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Council Minutes – March 26th, 2023

Prepared by Margaret Ann Gillis, Deputy Chair

# Agenda of March 26th Council Meeting

1. Call to Order
2. Roll Call
3. Land Acknowledgement
4. Opening Remarks of the Chair
5. Approval of the Agenda
6. Approval of the March 12th Council Meeting Minutes
7. Constituency Reports
8. Executive Reports
9. Students’ Union General Manager Report
10. Special Reports to Council
    1. 10min Presentation from Sean Ryan & Jack Harding, “Associate Position Terms of Reference and Summer Hiring Policy.”
11. New Business
    1. Approval of the Associate Positions Terms of Reference as presented omnibus.
    2. Approval of the “STFXSU 2023-2024 Budget DRAFT” as the “STFXSU 2023-2024 Budget” for the 2023-2024 fiscal year.
    3. Approval of the Summer Hiring policy.
    4. A motion to choose the recipients of the Birks and Jason Simmons awards.
12. Closing Remarks of the Chair
13. Adjournment

# Students’ Union Representative Council Meeting

March 26th, 2022 | 12:11pm – 12:49pm ADT

SU Council Chambers, Bloomfield Hall

## Call to Order

Molly: “I call this meeting to order at 12:11pm.”

## Roll Call

VP Activities & Events – Kali Beaton

Indigenous Student Representative – Harmony Bright-Doucette

Chair of Council – Molly Burke

Business Representative – Dylan Clark

VP Finance & Operations – Sam Delaney

Deputy Chair of Council – Margaret Ann Gillis

Arts Student Representative – Jack Harding

First Year Representative – Christian Lejeune

President & CEO – Brendan Roberts

General Manager – Sean Ryan

Board of Governors Representative – Violet Silva

VP Academics – Naomi Stobart

Equity Representative – Caspian Tohidian

**Absent with Regret**

International Student Representative – Francisco Chang

VP Residence Affairs – Sophia Fabiano

VP External Affairs – Ben Fairhurst

Indigenous Student Representative – Sierra Julian

Board of Governor Representative – Josh Kroker

Graduate Student Representative – Julia Schmitt

Education Representative – Katherine Waterbury

# Land Acknowledgement

# Molly: “I would like to begin by acknowledging that we are in Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq People. This territory is covered by the Treaties of Peace and Friendship, which Mi’kmaq and Wolastoqiyik peoples first signed with the British Crown in 1725. The treaties did not deal with the surrender of lands and resources but in fact, recognized Mi’kmaq and Wolastoqiyik titles and established the rules for what was to be an ongoing relationship between nations. As a Wolastoqiyik student on Mi’kma’ki land, I will continuously educate myself on what it means to be on this land that I am on and be an ally for the Mi’kmaq people who have never surrendered it.”

# Opening Remarks of the Chair

Molly: “Hi everyone! Today we have a presentation from Sean and Jack, and then a few motions – both of which have a secret ballot vote, which will be fun. Let’s get started.”

# Approval of the Agenda

Jack: “I move to approve the agenda.”

Caspian: “I second.”

*No Discussion.*

Caspian: “I will call to question.”

Naomi: “I second that.”

*Motion passes unanimously.*

# Approval of the Minutes of March 12th Council Meeting

Jack: “I motion to approve the March 12th Council minutes.”

Naomi: “I will second.”

*No discussion*

Caspian: “I call to question.”

Violet: “I second.”

*Motion passes unanimously.*

# Constituency Reports

Please see the March 26th Council Package for Constituency Reports. Below is any discussion had concerning reports. First Year Student Representative Christian Lejeune and Graduate Student Representative Julia Schmitt did not submit reports for this period.

**Indigenous Student Representatives – Harmony Bright-Doucette & Sierra Julian**

*Position Business:* Health & Dental Plan Committee met.

# Executive Reports

Please see the March 26th Council Package for Executive Reports. Below is any discussion had concerning reports, or reports submitted after the deadline. VP External Ben Fairhurst, President Brendan Roberts, and VP Academic Naomi Stobart did not submit reports for this period.

**Vice President Residence Affairs – Sophia Fabiano**

*Internal (to portfolio):*

* I have been having meetings weekly with Elizabeth Yeo and other members of the StudentLife office, Kali Beaton (VPAE) and Brendan Roberts (President) about updates from The U and the Student Life Office, as well as Residence Renewal.
* I have been attending weekly Executive Meetings with the other Executives.
* I spoke with Elizabeth Yeo and Matt Girard regarding student feedback related to House Hockey
* Met with Sam Delaney, Julieanne and Sean Ryan to discuss options for the House Dues system heading into next year
* Campus Event Committee
  + Our Headphone Disco went very well and we were very happy with the event

*External (to portfolio):*

* Have been starting my transition with Sean and Jack and Brendan
* The Incoming Executive team has started to meet and work through transition training

*Committees:*

* Res Renewal Advisory: Did not meet during this reporting period
* FSLC: Did not meet during this reporting period

*Sub-executive:*

* House Council Coordinator: Nothing to report
* OCL: Nothing new to report
* Student Advocates: Nothing new to report

*Outreach:* Nothing to report

**Vice President Finance & Operations – Sam Delaney**

*Discussion:*

Sean: “Are health plan fees going up this year?”

Sam: “Yes. Students are using the plan a lot, which is good. But our insurance company is raising the price of our plan.”

# Student Union General Manager’s Report

**General Manager – Sean Ryan**

Sean: “Not much, just a few things. If you haven’t RSVP’d to the awards bacnquet plz do, we need to get our numbers in. Nominations for awards are closed. Also, looking for two more people to sit on the Chair of the Board Hiring Panel. Also, if you want to be Chair of the Board, applications are out now so go apply!”

Caspian: “What time??”

Sean. “I’ll organize it depending on everyone’s availability and on how many applicants we get.”

