative:

- (1) Shall represent the interests of students in the School of Humanities;
- (2) Shall liaison with the School of Humanities 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 Humanities;
- (5) Shall be responsible for assisting students in their School with questions, comments or complaints about the School, and assist



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students in seeking proper channels;

(6) Shall coordinate at least two (2) initiatives relating to academics with their respective faculty:

a. At least one (1) initiative must be related to academic success in said school;

b. Shall be responsible for at least one (1) initiative per semester.

(7) Shall coordinate the annual Faculty Dinner with the Vice-President Student Life and other School Representatives;

5.11 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:

a. At least one (1) initiative must be related to academic success in said school;



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b. Shall be responsible for at least one (1) initiative per semester.

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

6.0 VICE-PRESIDENT STUDENT EVENTS PORTFOLIO

6.01 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:

a. Acting as the Brescia Homecoming Representative for the USC, if need be; and;

b. 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:

a. Stress-reducing programming;

b. Wellness programming;

c. Social programming.

(4) Shall assist (when desired) the Brescia Ball Commissioner and/or Formal Events Commissioner in the execution of Brescia Ball and Wine & Cheese; this includes but is not limited to:



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- a. Advertising and promotion;
- b. Ticket sales;
- c. Décor;
- d. Venue, and;
- e. 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.

6.02 Brescia Ball Commissioner:

(1) Shall be responsible for the execution of all aspects of the annual Brescia Ball, including but not limited to:

- a. Advertising and promotions;
- b. Ticket Sales;
- c. Decorations;
- d. Venue;
- e. Menu, and;
- f. Royalty Competition, in collaboration with Alumnae Relations.

6.03 Clubs Commissioner:

(1) Shall be the point of contact for all matters concerning clubs;



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- (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).

6.04 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):
 - a. 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, including but not limited to:
 - a. Advertising and promotions, in collaboration with the AVP Promotions;



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- b. Ticket Sales;
- c. Decorations;
- d. Venue;
- e. Entertainment/Activities;
- f. Menu, and;
- g. Royalty Contest nominations and voting in collaboration with Alumnae Relations.

6.05 Orientation Coordinator:

- (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 as outlined in the BUC-USC Soph contract, including team training meetings, and Soph 1:1 meetings;



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- (7) Shall plan and execute other transitions programming, including Frost Week, and New Student Graduation;
- (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.

6.06 Relay for Life Commissioner:

- (1) Shall be responsible for organizing, running, and promoting all aspects of the HBK Relay for Life, including but not limited to:
 - a. Advertising and promotions;
 - b. Fundraising initiatives;
 - c. Team sign-up's;
 - d. Venue, and;
 - e. Speakers and entertainment.
- (2) Shall work in conjunction with KUCSC's Relay for Life Commissioners and HUCSC's Charity Commissioner when appropriate;
- (3) Shall be a member of the Relay for Like Committee.

7.0 CHIEF COMMUNICATIONS OFFICER PORTFOLIO

7.01 Associate Vice-President Promotions:

- (1) Shall be responsible for the execution of all BUCSC, and BUCSC subsidiaries, promotional material;



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- (2) Shall be responsible for taking photos and/or video recordings of BUCSC events, that include, but are not limited to:
 - a. Club Events;
 - b. Soph-Peer Mentor Programming;
 - c. Awareness Weeks;
 - d. Major BUCSC Programs;
- (3) Shall be responsible for making posters from Mediaform requests along with the Chief Communications Officer (CCO);
- (4) Shall share photo watermarking responsibilities alongside CCO, when required;
- (5) Shall be responsible for archiving photos and videos for future usage;
- (6) Shall act as interim CCO, in the event of a vacancy;
- (7) In the case that the *Brescia TV* Editor and/or *Brescia Buzz* Editor positions are not filled, shall work alongside CCO to help fill these roles;
- (8) Shall be eligible for a financial stipend, at the end of the academic year, upon the approval of a year-end report.

7.02 *Brescia Buzz* Editor:

- (1) Shall be responsible for the production of the monthly, online issue of the *Brescia Buzz*:
 - a. Pending approval of the CCO, at least 48 hours in advance.
- (2) Shall manage the online subscription process;



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- (3) Shall develop an appropriate promotions plan, in conjunction with the AVP Promotions.

7.03 *Brescia TV* Editor:

- (1) Shall be responsible for the production of regularly released (whether that be weekly, bi-weekly, or monthly) YouTube videos on the BUCSC YouTube channel:
 - a. The video topics must be approved by the CCO before the video is planned and produced.
- (2) Shall use Adobe Premiere Pro, and similar Adobe programs to produce the videos;
- (3) Shall be responsible for uploading all videos to the YouTube channel, as well as managing the channel, alongside the CCO;
- (4) Shall work in conjunction with the AVP Promotions and the *Brescia Buzz* Editor to strategically plan promotional themed footage for BUCSC events;
- (5) 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.

7.04 Social Media Commissioner(s):

- (1) Shall be up to two Social Media Commissioners explicitly of the discretion of the CCO:
 - a. 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,



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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.

7.05 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 CCO, including but not limited to:
 - a. *Brescia Buzz* subscription form;
 - b. BUCSC Mediaform;
 - c. Clubs ratification forms;
 - d. Online feedback channels.

8.0 CHIEF FINANCIAL OFFICER PORTFOLIO;

8.01 Associate Vice-President, Treasurer:

- (1) Shall assist in performing weekly bookkeeping responsibilities for the BUCSC;



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- (2) Shall ensure financial transparency and stability by maintaining appropriate accounting procedures, including:
 - a. Entering cheque requisitions into the accounting software;
 - b. Issuing cheques;
 - c. Balancing the merchandise float;
 - d. Preparing bank deposits.
- (3) Shall attend monthly meetings with the bookkeeper;
- (4) Shall act as interim CFO, 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.

