

## USC COORDINATORS AND COMMISSIONERS: TERMS OF REFERENCE

**NOTE: The terms of reference are currently under review and may result in changes to the roles and responsibilities of Commissioners and/or Coordinators. Please see the relevant Executive Council member for more information.**

### 1.00 APPOINTMENT

#### 1.01 COORDINATORS:

There shall be:

- One (1) Ally Western Network Coordinator;
- One (1) Charity Coordinator;
- One (1) Charity Ball Coordinator;
- One (1) Chief Returning Coordinator (CRO);
- One (1) Clubs Finance Coordinator;
- One (1) Early Outreach Coordinator
- One (1) Enviro Western Coordinator;
- One (1) Ethnocultural Support Service Coordinator;
- One (1) External Affairs Coordinator;
- One (1) First Year Students Coordinator
- One (1) Food Support Services Coordinator
- One (1) Health and Wellness Support Service Coordinator
- One (1) Homecoming and Athletics Coordinator;
- One (1) Income Tax Clinic Coordinator
- One (1) Internal Affairs Coordinator;
- One (1) Media Coordinator
- One (1) Orientation Coordinator;
- One (1) PrideWestern Coordinator;
- One (1) Promotions Coordinator
- One (1) Publications Coordinator
- One (1) Student Appeals Support Centre (SASC) Coordinator
- One (1) Teaching Awards Coordinator
- One (1) Theatre Western Coordinator;
- One (1) Women's Issues Network Coordinator.

#### 1.02 COMMISSIONERS:

There shall be:

- One (1) Academic Affairs Commissioner
- One (1) Accessibility Commissioner;
- One (1) Alumni Relations Commissioner;
- One (1) Chair of the Student Caucus on Governance;
- One (1) Charity Orientation Commissioner;

- One (1) Clubs Governance Commissioner;
- Six (6) Commissioners-At-Large:
  - i. Commissioner-At-Large - President,
  - ii. Commissioner-At-Large - Vice-President Campus Issues,
  - iii. Commissioner-At-Large – Vice-President Communications,
  - iv. Commissioner-At-Large - Vice-President University Affairs,
  - v. Commissioner-At-Large - Vice-President Finance, and,
  - vi. Commissioner-At-Large - Vice-President Student Events;
- One (1) Deputy Returning Commissioner (DRO);
- One (1) External Research Commissioner
- One (1) Federal Affairs Commissioner;
- One (1) First Nations Commissioner;
- One (1) Info Team Commissioner;
- One (1) Internal Promotions Commissioner;
- One (1) Leadership Development Commissioner;
- One (1) Municipal Affairs Commissioner;
- One (1) Presidential Liaison Commissioner;
- One (1) Provincial Affairs Commissioner;
- One (1) Public Arts Commissioner;
- One (1) Student Speaker Series Commissioner;
- One (1) Teaching and Learning Services Commissioner;
- One (1) Volunteer Commissioner

## **2.00 GENERAL APPLICATION**

### **2.01 All Commissioners and Coordinators shall:**

- (1) Abide by all USC By-Laws, Policies and Procedures, including the Conflict of Interest Policy;
- (2) Be responsible for the preparation and development of a budget for any programs under her discretion and shall submit these to the Vice-President or Officer responsible for the commissioner/coordinator position, as requested;
- (3) Be responsible for the day-to-day execution of program(s) under her direction;
- (4) Attend a mandatory training session to be held, as set by the Executive Officers;
- (5) Attend Council Meetings on a regular basis or as required by the Executive Officer responsible for the commissioner or coordinator position;
- (6) Provide thorough transitional training for her respective incoming-commissioner or coordinator prior to the end of her term;
- (7) Maintain a correspondence binder of activities that occur throughout her term;

- (8) Consult with the Communications Officer and obtain approval from the respective Executive Officers regarding all sponsorship endeavours;
- (9) Submit a final report prior to April 30<sup>th</sup> unless otherwise specified herein. The final report shall be submitted to the respective Executive Officer whose portfolio the Commissioner or Coordinator falls under. The final report shall comply with Final Reports Procedure and shall outline recommendations for the respective portfolio;
- (10) Coordinate the purchase/rental of merchandise and materials in accordance with the USC General Purchasing Policy;
- (11) Assume all other duties as assigned by the respective Executive Officer; and,
- (12) Report to Council on matters falling within the commissioner's or coordinator's portfolio where required by the Executive Officer and/or Council.

### **3.00 RESPONSIBILITIES OF COORDINATORS**

#### **3.01 Ally Western Network Coordinator**

- (1) The Ally Western Network Coordinator shall:
  - i. Report to the Vice-President Campus Issues;
  - ii. Be a member, ex-officio, of the Campus Issues Coordinating Committee;
  - iii. Oversee the operation of the Ally Western Network, which includes, but is not limited to:
    - a. Being responsible for maintaining and promoting a schedule of Ally training workshops for the year that will be run for interested members of the Western community (students, staff and faculty members); and,
    - b. Completing any other duties pertaining to the service, as directed by the Vice-President Campus Issues;
  - iv. Liaise with University and USC bodies, including the Department of Housing and Ancillary Services, PrideWestern, and the Affiliated Colleges.
    - a. Designing and researching educational workshops about, but not limited to, Lesbian, Gay, Bi-sexual, Transgendered and Queer topics.
    - b. Set goals to cultivate a student environment in which all people are made to feel welcome and included and receive equal treatment; and,

- v. Oversee the Ally Western Network's budget.
  - a. Fulfill all Coordinator responsibilities described in the Ally Western Constitution.

### **3.02 Charity Coordinator**

(1) Charity Coordinator shall:

#### Administrative Responsibilities:

- i. Report to the Vice-President Student Events;
- ii. Maintain regular communications with the Vice-President Student Events;
- iii. Liaise between the Charity Executive Committee and the organizations involved in each of the events;
- iv. Be responsible for the selection, training, coordination and evaluation of all the volunteers involved in any event;
- v. Create and maintain a budget for all aspects of the portfolio; and,
- vi. Maintain an email address to fulfill position requirements, such as [usc.charity@uwo.ca](mailto:usc.charity@uwo.ca), that is not the Coordinator's personal account.

#### Committee Responsibilities:

- i. Chair the Charity Committee;
- ii. Oversee and select members of the Charity Executive Committee in consultation with the Vice-President Student Events;
- iii. Manage and select members of the First-Year Representative Committee in consultation with the executives of the Charity Committee; and,
- iv. Hold meetings to discuss charity-related programming.

#### Programming Responsibilities:

- i. Organize and execute the annual Children's Holiday Party, Relay For Life and Haunted House;
- ii. Coordinate the activities of the USC and affiliated organizations during major charity events sponsored in whole, or in part, by the USC;

- iii. Oversee and execute at least one (1) fundraising or charity campaigns in consultation with the Vice-President Student Events; and,
- iv. Coordinate with the Student Life Department for all entertainment aspects of the program including contracts, security, safety, tech and construction.