*No discussion.*

# Special Reports to Council

**10min Presentation from Sean Ryan & Jack Harding, “Associate Position Terms of Reference and Summer Hiring Policy.”**

*Overview:* “This is something Gov Review’s been working on for a bit (see Appendix Item I & II).

# New Business

**A motion to approve the Associate Positions Terms of Reference as presented by omnibus.**

Jack: “I will motion, with the friendly amendments to correct the discussed acronyms.”

Naomi: “I second.”

*No discussion.*

Caspian: “I call to question.”

Dylan: “I second that.”

*Motion passes unanimously.*

**A motion to approve the “STFXSU 2023-2024 Budget DRAFT” as the “STFXSU 2023-2024 Budget” for the 2023-2024 fiscal year.**

Jack: “I will motion.”

Naomi: “I second.”

*No discussion.*

Jack: “I call to question.”

Christian: “I second that.”

*Motion passes unanimously.*

**A motion to approve the Summer Hiring Policy**

Jack: “I will motion.”

Caspian: “I second.”

*No discussion.*

Dylan: “I call to question.”

Naomi: “I second that.”

*Motion passes unanimously.*

**Secret ballot selection recipients of the Birks and Jason Simmons awards.**

*Discussion:*

Molly: “First we have to nominate recipients of the Jason Simmons Memorial Award: Michael Jason Simmons ‘96 was a Business Administration student who died in a tragic car accident on February 7, 1997. He was the House President of Lane B and served two terms as Activities Commissioner of the Students’ Union. The award is to recognize a member of Council who enjoys life to the fullest both socially as well as extra-curricularly. This award is not judged on academics but rather on enthusiasm, energy, and Xspirit displayed throughout the Xaverian community. This person is a true ambassador of St. FX both here and away from our university. The Students’ Union Representative Council will choose the award annually by secret ballot. The award is not to be given in a year if Council does not feel there is a deserving recipient.

Naomi: “I nominate Sam Delaney for the Jason Simmons Award.”

Molly: “I nominate Jack Harding for the Jason Simmons Award.”

Jack: “I nominate Francisco Chang for the Jason Simmons Award.”

Molly: “The Birks award shall be awarded annually to a graduating student for outstanding contribution to student government. The Student’s Union Representative Council shall nominate and then elect, by secret ballot, the recipient of the Award. There shall be a permanent trophy bearing the names of all the recipients. The trophy will be kept in the University Centre.

Brendan: “I nominate Sam Delaney, Ben Fairhurst, Naomi Stobart and Molly Burke for the Birks Award.”

Margaret Ann: “I nominate Naomi Stobart for the Birks Award.”

# Closing Remarks

Molly: “That was quick and lovely considering how long our councils have been! Our last council is next Sunday, and the Powwow is afterwards so if you’d like to come with me let me know!”

# Adjournment

Dylan: “I’ll move to adjourn.”

Brendan: “I’ll second.”

*No discussion.*

*Motion passes unanimously.*

*Meeting adjourned at 12:49pm ADT*

# Appendix Item I: Associate Positions Terms of Reference

**VP Finance and Operations- Associate Positions**

Position Title: **Kevin’s Corner Resource Center Coordinator**

Reports to: VP Finance and Operations; Kevin’s Corner Resource Center Committee

**General**:

1. Term of Position:

* August 15th until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process

* Hiring will take place in the spring of each year.
* The hiring committee will consist of: Incoming VP Finance and Operations and Operations manager.
* The hiring committee will make an offer of employment to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The KCRC Coordinator will receive hourly pay commensurate with other coordinator positions.

1. Hours:

* The KCRC Coordinator will work between 10-15 hours per week.

**Responsibilities**:

1. The KCRC Coordinator shall be responsible for the development, maintenance, and effective management of Kevin’s Corner Resource Centre.
2. The KCRC Coordinator shall be required to attend Society Night in the Fall and to recruit new volunteers.
3. The KCRC Coordinator shall be responsible for selecting, training and scheduling volunteers each semester.
4. The KCRC Coordinator shall be responsible for collecting donations of food items and transporting them to the KCRC.
5. The KCRC Coordinator shall be responsible for organizing at least one (1) food drive per term.
6. The KCRC Coordinator shall be responsible for coordinating the Community Garden and greenhouse including the training and scheduling of volunteers.
7. The KCRC Coordinator shall work with the KCRC Committee, and report on day to day matters.
8. The KCRC will work with the Operations Manager to organize all deliveries to the KCFC.
9. The KCRC should have a valid drivers’ license.

**Powers** (if applicable):

1. The KCRC Coordinator has the power to dismiss volunteers for reasons (not limited to): theft, misuse of space, missing shifts, or creating an unsafe space for volunteers or students.
2. The KCRC Coordinator will have access to DriveU for pick up and deliveries of stock for the KCRC through the office of the VP Finance and Operations.
3. The KCRC Coordinator will have access to a Students’ Union Debit/Visa Card to be used for KCRC purchases only.

**Limitations** (if applicable):

1. Shall be advised by the VP Finance and Operations on all major decisions pertaining to the KCFRC.

Position Title: **Senior DriveU Driver**

Reports to: VP Finance and Operations; General Manager, StFX Students’ Union

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.
* Must present a driver’s license and abstract without any driving penalties in the last 12 months.

1. Hiring/Appointment Process:

* Hiring will take place in the spring of each year.
* The hiring committee will consist of: Incoming VP Finance and Operations and the Operations Manager.
* The hiring committee will make an offer of employment to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The Senior DriveU Driver will receive hourly pay commissary with a coordinator position.

1. Hours :

* The Senior DriveU Driver will work between 8-12 hours per week.