8.02 Athletic Coordinator;

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

8.03 Clubs Finance Commissioner:



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- (1) Shall work with the Clubs Commissioner to ensure effective financial communication with clubs;
 - a. 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:
 - a. Creating an annual budget;
 - b. Submitting monthly financial reports;
 - c. Managing BUCSC grant funding appropriately;
 - d. Cash float management.
- (6) Shall present at clubs training;
- (7) Shall collect annual budgets and monthly financial reports;
- (8) Shall work in coordination with the Clubs Commissioner to facilitate clubs training and ratification.

9.0 GOVERNANCE OFFICER PORTFOLIO

9.01 Speaker of Council:



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- (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:
 - a. 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.

9.02 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 CCO;
- (5) Shall coordinate all interviews for Resource Members, as dictated by By-Law #2;



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- (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;
- (8) Shall be eligible for a financial stipend, at the end of the academic year, upon approval of a year-end report.

10.0 REPRESENTATIVES

10.01 First-Year Off-Campus Representative:

- (1) Shall represent the interests first-year off campus students on the BUCSC;
- (2) Must be an off-campus student:
 - a. Should they move into Residence during their term, they shall forfeit their position on the BUCSC.
- (3) Shall organize at least two (2) initiatives for first year students:
 - a. Said initiatives may be executed in conjunction with the First-Year Residence Representative and/or the Off-Campus Representative.
 - b. Shall be responsible for at least one (1) initiative per semester.

10.02 First-Year Residence Representative:

- (1) Shall represent the interests first-year off residence students on the BUCSC;



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(2) Must be a residence student:

- a. Should they move off campus during their term, they shall forfeit their position on the BUCSC.

(3) Shall act as a liaison between the BUCSC and the Brescia University College Residence Council (BUCRC);

(4) Shall organize at least two (2) initiatives for first year students which may be executed in conjunction with the First Year Off Campus Representative and/or the Off-Campus Representative;

- a. Shall be responsible for at least one (1) initiative per semester.

10.03 International Student Representative:

(1) Shall represent the interests of international students on the BUCSC;

(2) Shall be an international student, as defined by the Registrar;

(3) Shall be responsible for assisting other international students with questions, concerns or complaints;

(4) Shall collaborate with the International Program Coordinator;

(5) Shall coordinate at least two (2) initiatives dedicated to connecting international students with the Brescia Community:

- a. Shall be responsible for at least one (1) initiative per semester.

10.04 Mature & Transfer Student Representative:

(1) Shall represent the mature and transfer students at Brescia;

(2) Shall be a mature or transfer student, as defined by the Registrar;



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- (3) Shall be responsible for assisting other mature and transfer students with questions, concerns or complaints;
- (4) Shall coordinate at least two (2) initiatives dedicated towards mature and transfer students:
 - a. Shall also coordinate with the Vice-President Student Events to assist with the annual Children's Christmas Party;
 - b. Shall be responsible for at least one (1) initiative per semester.

10.05 Off-Campus Representative:

- (1) Shall represent the interests of off campus students on the BUCSC;
- (2) Must be an off-campus student:
 - a. Should they move into residence during their term, they shall forfeit their position on the BUCSC.
- (6) Shall work in collaboration with Off Campus Housing to coordinate an event for off campus students;
- (7) Shall coordinate at least two (2) initiatives dedicated for off campus students:
 - a. Shall be responsible for at least one (1) initiative per semester.

10.06 Preliminary Year Representative:

- (1) Shall represent the interests of Preliminary Year students on the BUCSC;
- (2) Shall be a preliminary year student, as defined by the Registrar;



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(3) Shall coordinate at least two (2) initiatives dedicated for preliminary year students:

a. Shall be responsible for at least one (1) initiative per semester.

10.07 Residence Representative:

(1) Shall represent the interests of residence students on the BUCSC;

(2) Must be an residence student:

a. Should they move off campus during their term, they shall forfeit their position on the BUCSC.

(3) Shall act as a liaison between the BUCSC and the BUCRC, and fulfill all duties within both councils;

(4) Shall coordinate at least two (2) initiatives dedicated for residence students.

b. Shall be responsible for at least one (1) initiative per semester.

10.08 Second Year Representative:

(1) Shall represent the interests of second year students on the BUCSC;

(2) Must be a student in their second year of study;

(3) Shall coordinate at least two (2) initiatives dedicated for off campus students.

a. Shall be responsible for at least one (1) initiative per semester.

10.09 Senior Year Representative:



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

10.10 USC Representative (Brescia Councillor):

- (1) Shall serve as a liaison between the BUCSC and USC:
 - a. Shall fulfill the duties and responsibilities of both councils in this post;
 - b. May seek and hold additional responsibilities of this posting, if and only if she continues to fulfill her duties on the BUCSC;
 - i. Where opportunities arise that may infringe on her ability to fulfill her 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;



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- (4) Shall serve as point of contact for the BUCSC during USC PVP elections;
- (5) Shall coordinate two (2) initiatives that facilitate a strong relationship between Brescia and the USC;
 - a. Shall be responsible for at least one (1) initiative per semester.
- (6) Should they cease to be a member of the USC, they shall also cease to be a member of the BUCSC, and vice-versa.

11.0 PROCEDURAL AUTHORITY

- 11.01 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.