### **3.03 Charity Ball Coordinator**

(1) The Charity Ball Coordinator shall:

#### Administrative Responsibilities:

- i. Report to the Vice-President Student Events;
- ii. Maintain regular communication with the Vice President Student Events;
- iii. Administer the process of choosing a local organization to receive funds generated by Charity Ball in consultation with the Vice-President Student Events and the Charity Ball Executive Committee;
- iv. Maintain communication with the selected Charity Ball charity prior to the event;
- v. Prepare and maintain the Charity Ball web page in consultation with the USC IT Department; and;
- vi. Create and maintain the Charity Ball budget.

#### Committee Responsibilities:

- i. Chair the Charity Ball Committee; and,
- ii. Oversee and select members for the Charity Ball Executive Committee in consultation with the Vice-President Student Events.

#### Programming Responsibilities:

- i. Organize and oversee the planning of the annual Charity Ball benefiting the chosen organization;
- ii. Organize and oversee the planning of the annual Charity Ball Brunch;
- iii. Organize and oversee the cheque presentation ceremony;
- iv. Oversee the development and distribution of all promotional materials and ticket sales for Charity Ball events;

- v. Work with the chosen organization to develop and implement a service learning or volunteer component for students to participate in year-round;
- vi. Organize any other events relating to Charity Ball with the permission of the Vice-President Student Events; and.
- vii. Coordinate with the Student Life Department for all entertainment aspects of the Charity Ball including facility contracts, décor and security.

### **3.04 Chief Returning Coordinator (CRO)**

(1) The Chief Returning Coordinator shall:

- i. Report to the Governance Officer;
- ii. Be chair, *ex-officio*, of the Elections Committee;
- iii. Set the election schedules in accordance with the By-Laws;
- iv. Authorize all official notices, elections publicity, and campaign materials subject to By-Law #2;
- v. Communicate with ITS, the USC System Administrator, the Governance Officer, and all other necessary parties to ensure all electronic requirements are met, including the online balloting;
- vi. Organize an All-Candidates Meeting to inform all candidates of election procedures;
- vii. Organize and establish guidelines for Candidate Forums;
- viii. Ensure, in conjunction with the Elections Committee that By-Law #2 is enforced; and,
- ix. Issue the official election results to candidates, the public, and the media.

### **3.05 Clubs Coordinator**

(1) The Clubs Coordinator shall:

Administrative Responsibilities:

- i. Report to the Vice-President Student Events;

- ii. Be primarily responsible for ensuring that club executives are receiving the support they need from the USC; assisting in the planning and execution of Clubs Community-wide initiatives; meeting with club executives to better understand individual needs and find ways for the USC to better support clubs;
- iii. Remain in close contact with and be available for meetings throughout the summer as requested by the Vice-President Student Events;
- iv. Be the point of contact, in addition to the Vice-President Student Events and the Student Organizations Advisors, for all matters related to and inquiries about clubs;
- v. File a report to the Vice-President Student Events as requested by the end of the summer outlining year-long initiatives and goals for the Clubs Community;
- vi. Oversee the administration of the clubs Office and maintain office hours as determined by the Vice-President Student Events;
- vii. Meet with club executives and club members during office hours and report any major issues with the Clubs Community to the Vice-President Student Events;
- viii. Notify the Clubs Community of any major Club Policy changes;
- ix. Maintain an email address to send emails from and receive emails to for club inquiries, such as [usc.clubs.coordinator@uwo.ca](mailto:usc.clubs.coordinator@uwo.ca), but separate from the Clubs Coordinator's personal account; and,
- x. Review all governing documents of the clubs Community in conjunction with the Vice-President Student Events, Clubs Governance Commissioner and Student Organizations Advisors and ensure that they are updated and posted online prior to Student Organization Training.

Committee Responsibilities:

- i. Be a voting member, ex-officio, of the Clubs Governance Committee;
- ii. Be the Chair of the Clubs Support Committee;
- iii. Oversee and select members for the Clubs Support Committee in consultation with the Vice-President Student Events;
- iv. Develop a detailed budget for Clubs Week I and II; and,

- v. Assist in organizing the Student Organizations Training, any club meetings called by the USC, Clubs Week I and II, open forum sessions, club executive workshops and any other Clubs Community-wide initiatives as deemed necessary by the Clubs Support Committee or the Vice-President Student Events.

Governance of the Clubs Community:

- i. Work with the Clubs Governance Commissioner to ensure that the USC Clubs Policy is adhered to;
- ii. Review all governing documents of the Clubs Community in conjunction with the Vice-President Student Events, Clubs Governance Commissioner and Student Organizations Advisors and ensure that they are updated and posted online prior to September 1st;
- iii. Aid the Vice-President Student Events with any long-term initiative or review that will benefit the Clubs Community; and,
- iv. Aid the Clubs Governance Commissioner in meeting with students interested in seeking ratification of an organization to ensure that all documentation criteria have been met.

**3.06 Clubs Finance Coordinator**

(1) The Clubs Finance Coordinator shall:

- i. Report to the Vice-President Finance;
- ii. Be chair, *ex-officio*, of the Financial Review Committee (FRC);
- iii. Be a voting member, *ex-officio*, of the Clubs Policy Committee;
- iv. Oversee the financial administration of all clubs;
- v. Assist the Clubs Coordinator in ensuring that the USC *Clubs Policy* is upheld and adhered to;
- vi. Produce the annual USC Club Accounting Manual;
- vii. Organize a Clubs' Finance Training for all Club VP Finance/Treasurer in September in conjunction with the Clubs' Executive Training;
- viii. Aid in the selection of the at-large members of the FRC;
- ix. Oversee and manage the activities of the FRC;



- x. Organize the annual financial reviews for all clubs;
- xi. Assist clubs when the club is preparing financial statements, and seek, where deemed necessary, the assistance of the Vice-President Finance in the preparation of such statements;
- xii. Requisition annual budgets for all clubs no later than October 15th;
- xiii. Help to enforce the USC Signing Authority Policy with the Vice-President Finance;
- xiv. Help enforce the USC Finance Departmental policies;
- xv. Maintain a list of clubs audited in the fiscal year. This list shall be passed to her successor, together with a financial review report for the year;
- xvi. Ensure that the same clubs are not being audited in consecutive years, unless it has been recommended that a specific club be audited, such as where the club has displayed poor financial management;
- xvii. Allocate auditing duties amongst members of the FRC;
- xviii. Ensure that the most up-to-date auditing procedures are followed;
- xix. Continuously promote the use of USC services to clubs; and,
- xx. Evaluate all Club Short Term Loan Applications and make recommendations to the Vice-President Finance on these applications.