**Responsibilities:**

* 1. The Senior DriveU Driver will create biweekly schedules in consultation with the VP Finance and Operations.
  2. The Senior DriveU Driver must report any internal and/or external damage to the vehicle to the VP Finance and Operations immediately.
  3. The Senior DriveU Driver will conduct a damage check of the vehicle on Sunday of each week.
  4. If a DriveU shift is vacant, it is the responsibility of the Senior DriveU Driver to find a replacement for that shift.
  5. The Senir DriveU driver will in vacant shifts if no other driver is available.
  6. The Senior DriveU Driver is responsible for regular communication with all DriveU Drivers as it pertains to scheduling, absences, damages, cleanliness of the vehicle etc.
  7. Cancellation of DriveU for weather or mechanical purposes is under the discretion of the Senior DriveU Driver in consultation with the VP Finance and Operations.
  8. The Senior DriveU Driver is responsible to submit biweekly payroll information to the Students’ Union Operations Manager, a schedule will be set at the beginning of each semester.
  9. The Senior DriveU Driver is responsible for having a one-on-one meeting with the VP Finance and Operations on a bi-weekly basis.
  10. The Senior DriveU Driver is responsible for any further duties listed in the latest edition of the DriveU Driver Manual or those assigned by the VP Finance and Operations.

**Powers (if applicable):**

1. The Senior DriveU driver will have the power to suspend any DriveU driver immediately if notified of unsafe behaviour while driving or being in the passenger position of DriveU.
2. The Senior DriveU driver will have the power to dismiss any DriveU driver in consultation with the VP Finance and Operations under any violations outlined in the Students’ Union bylaws or policies.
3. The Senior DriveU driver will have the power to utilise the Students’ Union gas account with designated local providers as outlined by the Finance Manager and VP Finance and Operations. Receipts must be kept and submitted within 48hours of expenditure.

**Limitations (if applicable):**

1. Shall be advised by the VP Finance and Operations on all major decisions pertaining to the DriveU.
2. The Senior DriveU Driver cannot use DriveU for any personal purposes.

Position Title: **DriveU Drivers**

Reports to: Senior DriveU Driver; VP Finance and Operations

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.
* Must present a driver’s license and abstract without any driving penalties in the last 12 months.

1. Hiring/Appointment Process:

* Hiring will take place in the spring of each year.
* The hiring committee will consist of: Incoming VP Finance and Operations and the Incoming Senior DriveU Driver.
* The hiring committee will make an offer of employment to the successful candidate no later than 48 hours after all the interviews have been completed.

1. Compensation/Benefits:

* DriveU Drivers will be paid minimum wage.

1. Hours:

* DriveU Drivers may work between 5-20 hours per week. This is subject to the driver’s availability.

**Responsibilities:**

1. DriveU Drivers are responsible for notifying the Senior DriveU Driver of any confirmed shift switches via email or verbal communication twenty-four (24) hours prior to the start of the shift.
2. DriveU Drivers are responsible for reading and understanding the information contained in the DriveU Driver Manual, and any Students’ Union policies that pertain to DriveU.
3. Before operating the DriveU vehicle, Drivers must sign out the key and return the key to the appropriate area within Bloomfield Center.
4. DriveU Drivers must show up at least 15 minutes prior to the shift in order to fill out the pre-shift checklist. The Driver must ensure that the DriveU vehicle is clean, free of garbage, and fully functional before and after its use.
5. DriveU Drivers must report any internal and/or external damage to the vehicle to the Senior DriveU Driver immediately.
6. DriveU Drivers must report any accident incurred while operating the DriveU vehicle to the Senior DriveU Driver and the VP Finance and Operations immediately.
7. If, while operating the DriveU vehicle, the Driver has been charged with an infraction set forth under the Nova Scotia Motor Vehicles Act and/or the Town of Antigonish, the Driver who incurred the infraction must pay for any resulting tickets, and may be suspended from operating DriveU for a period of time. This will depend on the severity of the infraction.
8. DriveU Drivers are prohibited from picking up passengers at any location other than the front of the Students’ Union Building.
9. DriveU Drivers shall only drop students off at their place of residence and shall only proceed from a residence when the passenger has entered the building.
10. DriveU Drivers must keep a log of all passengers during the DriveU service’s operational hours. This log will include the starting/ending odometer readings, a record of how many students were taken on each trip, which street each student went to, the students ID number(s), the time of the trip, and any other stops made while operating (i.e. fuel stops). These nightly log sheets shall be collected and dropped off to the VP Finance and Operations at the end of each month.
11. DriveU Drivers shall reserve the right to cancel a shift if they feel the conditions are not suitable for driving in. In the case of cancellation, the Driver must notify the Senior DriveU Driver, or the VP Finance and Operations.
12. DriveU Drivers shall reserve the right to choose not to transport individuals who are extremely intoxicated, show signs of aggression, or actions or verbal harassment. In this case, DriveU Drivers are required to notify StFX Security. Follow-up should be done no later than 24 hours with the VP Finance and Operations so the generation of an incident report can be developed.
13. DriveU Drivers shall be allowed one fifteen (15) minute break each shift for their own nourishment. Drivers shall not make any other food stops throughout the shift.
14. In the event of a delay in service, the Driver must make every effort to inform the Senior DriveU Driver or the VP Finance and Operations.
15. DriveU Drivers are responsible for any further duties listed in the DriveU Driver Manual or those assigned by the VP Finance and Operations.

**Powers:**

1. DriveU Drivers have the power to cease operation of DriveU for safety concerns of staff and passengers.
2. DriveU Drivers will have the power to utilise the Students’ Union gas account with designated local providers as outlined by the Finance Manager and VP Finance and Operations. Receipts must be kept and submitted within 48hours of expenditure.

**Limitations (if applicable):**

1. DriveU Drivers will not drive passengers to any business or other building that is not the residence of the passenger.
2. DriveU Drivers will not drive any passenger farther then 15km from campus.
3. DriveU Drivers must, at all times, follow the rules and regulations set forth under the Nova Scotia Motor Vehicles Act while operating the DriveU vehicle. Should a Driver break these rules, the following actions will be enforced:
   1. For a first-time infraction, the Driver will be suspended from operating the DriveU vehicle at the discretion of the VP Finance and Operations.
   2. For a second time infraction, the Driver shall be removed from operating the DriveU vehicle for the rest of the academic school year.
   3. If the severity of the infraction is high, the Students’ Union General Manager shall reserve the right to immediately dismiss the driver. The Students’ Union General Manager shall reserve the right to levy further sanctions on the Driver if they are warranted.

Position Title: **Peer Support Program Coordinator(s)**

Reports to: VP Finance and Operations

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.
* The Peer Support Program Coordinator(s) must commit to completing the training set out for volunteers, plus an additional debrief training, and must complete said training prior to formally stepping into the role. Once training is complete, notification of trainings completion must be provided to the VP Finance and Operations.

1. Hiring/Appointment Process:

* Appointment will take place in the spring of each year.
* The selection panel will consist of: Incoming VP Finance and Operations; the outgoing Peer Support Program Coordinator(s).
* The selection panel will make an offer of position to the successful candidate no later than 48 hours after the panel has reached consensus.

1. Compensation/Benefits:

* The Peer Support Program Coordinator(s) will receive an honorarium, set out by the Students’ Union Board of Directors during the passing of the annual budget.
* The Peer Support Program Coordinator(s) must provide a midyear report in December and an end of year report in April to the VP Finance to be eligible for honorarium payment.

1. Hours:

* The Peer Support Program Coordinator(s) will work 6 hours per week.

**Responsibilities:**

1. The Peer Support Program Coordinator(s) will coordinate and schedule a team of volunteers and shift leaders.
2. The Peer Support Program Coordinator(s) will schedule, oversee, and help facilitate volunteer and shift leader training.
3. The Peer Support Program Coordinator(s) shall represent the PSP organization in any relevant administrative meetings where representation is required or called upon.
4. The Peer Support Program Coordinator(s) shall be the main liaisons between the Peer Support Program and the VP Finance and Operations.
5. The Peer Support Program Coordinator(s) shall fulfill the appropriate training requirements as set out in the Peer Support Program Overview. Peer Support Program Coordinator(s) shall additionally be required to complete debrief training.
6. The Peer Support Program Coordinator(s) shall ensure that all documentation is being properly fulfilled and stored and shall debrief Peer Support Volunteers and Peer Support Shift-Leaders as necessary.
7. The Peer Support Program Coordinator(s) shall maintain confidentiality unless required by law to do otherwise.
8. The Peer Support Program Coordinator(s) shall act in the best interest of the peer they are supporting.

**Powers:**

1. The Peer Support Program Coordinator(s) have the power to suspend or remove any volunteers that do not live up to the terms of reference for the position, bylaws and policies of the Students’ Union.

**Limitations:**

1. Peer Support Program Coordinator(s) are subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or breach confidentiality. Peer Support Program Coordinators will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the program. If they are unable to fulfill the additional requirements assigned to them as a Peer Support Program Coordinator they will be removed from their role and asked to remain with the program as a Peer Support Shift-Leader or Volunteer.
2. Peer Support Program Coordinator(s) are responsible to uphold the terms of the Students' Union lease agreement for the space in which the Peer Support Program operates. They must also ensure adherence to any terms provided by the Students’ Union legal counsel and/or insurance provider.

Position Title: **Peer Support Shift Leader**

Reports to: Peer Support Program Coordinator(s)

**General:**

1. Term of Position:

* September 1st to April 30th

1. Eligibility

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.
* The Peer Support Shift Leaders shall be volunteers who have already completed a minimum of one year with the program, or who have demonstrated significant experience in other mental health related organizations or leadership roles.
* The Peer Support Program Shift Leaders must complete the following training:
  1. Mental Health First Aid
  2. Waves of Change modules 1-4
  3. Positive Space Training
  4. Disclosures training
  5. Resources round table
  6. Cultural Competency
  7. Kairos Blanket Exercise
  8. Proper documentation training and on-site orientation
  9. Debrief training
  10. Break the Silence NS, online

1. Hiring/Appointment Process:

* Appointment will take place in the spring of each year
* The selection panel will consist of Incoming Peer Support Program Coordinators.
* The selection panel will make an offer of position to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* These positions are volunteer without honorarium

1. Hours:

* Hours will be set each week by the Peer Support Program Coordinators

**Responsibilities:**

1. Peer Support Shift-Leaders shall meet with students accessing the Peer Support Program on a case-by-case basis, and then refer to both University and community resources for additional support.
2. Peer Support Shift-Leaders shall fulfill the appropriate training requirements as set out in the Peer Support Program Overview, and shall complete Disclosures, Break the Silence, and On-Site Orientation before they begin their first shift as a volunteer. Peer Support Shift-Leaders shall additionally be required to complete debrief training.
3. Peer Support Shift-Leaders shall help to schedule, facilitate and provide ongoing training for Peer Support Volunteers.
4. Peer Support Shift-Leaders shall ensure that all documentation is being properly stored and shall debrief Peer Support Volunteers as necessary.
5. Peer Support Shift-Leaders shall maintain confidentiality unless required by law to do otherwise.
6. Peer Support Shift-Leaders shall report to Peer Support Program Coordinators following each shift.
7. Peer Support Shift-Leaders shall act in the best interest of the peer they are supporting.
8. Peer Support Shift-Leaders shall be required to work a minimum of 1 on-call shift per week.

**Limitations:**

1. Peer Support Shift-Leaders are subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or breach confidentiality.
2. Peer Support Shift-Leaders will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the program. If they are unable to fulfill the additional requirements assigned to them as a Peer Support Shift-Leader, they will be removed from their role and asked to remain with the program as a Peer Support Volunteer.