### **3.07 Early Outreach Coordinator**

(1) The Early Outreach Coordinator shall:

- i. Report to the Vice-President University Affairs;
- ii. Coordinate, with an organizing committee and the Vice-President University Affairs, the *Choose Your Own Adventure* grade 8 leadership conference;
- iii. Build partnerships with campus and community partners including the Centre for New Students, Office of the Registrar, YMCA of London, the Thames Valley District School Board and the Elgin Middlesex Oxford Local Training Board;
- iv. Secure funding for the conference when appropriate; and,

- v. Create and implement new early outreach initiatives in keeping with Ontario Undergraduate Students' Alliance's policy on early outreach.

### **3.08 Enviro Western Coordinator**

(1) The Enviro Western Coordinator shall:

- i. Report to the Vice-President Campus Issues;
- ii. Be a member, ex-officio, of the Campus Issues Coordinating Committee;
- iii. Focus on environmental issues on campus;
- iv. Oversee the Enviro Western budget;
- v. Liaise between the USC and the University's Green Plan, as necessary;
- vi. On a continuous basis, work with, and take into account all recommendations and evaluations put forth within the USC Environmental Sustainability Policy on USC activities, events, and day-to-day operations. She shall work actively with the Vice-President Campus Issues, volunteers and employees of the USC to implement environmentally friendly choices in their processes and operations as outlined in the USC Environmental Sustainability Policy;
- vii. Along with the USC Environmental Sustainability Policy evaluate, and if necessary, amend the Policy and recommend the changes to the Vice-President Campus Issues;
- viii. Liaise with University bodies and programs, including, the Department of Housing and Ancillary Services and Physical Plant; and,
- ix. Fulfill all Coordinator responsibilities described in the EnviroWestern Constitution.

### **3.09 Ethnocultural Support Service Coordinator**

(1) The Ethnocultural Support Service Coordinator shall:

- i. Report to the Vice-President Campus Issues;
- ii. Liaise with the Vice-President University Affairs on municipal, provincial, and federal governments, as appropriate, on behalf of international students and spreading multiculturalism;

- iii. Liaise with the International Students' Office in the Student Development Service, and other appropriate multi-cultural organizations within the University community;
- iv. Promote the equality of students, regardless of cultural or ethnic background;
- v. Assist the Executive Officers, when required, in establishing policies and programs to encourage the participation of under-represented groups in the USC and work to eliminate systemic barriers present in the USC;
- vi. Develop recommendations for addressing multi-cultural issues on campus to be presented to the Vice-President Campus Issues;
- vii. Liaise, as appropriate, with University bodies and programs, including, the Department of Housing and Ancillary Services; and,
- viii. Act as Coordinator of the Ethnocultural Support Service and fulfill all responsibilities as described in the Ethnocultural Support Service Constitution.

### **3.10 External Affairs Coordinator**

(1) The External Affairs Coordinator shall:

- i. Report to the Vice-President University Affairs;
- ii. Chair the External Affairs Committee;
- iii. Liaise with the municipal, provincial and federal governments, as appropriate;
- iv. Oversee the implementation of yearly strategies as developed by the Vice-President University Affairs through the Municipal, Provincial and Federal Affairs Commissioners;
- v. Lobby groups external to the University about academic and socio-political issues which impact the greater good of students in a manner consistent with the policies and objectives of the USC;
- vi. Be aware of all pertinent policies under the Vice-President University Affairs portfolio and lobby organizations of which the USC is a member;
- vii. Be a consultant to the Vice-President University Affairs on matters pertaining to government and education;

- viii. Attend conferences of the Ontario Undergraduate Student Alliance (OUSA), Town and Gown Association of Ontario, Canadian Alliance of Student Associations (CASA), and other conferences as approved by a resolution of the Board of Directors;
- ix. Ensure the needs and opinions of the USC are represented in policies, campaigns, and agendas released by external lobby organizations of which the USC is a member; and,
- x. Act as a resource for the USC and associated faculty, residence, and affiliated councils on issues pertaining to external student issues.

### **3.11 First-Year Students Coordinator**

(1) The First-Year Students Coordinator shall:

#### Administrative Responsibilities:

- i. Work closely with the following departments and groups on campus:
  - i. Department of Housing,
  - ii. Campus Recreation
  - iii. Residence Vice-Presidents Programming
  - iv. USC Homecoming Committee
- ii. Report to the Vice-President Student Events;
- iii. Maintain regular communication with the Vice-President Student Events;
- iv. Act as a liaison between residences/off campus constituent programmers and the USC;
- v. Create and maintain the budget relating to any events within the portfolio; and,
- vi. Provide all residence Vice-Presidents Programming with frequent updates on all programming and decisions relevant to the portfolio.

#### Committee Responsibilities:

- i. Chair the First-Year Students' Committee;
- ii. Oversee and select members of the First-Year Students' Executive Committee in consultation with the Vice-President Student Events;
- iii. Manage and select members of the First-Year Representative Committee in consultation with the executives of the First-Year Students' Committee;

- iv. Be a member, ex-officio, of the First-Year Students' Caucus;
- v. Attend monthly residences' Vice-President Programming meetings; and,
- vi. Attend all residences' president communications meetings.

Programming Responsibilities:

- i. Plan and execute the Champion's Cup Football Tournament in collaboration with Housing and Campus Recreation;
- ii. Plan and execute the Homecoming Dance in collaboration with the USC Homecoming Committee;
- iii. Plan and execute the Frost Week Dance in collaboration with all residence Vice-Presidents Programming or plan and execute one (1) alternative event for first year students during the first week of the second semester;
- iv. Plan one (1) event to encourage extra-curricular involvement and opportunities available for first year students; and,
- v. Coordinate with the Student Life Department for all entertainment aspects of the program including contracts, security and safety.

**3.12 Food Support Service Coordinator:**

(1) The Food Support Service Coordinator shall:

Administrative Responsibilities:

- i. Report to the Vice-President Campus Issues;
- ii. Maintain regular communication with the Vice President Campus Issues;
- iii. Become adequately trained on and aware of the confidentiality of the service;
- iv. Make all Food Support Service Executive Committee members aware of the confidentiality of the service;
- v. Create and maintain a budget for all aspects of the portfolio; and,
- vi. Maintain an email address to fulfill position requirements, such as [usc.food.support@uwo.ca](mailto:usc.food.support@uwo.ca), that is not the Coordinator's personal account.

Committee Responsibilities:

- i. Oversee and select members of the Food Support Service Executive Committee in consultation with the Vice-President Campus Issues; and,
- ii. Hold frequent meetings to discuss the development of the service for students and to implement effective changes.