Position Title: **Peer Support Volunteer**

Reports to: Peer Support Shift Leader; Peer Support Program Coordinator(s)

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.
* The Peer Support Program Volunteer must complete the following training:
  1. Mental Health First Aid
  2. Waves of Change modules 1-4
  3. Positive Space Training
  4. Disclosures training
  5. Resources round table
  6. Cultural Competency
  7. Kairos Blanket Exercise
  8. Proper documentation training and on-site orientation
  9. Debrief training
  10. Break the Silence NS, online

1. Hiring/Appointment Process:

* Appointment will take place in the spring or summer of each year.
* The selection panel will consist of Incoming Peer Support Program Coordinators and Incoming Shift Leaders.
* The selection panel will make an offer of position to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* These positions are volunteer without honorarium.

1. Hours:

* Hours will be set on a weekly basis by Peer Support Shift Leaders and/or Peer Support Program Coordinators.

**Responsibilities:**

1. Peer Support Volunteers shall meet with students accessing the Peer Support Program on a case-by-case basis and refer students to the proper resources as required.
2. Peer Support Volunteers shall fulfill the appropriate training requirements as set out in the Peer Support Program Overview, and shall complete Disclosures, Break the Silence, and On-Site Orientation before they begin their first shift as a volunteer.
3. Peer Support Volunteers shall be responsible for maintaining the cleanliness and organization of the Peer Support Program space.
4. Peer Support Volunteers shall properly document all visits to the Peer Support Program and store these documents in an appropriate, secure location.
5. Peer Support Volunteers shall maintain confidentiality unless required by law to do otherwise.
6. Peer Support Volunteers shall report to Peer Support Program Shift-Leaders following each shift.
7. Peer Support Volunteers shall act in the best interest of the peer they are supporting.

**Limitations:**

1. Peer Support Volunteers are subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or breach confidentiality.
2. Peer Support Volunteers will be held responsible for their actions as volunteers and if significant problems arise they will no longer be allowed to volunteer for the program.

Position Title: **Convenience For U Student Store Manager**

Reports to: VP Finance and Operations, Students’ Union Operations Manager

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Hiring will take place in the spring of each year.
* The hiring committee will consist of: Incoming VP Finance and Operations and the Students’ Union Operations Manager.
* The hiring committee will make an offer of employment to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The CFU Student Manager will receive hourly pay commensurate with a student manager position.

1. Hours

* This position will work between 12-15 hours per week while the store is in operation.

Responsibilities:

1. The CFUSM is responsible for the day to day management of Convenience For U.
2. The CFUSM is responsible for hiring and training the student staff. As well as, communicating any changes to the schedule, or updates on staff responsibilities.
3. The CFUSM is responsible to keep up to date on the store inventory. This includes ordering, restocking, moving items to clearance, and updating the system of new products or discontinued products.
4. The CFUSM is responsible to meet with the VP Finance and Operations and the Students’ Union Operations Manager each week to discuss all aspects of the store operations.
5. The CFUSM is responsible to hold monthly staff meetings with the CFU staff.
6. The CFUSM is responsible to report any theft or employee issues to the VP Finance and Operations.
7. The CFUSM is responsible for submitting bi-weekly payroll to the Students’ Union Operations Manager.
8. The CFUSM should have a valid driver’s license and provide a driver’s abstract during the interview process.
9. The CFUSM is responsible for being knowledgeable on all technology including but not limited to the pos system, ordering/inventory system, and store equipment.
10. Other duties as assigned.

 Powers:

1. To utilize DriveU to pick up product for the store when needed.

Limitations:

1. May suspend staff if major issues occur and must report them to the VP Finance and Operations immediately. May not dismiss staff without consultation of the VP Finance and Operations, and the Students’ Union Operations Manager.
2. Shall be advised by the VP Finance and Operations, and Students’ Union Operations Manager on all major decisions pertaining to the CFU.

Position Title: **Convenience For U Student Staff**

Reports to: Convenience For U Student Manager, Students’ Union Operations Manager

**General:**

1. Term of Position:

* September 1st until April 30th

2. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Hiring will take place as needed throughout the year.
* The hiring committee will consist of: VP Finance and Operations or Students’ Union Operations Manager, Incoming Convenience For U Student Manager.
* The hiring committee will make an offer of employment to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The CFU Student Staff will be paid minimum wage.

1. Hours:

* Staff will be provided weekly schedules.

**Responsibilities:**

1. The CFUS are responsible for keeping a clean and tidy workspace. This includes, but is not limited to: sanitizing multi-use equipment, dusting shelving and products, sweeping and spot mopping the floor, and cleaning and sanitizing any store equipment.
2. The CFUS are responsible to manage all financial transactions and be up to date on all opening and closing procedures and protocols.
3. The CFUS are responsible to report any issues of theft to Safety and Security and the Convenience For U Store Manager.
4. The CFUS are to assist with stocking shelves and rotate inventory as scheduled. For items nearing expiration date, staff should notify the Convenience For U Store Manager.
5. The CFUS may be required to receive orders for the store while on duty.
6. Other Duties as required.

**VP External Affairs - Associate Positions**

Position Title: **Research and Policy Associate**

Reports to: VP External Affairs

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Appointment will take place in the spring of each year.
* The selection panel will consist of: Incoming VP External Affairs and 1 Director.
* The selection panel will make an offer of position to the successful candidate no later than 48 hours after the panel has reached consensus.

1. Compensation/Benefits:

* The Research and Policy Associate will receive an honorarium, set out by the Students’ Union Board of Directors during the passing of the annual budget.
* The Research and Policy Associate must provide a midyear report in December and an end of year report in April to the VP External Affairs to be eligible for honorarium payments.

1. Hours:

* The Research and Policy Associate will work 6 hours per week during the academic year.