Service Responsibilities:

- i. Be responsible for the management of the Food Support Service;
- ii. Be responsible for the training and coordination of all Food Support Service Executive members;
- iii. Be responsible for the training and coordination of all volunteers;
- iv. Ensure that the Food Support Service is replenished and readily available to all students at all times throughout the year;
- v. Be responsible for cleaning out the storage area annually and to get rid of all expired goods;
- vi. Organize one (1) campus food drive per academic term in collaboration with one (1) awareness week;
- vii. Be responsible for the promotions and publicity of the Food Support Service;
- viii. Liaise regularly with the Vice President Campus Issues to determine efficiency, effectiveness and improvements to the service;
- ix. Maintain and update log records for the frequency of use of the service by students;
- x. To transport all excess goods that cannot fit in the storage area to the London Food Bank;
- xi. To notify students-at-large of the holidays that the service cannot remain open via the USC website; and,
- xii. To respond to and fill the lockers of the requests for all food hampers within forty-eight (48) hours of receiving an email.

### **3.13 Health and Wellness Support Service Coordinator**

- (1) The Health and Wellness Support Service Coordinator shall:

- i. Oversee the operation of the Health and Wellness Support Service, which includes:
  - a. Chairing all meetings of the Health and Wellness Support Service Core Team;
  - b. Being responsible for developing, maintaining, and publicizing a schedule of Health and Wellness Support Service programs for the year that will be run;
  - c. Running, or ensuring another individual runs, the Health And Wellness Support Service programs throughout the year in accordance with an established schedule;
  - d. Designing and implementing promotional campaigns related to Health And Wellness Support Service using as many available outlets as possible;
  - e. Developing and maintaining the Health and Wellness support Service website;
  - f. Working in conjunction with the other USC Support Services on Health and Wellness Support Service events, where possible;
  - g. Maintaining the USC Resource Guide and ensuring consistent availability of the document to students; and,
  - h. Overseeing and preparing the budget of the Health and Wellness Support Service.
- ii. Submit a mid-year report to the Vice-President Campus Issues no later than January 23rd, and a final report to the Vice-President Campus Issues no later than April 31st; and,
- iii. Complete any other duties pertaining to the service as directed by the Vice-President Campus Issues.

### **3.14 Homecoming and Athletics Coordinator**

(1) The Homecoming and Athletics Coordinator shall:

#### Administrative Responsibilities

- iv. Report to the Vice-President Student Events;
- v. Maintain regular communication with the Vice President Student Events;

- vi. Work closely with Intercollegiate Athletics and the Alumni Association;
- vii. Create and maintain the Homecoming budget;
- viii. Organize and oversee the planning of the USC Homecoming program;
- ix. Organize and oversee the promotions of campus-wide athletic events; and,
- x. Communicate with and coordinate the efforts of the offices and departments of the University who will be involved in delivering Homecoming including the Alumni Association and Intercollegiate Athletics.

#### Committee Responsibilities

- i. Chair the Homecoming Committee;
- ii. Organize a Homecoming training session with the Homecoming Executive Committee and the Athletics Promotions Team and representatives from the different student groups on campus;
- iii. Organize a Homecoming training session with the Homecoming Executive Committee and representatives from all constituencies and student groups on campus; and,
- iv. Attend and participate at all meetings organized by the Alumni Association Homecoming Committee.

#### Programming Responsibilities

- i. Oversee the development and distribution of all promotional materials and ticket sales for any USC Homecoming events;
- ii. Coordinate with the Student Life Department for all entertainment aspects of the Homecoming program including contracts, security and parade safety;
- iii. Oversee the planning and execution of the Homecoming parade in collaboration with all campus representatives, the Alumni Association Homecoming Committee and the London community;
- iv. Provide contact information to representatives of constituencies and student groups for the rental of flatbeds and generators;
- v. Oversee the planning and execution of an other event(s) related to the Homecoming program that unifies Western students with alumni;



- vi. Oversee the development and distribution of all promotional materials and ticket sales for any Western Mustangs athletic events;
- vii. Work in collaboration with Intercollegiate Athletics to determine which Western Mustang athletic events shall be promoted throughout the academic year;
- viii. Oversee the promotions of campus-wide athletic events, including the annual Jack Frost Cup in January; and,
- ix. Coordinate with the Student Life Department for all entertainment aspects of the Homecoming program including contracts, security, and parade safety.

### **3.15 Income Tax Clinic Coordinator**

(1) The Income Tax Clinic Coordinator shall:

- i. Report to the Vice-President Finance;
- ii. Organize and manage the USC's annual Income Tax Clinic(s) at the University, including the performance of the following tasks:
  - a. Recruit student volunteers throughout campus including students from Affiliated Colleges;
  - b. Train and provide training material to volunteers in preparation for the service through various training sessions provided by Canada Customs and Revenue Agency's Community Income Tax Program Coordinator and/or another agency which provides income tax preparation services outside of the USC;
  - c. Make arrangements for location(s) of clinic(s) and training seminar(s) on campus and secure location(s) in writing from the appropriate channels;
  - d. Staff clinic(s) with trained volunteers in consultation with the Vice-President Finance, and;
  - e. Provide up-to-date income tax forms and equipment for the clinic.
- ii. Publicize recruitment and Income Tax Clinic(s) using all available media on campus (i.e. The Gazette, CHRW, TV Western, Western News, posters, press releases), while adhering to the following principle:
  - a. No speech, representation, letter, poster, advertisement or article for presentation or publication, either on the USC's behalf or in which the

Commissioner's relationship with the USC is identified, shall be released without the prior approval of the Vice-President Finance.

- iii. Provide telephone listings to volunteers and clients for the services provided by Canada Customs and Revenue Agency (i.e. inquiries, problem resolution programs, international tax services);
- iv. Provide copies of Declaration of Taxpayer Rights to volunteers and clients;
- v. Recognize the following as fundamental principles of the clinic for all volunteers:
  - a. Comply with legal requirements wherever the clinic provides its services;
  - b. Avoid putting themselves, the clinic, and the USC in a conflict of interest;
  - c. Conduct themselves honestly and with integrity;
  - d. Ensure fair and equitable treatment of volunteers, clients, and others who rely on, or are associated with the clinic and the USC; and,
  - e. Ensure the confidentiality, security, and accuracy of communication and income tax preparation between the clinics and its volunteers and the clinic and its clients. The obligation to maintain confidentiality continues after the clinic closes.

### **3.16 Internal Affairs Coordinator**

(1) The Internal Affairs Coordinator shall:

- i. Report to the Vice-President University Affairs;
- ii. Oversee the implementation of yearly strategies as developed with the Vice-President University Affairs;
- iii. Work in conjunction with relevant staff of the USC on internal advocacy related services at the USC;
- iv. Support individual students seeking assistance in advocating their issue or appeal to bodies within the University;
- v. Oversee or be involved in advocacy on behalf of marginalized groups, including but not limited to mature students, students with dependents, First Nations students, students facing accessibility issues, low-income students, rural and northern students and first generation students;

- vi. Support campus-level lobbying efforts with consideration of external priorities;
- vii. Support the Chair of the Student Caucus on Governance in initiatives related to internal advocacy priorities including financial aid;
- viii. Act as Chair of the Academic Priorities Committee; and,
- ix. Be a member, *ex-officio*, of the External Affairs Committee.

### **3.17 Media Coordinator**

(1) The Media Coordinator shall:

- i. Report to and work with the Vice-President Communications;
- ii. Organize and oversee the planning and production of The Big Purple Couch on a bi-weekly basis or as per the pre-determined schedule;
- iii. Ensure that all content on The Big Purple Couch falls in line with the USC mission and remains relevant to students;
- iv. Provide volunteer opportunities for students behind and in front of the camera including, but not limited to, editing, filming, set production, and hosting;
- v. Maintain a budget as specified by the Communications Officer; and,
- vi. Create, execute and monitor a promotions plan for The Big Purple Couch.

### **3.18 Orientation Coordinator**

(1) The Orientation Coordinator shall:

- i. Report to the Vice-President Student Events;
- ii. Be hired by the USC in accordance with its Policies and Procedures;
- iii. Begin employment on November 15<sup>th</sup> and end December 14<sup>th</sup> of the following calendar year;
- iv. Receive compensation in accordance with the Honoraria Policy;
- v. Be a member, *ex-officio*, of the First Year Student Caucus;
- vi. Represent the USC's interests at all meetings of the Orientation Programming Committee and the Orientation Governance Board;

- vii. Provide a regular status report to the Vice-President Student Events in regards to all matters relating to the Orientation Program;
- viii. Work with other departments of the USC and the University's Administration to design and implement an Orientation Program for all students experiencing their first year at Western in an entry level undergraduate program;
- ix. Manage all events, sessions and activities associated with the Orientation Program;
- x. Host meetings for the Orientation Staff, Head Sophs and Sophs prior to May 1<sup>st</sup>;
- xi. Plan and execute the Head Soph training weekend prior to May 19<sup>th</sup>;
- xii. Work directly with USC Student Life Department to coordinate activities for the Orientation Program;
- xiii. Work with Gazette Advertising to solicit sponsorship for the Orientation Program, and report to the Advertising Oversight Committee;
- xiv. Work with the University's Office of the Registrar and all faculties to inform incoming students about the Orientation Program;
- xv. Communicate with and coordinate the efforts of all individuals from offices and departments, including Residences, Affiliates, Faculties, Information and Charity teams, Centre for New Students and the Office of the Registrar;
- xvi. Create a summer mail-out to all incoming students, and maintain the Orientation website in accordance with the Internet Policy;
- xvii. Manage all Orientation staff and volunteers, which includes: recruiting, training, supervising, behavioral management and organizing social activities;
- xviii. Reprimand any Head Soph in violation of the Head Soph Contract or any Soph in violation of the Soph Contract;
- xix. Where necessary and in consultation with the Vice-President Student Events, remove any Head Soph in violation of the Head Soph Contract or any Soph in violation of the Soph Contract;
- xx. Create a detailed Orientation Program budget for the Vice-President Student Events and Vice-President Finance by August 1<sup>st</sup>;

- xxi. Present a written year-end report to the Vice-President Student Events no later than the commencement of the first day of the academic winter term which shall specify recommendations for improving the Orientation Program; and,
- xxii. Update the USC Orientation Coordinator Operating Manual at the end of her term. Present the updated manual to the Vice-President Student Events no later than the commencement of the first day of the academic winter term which shall specify unbiased instructions for executing the Orientation Program.

### **3.19 PrideWestern Coordinator**

(1) The PrideWestern Coordinator shall:

- i. Report to the Vice-President Campus Issues;
- ii. Be a member, ex-officio, of the Campus Issues Coordinating Committee;
- iii. Promote, in cooperation with all appropriate University and USC clubs, groups and services, the equal treatment, understanding and acceptance of people of all sexual orientations on the University campus;
- iv. Work in conjunction with the Vice-President Campus Issues to ensure that the USC does not promote or sustain homophobic attitudes;
- v. Act as a liaison between pride services on campus, including the Pride Library, the Student Development Service, the Department of Housing and Ancillary Services and student representatives at all of the Affiliated Colleges;
- vi. Prepare a final report ~~shall~~ that addresses queer issues within the University community, reviews USC practices and recommends changes to eliminate inequitable barriers on the basis of sexual orientation; and,
- vii. Fulfill all Coordinator responsibilities as described in the Pride Western Constitution.

### **3.20 Promotions Coordinator**

(1) The USC Promotions Coordinator shall:

- i. Report to the Vice-President Communications;
- ii. Be chair of the USC Promotions Committee (HYPE Street Team);
- iii. Be a member, ex-officio, of the Communications Committee;

- iv. Be responsible for the coordination of USC promotional programming falling under USC Executive portfolios, under the direction of the Communications Officer;
- v. Be responsible for the coordination of the USC Promotions Committee over the course of the academic year under the direction of the Vice-President Communications; and,
- vi. Be responsible for updating the Promotions Coordinator Operating Manual.

### **3.21 Publications Coordinator**

(1) The Publications Coordinator shall:

- i. Report to and work with the Vice-President Communications;
- ii. Organize and oversee the planning and publishing of “Fuss on the Bus” on a weekly basis or as per a pre-determined schedule;
- iii. Ensure that all content on “Fuss on the Bus” falls in line with the USC mission statement and remains relevant to students;
- iv. Create, execute and monitor a promotions plan for “Fuss on the Bus”;
- v. Engage with Council including, but not limited to, Councillors, Senators, Board of Governors Representatives, Commissioners, and Coordinators; to provide content and volunteer opportunities including, but not limited to, editing, writing, and promotions;
- vi. Maintain a budget as specified by the Vice-President Communications; and,
- vii. Assist the Vice-President Communications with the publication of USC information to the student body.

### **3.22 Student Appeals Support Centre (SASC) Coordinator**

(1) The Student Appeals Support Centre (SASC) Coordinator shall:

- i. Report to the Vice-President University Affairs;
- ii. Ensure The Student Appeals Support Centre (SASC) maintains confidentiality of student clients, and acts with a high degree of professionalism and integrity;
- iii. Promote the SASC to students;

- iv. Recruit volunteers to staff the SASC;
- v. Supervise SASC volunteers;
- vi. Maintain a minimum number of on-call hours to be available to students to give confidential advice, direct representation, or provide referrals to other services. Minimum hours shall be set each year based on anticipated case load, and the number of SASC staff;
- vii. Organize a mandatory training session for volunteers in consultation with the Vice-President University Affairs;
- viii. Maintain a high level of performance, as determined by the Vice-President University Affairs;
- ix. And, other duties assigned by the Vice-President University Affairs; and
- x. Submit an interim and final report by the date outlined by the Vice-President University Affairs.

### **3.23 Teaching Awards Coordinator**

(1) The Teaching Awards Coordinator shall:

- i. Report to the Vice-President University Affairs;
- ii. Be chair, *ex-officio*, of the Teaching Awards Committee;
- iii. Be a member, *ex-officio*, of the Senate Sub-committee on University Teaching Awards; and,
- iv. Organize and execute all aspects of the USC Teaching Awards Program (official name "*The Bank of Nova Scotia, The UWO Alumni Association and The University Students' Council Award of Excellence in Undergraduate Teaching*").