**Responsibilities:**

1. The RPC shall assist the VP External Affairs with researching and developing policy positions in regards to relevant student issues.
2. The RPC shall undertake timely, regular and relevant research work on post-secondary educational issues and external advocacy goals of the Students’ Union in conjunction with the VP External Affairs.
3. The RPC shall compile all research findings into reports or briefing documents for future use by the Students’ Union.
4. The RPC may attend local, provincial or federal lobby meetings with the VP External Affairs upon request.
5. The RPC may attend Students Nova Scotia (SNS) and Canadian Alliance of Student Associations (CASA) meetings upon the request and approval of the Students’ Union Executive Board.
6. Other duties as assigned.

**Limitations:**

1. The RPC is subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or misrepresenting the Students’ Union. The RPC will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the Students’ Union.

Position Title: **Campaigns Coordinator**

Reports to: VP External Affairs

**General:**

1. Term of Position:

* September 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Appointment will take place in the spring of each year
* The selection panel will consist of: Incoming VP External Affairs and 1 Director.
* The selection panel will make an offer of position to the successful candidate no later than 48 hours after the panel has reached consensus.

1. Compensation/Benefits:

* The Campaigns Coordinator will receive an honorarium, set out by the Students’ Union Board of Directors during the passing of the annual budget.
* The Campaigns Coordinator must provide a midyear report in December and an end of year report in April to the VP External Affairs to be eligible for honorarium payments.

1. Hours:

* The Campaigns Coordinator will work 3 hours per week during the academic year.

**Responsibilities:**

1. The Campaigns Coordinator shall assist the VP External Affairs with planning and execution of various informational and awareness campaigns throughout the academic year.
2. The Campaign Coordinator shall prepare Event Risk Assessment Forms for various campaigns as directed by the VP External Affairs.
3. The Campaign Coordinator shall compile feedback and information from each campaign for future use by the Students’ Union.
4. The Campaign Coordinator may attend local, provincial or federal lobby meetings, meetings with societies, or other student groups upon request from the VP External Affairs.
5. The Campaign Coordinator may attend Students Nova Scotia (SNS) and Canadian Alliance of Student Associations (CASA) meetings upon the request and approval of the Students’ Union Executive Board.
6. Other duties as assigned.

**Limitations:**

1. The Campaign Coordinator is subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or misrepresenting the Students’ Union. The Campaign Coordinator will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the Students’ Union.

**VP Academic Affairs - Associate Positions**

Position Title: **Research and Policy Associate**

Reports to: VP Academic Affairs

**General:**

1. Term of Position:

· September 1st until April 30th

2. Eligibility:

· Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

3. Hiring/Appointment Process:

· Appointment will take place in the spring of each year.

· The selection panel will consist of: Incoming VP Academic and 1 Director.

· The selection panel will make an offer of position to the successful candidate no later than 48 hours after the panel has reached consensus.

4. Compensation/Benefits:

· The Research and Policy Associate will receive an honorarium, set out by the Students’ Union Board of Directors during the passing of the annual budget.

· The Research and Policy Associate must provide a midyear report in December and an end of year report in April to the VP Academic Affairs to be eligible for honorarium payments.

5. Hours:

· The Research and Policy Associate will work 6 hours per week during the academic year.

**Responsibilities:**

1. The RPC shall assist the VP Academic Affairs with researching and developing policy positions in regards to relevant student issues.

2. The RPC shall undertake timely, regular and relevant research work on post-secondary educational issues and academic advocacy goals of the Students’ Union in conjunction with the VP Academic Affairs.

3. The RPC shall compile all research findings on Academic matters into reports or briefing documents for future use by the Students’ Union.

4. The RPC may attend Senate, Senate committees, and other meetings with the VP Academic Affairs upon request.

5. Other duties as assigned.

**Limitations:**

1. The RPC is subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or misrepresenting the Students’ Union. The RPC will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the Students’ Union.

**VP Campus Affairs - Associate Positions**

Position Title: **Orientation Week Co-Chairs**

Reports to: VP Campus Affairs

**General:**

1.Term of Position:

* Appointment date March until September 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Appointment will take place in the spring of each year
* The selection panel will consist of: Incoming VP Campus Affairs, and Director of Student Life.
* The selection panel will make an offer of position to the successful candidate(s) no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The Orientation Week Co-Chairs will receive an honorarium, set out by the Students’ Union Board of Directors during the passing of the annual budget.
* The Orientation Week Co-Chairs must provide a detailed report to the VP Campus Affairs, no later than October 31st to be eligible for full payment of honorarium.

1. Hours:

* The Orientation Week Co-Chairs will work as required.

**Responsibilities:**

1. The Orientation Co-Chairs are required to be at St. FX during the Orientation Crew Training and Orientation Week itself. It is also recommended that the Co-Chairs be at St. F.X. for a minimum of two (2) weeks prior to the start of Orientation Crew Training.
2. The Orientation Co-Chairs shall act responsibly in a manner that is consistent with the community code and Students’ Union By-laws and policy manual.
3. The Orientation Co-Chairs will be responsible to attend the Student Orientation Committee meetings beginning in May in person or virtually.
4. The Orientation Co-Chairs are responsible for regular communication and consultation with each other and the VP Campus Affairs including but not limited to:
   1. Bi-weekly conference calls during the summer months
   2. Weekly emailing with updates, recommendations, tasks completed and any questions.
5. The Orientation Co-Chairs shall modify and update the structure of the Orientation Executive team and Orientation Crew based on needs and in consultation with the VP Campus Affairs.
6. The Orientation Co-Chairs shall select the Orientation Executive and assist with the selection of the Orientation Crew. The selection process will consist of a formal application and interview. The formal application and interview process will be created by the Orientation Co-Chairs with consultation and approval from the VP Campus Affairs.
7. The Orientation Co-Chairs shall work in conjunction with the Student Orientation Committee in order to maintain an internal (Orientation Crew) and external (Incoming Students) schedule during Orientation Week.
8. The Orientation Co-Chairs shall attend and oversee the supervision of the Orientation Executive and Orientation Crew during Orientation training week and Orientation Week.
9. The Orientation Co-Chairs shall lead daily Orientation Crew meetings during Orientation Week to assign any additional tasks for the day, go over the updated internal and external schedules and get the Orientation Crew motivated for the day ahead. These meetings should be scheduled prior to the start of the week.
10. Other duties as required

**Powers:**

1. The Orientation Co-Chairs will have the power to dismiss any Orientation Crew Executives and Orientation Crew Generals in consultation with the VP Campus Affairs under any violations outlined in the Students’ Union bylaws or policies.

**Limitations:**

1. The Orientation Co-Chairs are subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or misrepresenting the Students’ Union. The Orientation Co-Chairs will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the Students’ Union.

Position Title: **Activities and Event Coordinator**

Reports to: VP Campus Affairs

**General:**

1.Term of Position:

* May 1st until April 30th

2.Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

3.Hiring/Appointment Process:

* Hiring will take place in the spring of each year
* The hiring panel will consist of: Incoming VP Campus Affairs, General Manager, Students’ Union\* or Bar Services Manager, Students’ Union.
* The hiring panel will make an offer of position to the successful candidate no later than 48 hours after the committee has reached consensus.

4.Compensation/Benefits:

* The Activities and Events Coordinator will receive compensation commensurate with other coordinator position.

5.Hours:

* The Activities and Events Coordinator may work up to 30 hours per week from May-September and 15 hours per week October – April.

**Responsibilities:**

* 1. The Activities and Events Coordinator will be responsible to assist the VP Campus Affairs in the planning, development and execution of large and small events for the Students’ Union. This includes but is not limited to: Orientation Week, weekly events for the Golden X Inn, SuperSub’s, XRing and Graduation events.
  2. The Activities and Events Coordinator will be responsible to hire Event Staff to assist in the set up and take down of various Students’ Union events.
  3. The Activities and Events Coordinator will be responsible to work with industry professionals and campus stakeholders in the planning and execution of Students’ Union events.
  4. The Activities and Events Coordinator may be asked to plan specific events at the request of the VP Campus Affairs.
  5. The Activities and Events Coordinator may be responsible to assist in providing appropriate event training to other members of the Students’ Union such as society presidents.
  6. The Activities and Events Coordinator will be responsible to be at designated Students’ Union events as the Primary Event Organizer.
  7. The Activities and Events Coordinator must have a valid driver’s license and produce a drivers abstract with no major infractions for the previous 12 months.
  8. The Activities and Events Coordinator must track Event Staff hours for each pay period and submit them to the Students’ Union Operations Manager.
  9. The Activities and Events Coordinator will attend Student Orientation Committee Meetings as a non-voting member.
  10. Other duties as assigned

**Powers:**

1. The Activities and Events Coordinator will have access to DriveU for the needs of events in consultation with the VP Campus Affairs and the VP Finance and Operations.
2. May suspend Event Staff if major issues occur and must report them to the VP Campus Affairs immediately.

**Limitations:**

1. Any expenditures on behalf of the Students’ Union must be authorized by the VP Campus Affairs and VP Finance and Operation.

Position Title: **Society Coordinator**

Reports to: VP Campus Affairs

**General:**

1.Term of Position:

May 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Hiring will take place in the spring of each year.
* The hiring panel will consist of: Incoming VP Campus Affairs and 1 Director The hiring panel will make an offer of position to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The Society Coordinator will receive compensation commensurate with a coordinator position.

1. Hours:

* The Society Coordinator may work up to 9 hours per week.

**Responsibilities:**

1. The Society Coordinator shall be responsible for overseeing the operations of and effective management of all Student Societies, in conjunction with the VP Campus Affairs.
2. The Society Coordinator shall organize Society Night with the assistance of the Events Coordinator; to be held in September and January of each academic year.
3. The Society Coordinator shall be responsible for ensuring that all required documentation necessary for ratification of Student Societies is available to interested parties.
4. The Society Coordinator will ensure that Societies have submitted all necessary forms and have been approved by the Society Review Committee. The Society Coordinator will bring approved societies to the earliest meeting of the Board of Directors before the end of September for society ratification.
5. The Society Coordinator shall be responsible for assisting the VP Finance and Operations in ensuring that all ratified Student Societies receive all documents required to submit an allocation request for Society funding.
6. The Society Coordinator shall be responsible for the organization and creation of the Society Handbook when the current edition becomes partially or fully irrelevant. The Society Handbook must be edited and updated at the beginning of every year, and submitted by September 30th.
7. The Society Coordinator shall be responsible for the planning and execution of the Society President training session, held each academic year in September. Society members must be given, at minimum, two weeks notice. The Society Coordinator must ensure the information given at Society President Training is shared with societies that are ratified throughout the academic year.
8. The Society Coordinator shall act as a liaison between the Society Presidents and the VP Campus Affairs voicing the concerns of the Society Presidents.
9. The Society Coordinator shall act as an intermediary between the Golden X Inn Bar Manager and Societies in relation to Coat Check opportunities at the Golden X Inn.
10. The Society Coordinator shall have check-ins, as needed, with the VP Campus Affairs throughout the entire academic year.
11. Other duties as assigned.

**Limitations:**

1. Shall be advised by the VP Campus Affairs and Chair of the Board on all major decisions pertaining to Students’ Union Societies.

Position Title: **Residences Affairs Coordinator**

Reports to: VP Campus Affairs

**General:**

1.Term of Position:

May 1st until April 30th

1. Eligibility:

* Any current student enrolled at StFX who meets the requirements as outlined in the bylaws and policies of the Union.