### **3.24 Theatre Western Coordinator**

(1) The Theatre Western Coordinator shall:

Administrative Responsibilities:

- i. Report to the Vice-President Student Events;
- ii. Maintain regular communication with the Vice-President Student Events;

- iii. Work to create as many student involvement opportunities as possible within the portfolio;
- iv. Ensure, where possible, that the majority of roles both on and off stage are held by Western students;
- v. Act, if necessary, as the producer for the selected theatre production and any other Theatre Western events; and,
- vi. Prepare a Theatre Western web page in consultation with the USC IT Department.

Committee Responsibilities:

- i. Chair the Theatre Western Committee;
- ii. Oversee and select members for the Theatre Western Executive Committee in consultation with the Vice President Students Events; and,
- iii. Manage and select members of the First Year Representative Committee in consultation with the executives of the Theatre Western Committee.

Programming Responsibilities:

- i. Coordinate the selection of one (1) theatre production in collaboration with the Theatre Western Committee and the Vice-President Student Events;
- ii. Coordinate the selection of one (1) musical production in collaboration with the Theatre Western Committee and the Vice President Student Events;
- iii. Coordinate the selection of the short plays for the Purple Shorts Festival in collaboration with the Theatre Western Committee and the Vice President Student Events;
- iv. Oversee the planning of one (1) Theatre Western trip or viewing of a production in each academic term;
- v. Oversee the Theatre Western Workshop program provided for students interested in learning about acting, producing, and any other topic the coordinator deems appropriate to include;
- vi. Oversee the logistics of the Theatre Western Workshop transcript program;
- vii. Coordinate with the Student Life Department for any applicable contractual or technical aspects of the Theatre Western program;



- viii. Oversee all promotions for productions and programming throughout the year; and,
- ix. Coordinate recruitment and activities of all Theatre Western volunteers.

### **3.25 Women's Issues Network Coordinator**

(1) The Women's Issues Network (WIN) Coordinator shall:

- i. Report to the Vice-President Campus Issues;
- ii. Be a member, ex-officio, of the Campus Issues Coordinating Committee;
- iii. Collaborate with the WIN Executive and the Vice-President Campus Issues on the operation of WIN;
- iv. Liaise with other campus groups, USC Commissioners and Coordinators and London women's organizations to collaborate on similar programming;
- v. Assist the USC in establishing relevant policies and programs, and work to eliminate barriers present in the USC;
- vi. Liaise with University bodies and programs, including the Department of Housing and Ancillary Services; and,
- vii. Fulfill all Coordinator responsibilities described in the WIN Constitution.

## **4.00 RESPONSIBILITIES OF COMMISSIONERS**

### **4.01 Academic Affairs Commissioner (AAC)**

(1) The Academic Affairs Commissioner shall:

- i. Report to the Internal Affairs Coordinator;
- ii. Be focused on enhancing undergraduate academics at Western;
- iii. Become well versed in the academic policies and procedures of the university;
- iv. Act as a general resource to students who have questions, concerns, or comments regarding academics;

- v. Promote academic issues to students, including but not limited to study support, tutoring, textbooks and academic materials, exam stress relief and libraries;
- vi. Act as a liaison to VP Academics of every constituency and help promote their academic services, campaigns and issues;
- vii. Act as a liaison to Departmental and Faculty Clubs;
- viii. Coordinate the Campus Wide Advocacy Caucus;
- ix. Develop awareness campaigns as necessary, in response to academic priorities.

#### **4.01 Accessibility Commissioner**

(1) The Accessibility Commissioner shall:

- i. Report to the Vice-President University Affairs and coordinate advocacy priorities and strategies.
- ii. Be a member, *ex-officio*, of the Campus Accessibility Review and Enhancement Committee;
- iii. Liaise with the University's Access Program, Services for Students with Disabilities at the Student Development Service, the Vice-President Campus Issues, the Internal Affairs Coordinator, and students with disabilities at the University;
- iv. Investigate policies and procedures that inhibit physical accessibility; and,
- v. Sit as a member of the Western Ontarians with Disabilities Act Committee.

#### **4.02 Alumni Relations Commissioner**

(1) The Alumni Relations Commissioner shall:

- i. Report to the Communications Officer;
- ii. Be a member, *ex-officio*, of the USC Alumni Chapter;
- iii. Plan, execute, and advertise the Backpack to Briefcase program in consultation with the Department of Alumni Relations and Development;

- iv. Liaise with the Department of Alumni Relations and Development to assist in the creation of students programs and to assist in the promotion of these events to students;
- v. Work with the USC Front Office to increase and maintain the USC Alumni database, in conjunction with the Department of Alumni Relations and Development;
- vi. Increase the awareness and scope of the USC Alumni Chapter amongst current members in conjunction with the Communications Officer; and,
- vii. Sit as an *ex-officio* member of the Board of Directors of the USC Alumni Chapter.

#### **4.03 Chair of the Student Caucus on Governance**

(1) To be elected annually by the membership of the Student Caucus on Governance.

The Chair of Student Caucus on Governance shall:

- i. Report to the Vice-President University Affairs;
- ii. Be a member, *ex-officio*, of the USC Academic Priorities Committee;
- iii. Be a member, *ex-officio*, of the USC Policy and Planning Committee;
- iv. Serve as lobbying coordinator for the Caucus, pairing Caucus members with Senators and Governors to lobby;
- v. Interpret Parliamentary Procedure for Sturgis' Code of Parliamentary Procedure and act as resource to Caucus on them;
- vi. Familiarize herself with the Senate By-Laws;
- vii. Research and develop policy to bring forward to the Caucus on behalf of the USC;
- viii. Organize guest speakers;
- ix. Be responsible for all Caucus correspondence;
- x. Maintain records of all Caucus minutes and correspondence for her tenure as Chair;
- xi. File copies of all Caucus minutes at the USC office;

xii. Work in conjunction with the Vice-President University Affairs to provide a strong voice for the USC within the Caucus; and,

xiii. Attend all Senate meetings.