1. Hiring/Appointment Process:

* Appointment will take place in the spring of each year
* The selection panel will consist of: Incoming VP Campus Affairs and 1 Director.
* The selection panel will make an offer of position to the successful candidate no later than 48 hours after the committee has reached consensus.

1. Compensation/Benefits:

* The Residence Affairs Coordinator will receive an honorarium, set out by the Students’ Union Board of Directors during the passing of the annual budget.
* The Residence Affairs Coordinator must provide a midyear report in December and an end of year report in April to the VP Campus Affairs to be eligible for honorarium payment.

1. Hours:

* The Residence Affairs Coordinator will work up to 9 hours per week.

**Responsibilities**

* 1. The Residence Affairs Coordinator will supervise the Residence Event Coordinators and their day to day activities.
  2. The Residence Affairs Coordinator will act as a liaison between the Students’ Union and Residence Life staff.
  3. The Residence Affairs Coordinator will assist with in the training of Residence Event Coordinators as well as any House Council teams, as requested from Residence Life.
  4. The Residence Affairs Coordinator may be required to attend meetings on behalf of the VP Campus Affairs.
  5. The Residence Affairs Coordinator will co-chair the Campus Affairs Committee with the VP Campus Affairs
  6. Other duties as assigned

**Limitations:**

1. The Residence Affairs Coordinator is subject to performance review if they are found to be acting outside of their terms of reference, are acting outside of their training, or misrepresenting the Students’ Union. The Residence Affairs Coordinator will be held responsible for their actions as volunteers and if significant problems arise, they will no longer be allowed to volunteer for the Students’ Union.

# Appendix Item II: Summer Hiring Policy

**Summer Hiring Policy**

**Definitions**

1. Incoming – Individual slated to undertake a position in question for the subsequent year.
2. Outgoing – Individual currently holding the position in question for the year.
3. Volunteers – Staff who do not work for an hourly wage and who may receive an honorarium.
4. Bias – Prejudice in favour of, or against one person or group compared with another, usually in a way considered to be unfair.
5. Conflict of Interest – A situation in which a person is in a position to derive personal benefit from actions or decisions made in that person’s official capacity.
6. Summer – Being the period of time beginning May 1st until August 31st.

**General**

1. This policy exists to provide the St. F. X. Students’ Union with the opportunity to hire positions outside of the fall and winter semesters. Summer hiring may take place if:
   1. The position is deemed necessary for the operations of the Union to continue through the summer; or,
   2. The absence would significantly impact the ability of the Union to begin its operations in a timely manner at the beginning of the fall semester.
2. Unless stipulated by the Union By-Laws, this shall be the Hiring Policy for any and all appointed Union positions hired outside of the fall and winter semesters.
   1. Any information that is not covered by the Summer Hiring Policy can be referenced in the Hiring Policy.
3. For all positions, the Union shall attempt to hire qualified student applicants.
   1. Applicants must be ordinary members of the Union as defined in the By-laws.
4. All hiring shall be conducted in a professional and ethical manner.
   1. The Union does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation.
   2. Applicant information external to that which is provided on the application, in resume, reference checks, and during the interview, may not be used or referred to during the interview, or selection process.
   3. Prior to being considered for an interview every applicant will be vetted by student life for conduct violations and academic eligibility.
5. If under any circumstance this policy is not followed, the interview process shall be considered null and void. The process will have to be restarted. If the Chair of the Board deems it necessary, and where possible, the panel may be dissolved and reformed.

**Summer hiring panel**

1. The panel must consist of at least the Executive responsible for the position being hired, one (1) Director, an elected Executive, and /or a full-time staff member.
2. Efforts must be made to accommodate students who cannot attend in-person interviews. It is encouraged for these interviews to take place online so they may be open to all students.
3. All biases must be declared prior to the first interview, and dealt with accordingly. Failure to do so shall deem the interview process void.
4. Any conflicts of interest must be acknowledged prior to the interview. The panelist must remove themselves from the hiring panel and the Board of Directors must appoint a replacement.
   1. If a conflict of interest is declared, the individual must remove themselves from the hiring panel/committee and the General Manager shall advise on their replacement.
5. Prior to the interviews, the General Manager shall brief and train panel member(s) on general hiring and interview practices.
6. The composition of the panel shall remain the same for the duration of all interviews for a particular position. Any change in the panel shall deem the interview process void.

**Interview process**

1. Applicants shall be given 48 hours’ notice of the time and location of their interview.
2. The interview panel shall receive necessary information from the member(s) of the Executive Committee or non –student management within 48 hours of the interview (e.g., relevant applicant information, references, responses, etc).
3. Criteria for scoring the interview shall be established by the interview panel prior to the interview.
4. Interview criteria must be agreed upon and understood by each panel member.
5. If the panel deems it necessary, follow-up questions shall be permitted.

**Applicant selection**

1. After all applicants have been interviewed, the panel shall meet to discuss the performance of the candidates.
   1. This performance, and the previously submitted application, shall be reviewed against the previously set criteria.
2. In the case that the position is one that must be ratified through the Board of Directors:
   1. The committee will report the decision to the applicant and the Board.
   2. The selected applicant may be ratified by the Board. The Board may question the hiring panel about the recommended applicant and the hiring process.

**Confidentiality**

1. All topics and discussions which occur during the interview shall be held in confidence by all privy to the information.
2. Interviewers will not discuss any details pertaining to the interview to any party external to the hiring panel. These details include but are not limited to: interview questions, discussions of applicants, and decisions made within the interview.
3. The Board of Directors may go into camera if they feel detailed discussion is needed with regards to the ratification of an applicant.

**Chair of Board of Directors**

1. The Chair of Board of Directors must be consulted prior to posting the hiring position. The summer hiring panel for this position must be approved by the Board of Directors.

**Ratification**

1. All successful candidates of summer hiring panels must be ratified by the Board of Directors.