#### **4.04 Charity Orientation Commissioner**

(1) The Charity Orientation Commissioner shall:

- i. Report to the Vice-President Student Events;
- ii. Oversee the planning and execution of the annual Shinerama campaign for Cystic Fibrosis Research at the University of Western Ontario;
- iii. Oversee the planning and execution of the annual Terry Fox campaign for Cancer Research at the University of Western Ontario;
- iv. Attend all Orientation meetings and endeavor to coordinate her activities with the Orientation Coordinator;
- v. Be responsible for selecting a Shinerama designate and a Terry Fox designate to oversee their respective campaigns;
- vi. Attend or send a delegate to the annual national and/or regional Cystic Fibrosis leadership conferences, where possible;
- vii. Attend or send a delegate to the annual national and/or regional Terry Fox conference, where possible;
- viii. Communicate with, and coordinate the efforts of all individuals from offices and departments of the University and the Terry Fox Foundation, and with those who will be involved in delivering the Terry Fox Run;
- ix. Communicate with, and coordinate the efforts of all individuals from offices and departments of the University and the Shinerama Foundation and with those who will be involved in delivering Shinerama Day;
- x. Abide by all clauses stipulated in the Head Soph Contract;
- xi. Be responsible for the Charity Soph Team during Orientation Week;
- xii. Oversee and select members for the Charity Soph Team in consultation with the Vice-President Student Events and Orientation Coordinator;
- xiii. Plan and execute a Charity Representative training weekend for all representatives and staff no later than July 15th;

- xiv. Host meetings of the Charity Soph Team and all Charity Representatives before the end of the school term and in the summer;
- xv. Manage the Charity Soph Team and volunteers, including recruitment, training, supervising, and behavioral management when necessary;
- xvi. Provide a detailed budget to the Vice-President Student Events and the Orientation Coordinator by the date specified by the Orientation Coordinator;
- xvii. Provide a detailed programming proposal to the Vice-President Student Events and the Orientation Coordinator by the date specified by the Orientation Coordinator; and,
- xviii. Be committed to organizing Shinerama and Terry Fox related activities throughout the summer term preceding Orientation Week.

#### **4.05 Clubs Governance Commissioner**

- (1) The Clubs Governance Commissioner shall:
  - i. Be primarily responsible for ensuring that all Clubs Policy and its procedures are being complied with by clubs, the Clubs Policy Committee and those with authority over the clubs system; reviewing and making recommendations on Clubs Policy and governance; processing complaints; and reviewing Clubs Constitutions.

##### Administrative Responsibilities:

- i. Report to the Vice-President Student Events;
- ii. Arrange a meeting with the Vice-President Student Events to understand the Clubs Policy and its Procedures in detail;
- iii. Oversee the administration of the Clubs Office and maintain office hours as determined by the Vice-President Student Events;
- iv. Meet with club executives and club members during office hours as determined by the Vice-President Student Events;
- v. Notify the Clubs Community of any major Club Policy changes;
- vi. Assist in the execution and planning of the Student Organizations Training, specifically to effectively communicate Clubs Policy to executive members;

- vii. Assist the Clubs Coordinator in meeting with students seeking ratification as a USC Club;
- viii. The Commissioner shall be provided with a USC e-mail account, separate from the Commissioners personal e-mail account, to be used for communicating with the Clubs Community; and,
- ix. Review all governing documents of the Clubs Community in conjunction with the Vice-President Student Events, Clubs Coordinator and Student Organizations Advisors and ensure that they are updated and posted online prior to Student Organization Training.

Committee Responsibilities:

- i. Be a non-voting member, *ex officio*, of the Clubs Governance Committee;
- ii. Be the co-chair of the Clubs Policy Review Committee;
- iii. Ensure that the Clubs Governance Committee has the relevant information and documentation before it when addressing governance concerns; and,
- iv. Be available to as assist any sub-committee of the Clubs Governance Committee.

Governance of the Clubs Community:

- i. Read and understand the Clubs Policy and its Procedures;
- ii. Bring any questions about the Clubs Policy and its Procedures to the Vice-President Student Events;
- iii. Respond to questions put forth by the members of the Clubs Governance Committee with respect to application or interpretation of the Clubs Policy;
- iv. Refer questions to the Vice-President Student Events where the questions are beyond the scope of the Commissioner's understanding of the documents;
- v. Advise the Vice-President Student Events of any inconsistencies or errors within the Clubs Policy and its Procedures;
- vi. Advise the Vice-President Student Events of any recommendations for amending, adding to, or deleting provisions of the Clubs Policy and its Procedures;

- vii. Provide assistance and guidance to individual clubs members when dealing with a club issue, provided the member has already exhausted all other available means with the executive members;
- viii. Receive and process complaints as per the Clubs Policy: Hearing & Sanctioning Procedure;
- ix. Ensure that all updated Club Constitutions are filed on EventsNet and maintained with the Student Organizations Advisors;
- x. Review all proposed club constitutions and amendments to Club Constitutions prior to review by the Club Review Committee or the Clubs Governance Committee;
- xi. Conduct random reviews of Club Constitutions, especially during the summer months, to ensure that the basic requirements contained within the Club Constitution Template are reflected in the Club Constitutions; and,
- xii. Notify clubs of all mandatory changes to Club Constitutions.

#### **4.06 Commissioner-At-Large**

(1) The Commissioners-At-Large shall:

- i. Report to one of: President, Vice-President Campus Issues, Vice-President Communications, Vice-President University Affairs, Vice-President Finance, and Vice-President Student Events;
- ii. Assist the appropriate President, or Vice-President with research, execution of duties, implementation of projects, and provide assistance as required within the designated portfolio; and,
- iii. Report to the appropriate President, or Vice-President on matters falling within this section and on any other matters of concern in that portfolio that are directed to her by the appropriate President, or Vice-President.

#### **4.07 Deputy Returning Commissioner (DRO)**

(1) The Deputy Returning Commissioner shall:

- i. Report to the Governance Officer;
- ii. Be a member, *ex-officio*, of the Elections Committee;
- iii. Assist the Chief Returning Coordinator (CRO); and,

- iv. Assume the responsibilities of the CRO in her absence.

#### **4.08 External Research Commissioner**

(1) The External Research Commissioner shall:

- i. Report to the President;
- ii. In consultation with the President and Executive Officers, decide on an issue oriented research project for the benefit of the USC;
- iii. Undertake the research project throughout the course of the academic year;
- iv. Establish contacts with other Universities and organizations where necessary;
- v. Where necessary for research purposes and at the discretion of the President, travel to other University campuses;
- vi. Consult regularly with the President and provide progress updates on the status of the research project;
- vii. At the discretion of the President, make a presentation to Council regarding the findings of the research project;
- viii. Present a written report outlining the findings of the project to the President no later than May 1st;

#### **4.09 Federal Affairs Commissioner**

(1) The Federal Affairs Commissioner shall:

- i. Report to the Vice-President University Affairs and the External Affairs Coordinator;
- ii. Act as the Ambassador for the Canadian Alliance of Student Associations (CASA);
- iii. Be a member, *ex-officio*, of the External Affairs Committee;
- iv. Actively promote and increase the on-campus presence of the CASA;



- v. Coordinate on campus campaigns and initiatives and the distribution of all promotional material developed by CASA;
- vi. Cooperate with the External Affairs Coordinator and the Provincial Affairs Commissioner to increase Councillor knowledge of Ontario Undergraduate Students' Alliance (OUSA), CASA and post-secondary education issues in general;
- vii. Liaise with various student groups on campus to increase knowledge of OUSA, CASA and post-secondary education issues in general;
- viii. Attend, as a delegate, the Fall and Spring OUSA General Assemblies, where possible; and,
- ix. Work in consultation with the Provincial Affairs Commissioner and campus political clubs to organize the annual Model Parliament.

#### **4.10 Info Team Commissioner**

(1) The Info Team Commissioner shall:

- i. Report to the Communications Officer;
- ii. Be responsible for the coordination of the info team during Orientation;
- iii. Coordinate and execute the selling of Orientation week kits;
- iv. Maintain and operate out of the Information tent stationed on Concrete Beach during Orientation week;
- v. Act as a continuous resource to first-year students and the Western Community by answering questions and providing information with respect to all student services available on campus;
- vi. Execute an effective promotional campaign of all student services using a multitude of varying marketing mediums;
- vii. Maintain constant communication with the Orientation Coordinator and Communications Officer regarding all aspects of the Info Team Orientation program;
- viii. Communicate with the student services directors on a regular basis and attend a mandatory student services training weekend;

- ix. Abide by all clauses stipulated in the Head Soph Contract;
- x. Manage all Info team members and volunteers, including recruiting, training, supervising, and behavioural management when necessary;
- xi. Provide a detailed budget to the Communications Officer and the Orientation Coordinator by the date specified by the Orientation Coordinator;
- xii. Provide a detailed programming proposal to the Communications Officer and the Orientation Coordinator by the date specified by the Orientation Coordinator; and,
- xiii. Oversee and select members of the Info team in consultation with the Communications Officer and Orientation Coordinator.

#### **4.11 Internal Promotions Commissioner**

(1) The Internal Promotions Commissioner shall:

- i. Report to the Communications Officer;
- ii. Be a member, ex-officio, of the Communications Committee;
- iii. Be responsible for the USC Homecoming Float;
- iv. Be responsible for promoting the USC through online services including but not limited to the USC official Facebook and Twitter accounts;
- v. Be responsible for the recommendation and implementation of aesthetic and multimedia components of the USC website under the direction of the Communications Officer;
- vi. Be responsible for all internal promotion and morale events for the USC in conjunction with the Communications Officer;
- vii. Endeavour to maintain a high level of Councillor morale through programming;
- viii. Be responsible for producing an annual report on the state of the USC website to be submitted to the Communications Officer by the end of the academic year;
- ix. Be responsible for “USC Clothing” for the University Students’ Council; and,
- x. Plan and execute social events for the USC students’ council, including a “Winterfest Party”, a “Year-End Party”, and one event each semester.

#### **4.12 Leadership Development Commissioner**

(1) The Leadership Development Commissioner shall:

Administrative Responsibilities

- i. Report to the Vice-President Student Events;
- ii. Maintain regular communication with the Vice-President Student Events;
- iii. Create and maintain the Leadership Development budget; and,
- iv. Update and maintain the USC Awards showcase.
- v. Assist with the expansion of the Student Transitional Executive Program (STEP) and the development of service learning in consultation with the Vice-President Student Events and the Student Life Department.

Committee Responsibilities:

- i. Be chair, ex-officio, of the Awards Committee;
- ii. Actively seek to promote available leadership opportunities to students on campus;
- iii. Coordinate the promotion and execution of student awards activities of the USC and USC organizations, including the Tracey Knight Memorial Award, Three-Year Recognition Awards, Honour W Awards, the Student Athletic Assistance Award, Future of Western Awards, the Awards of Merit, and USC Alumni Awards based on the recommendations of the Awards Committee; and,
- iv. Coordinate the planning and execution of student awards programs, including the promotion of the annual USC/Alumni Award Reception in consultation with the Alumni Association.

**4.13 Municipal Affairs Commissioner**

(1) The Municipal Affairs Commissioner shall:

- i. Report to the Vice-President University Affairs and the External Affairs Coordinator;
- ii. Liaise with the municipal government, as appropriate;

- iii. Lobby groups external to the University about academic and socio-political issues that impact the greater good of students in a manner consistent with the policies and objectives of the USC;
- iv. Liaise, where necessary, within the London Community and surrounding area through outreach programs in consultation with the Vice-President University Affairs;
- v. Implement programming designed to inform students and create awareness during any municipal election or referendum;
- vi. Liaise with various community organizations including, the London Economic Development Corporation and the London Chamber of Commerce; and,
- vii. Represent the Council on appropriate bodies of the City of London, upon resolution of the Board of Directors.

#### **4.14 Presidential Liaison Commissioner**

(1) The Presidential Liaison Commissioner shall:

- i. Report to the President;
- ii. Perform administrative duties for the First Year Students' Caucus;
- iii. Be chair, ex-officio, of the First-Year Students' Caucus;
- iv. Be empowered to liaise on behalf of the First-Year Students' Caucus, and, in such a situation, to not contradict any USC Policies;
- v. Ensure that the First-Year Students' Caucus completes an informed year-end report, and that the report is filed for record;
- vi. Ensure that the First-Year Students' Caucus constructs a project or objective that supports the USC's Mission Statement and rectifies issues brought forth through the First-Year Students' Caucus;
- vii. Be empowered to liaise on behalf of the President with all council presidents, and support efficient networking and communications between the USC and all constituencies; and,
- viii. Be tasked with the annual upkeep of the Constituency Manual.

#### **4.15 Provincial Affairs Commissioner**

(1) The Provincial Affairs Commissioner shall:

- i. Report to the Vice-President University Affairs and the External Affairs Coordinator;
- ii. Be a member, *ex-officio*, of the External Affairs Committee;
- iii. Actively promote and increase the on-campus presence of the Ontario Undergraduate Student Alliance (OUSA);
- iv. Coordinate on campus campaigns and initiatives and the distribution of all promotional material developed by OUSA;
- v. Cooperate with the External Affairs Coordinator and Federal Affairs Commissioner to increase Councillor knowledge of OUSA, Canadian Alliance of Student Associations (CASA) and post-secondary education issues in general;
- vi. Liaise with various student groups on campus to increase knowledge of OUSA, CASA and post-secondary education issues in general;
- vii. Attend, as a delegate, the Fall and Spring OUSA General Assemblies, where possible;
- viii. Attend at least one training/information session at OUSA home office per term, where possible; and,
- ix. Work in co-ordination with the Federal Affairs Commissioner and the campus political clubs to organize and run the annual Model Parliament.

#### **4.16 Public Arts Commissioner**

- (1) The Public Arts Commissioner shall:

##### Administrative Responsibilities

- i. Report to the Vice-President Student Events;
- ii. Maintain regular communication with the Vice-President Student Events.
- iii. Maintain a USC Public Art Gallery submission website in consultation with the USC IT Department and the Student Life Department; and,
- iv. Create and maintain the Public Arts budget.

##### Committee Responsibilities

- i. Be chair, *ex-officio*, of the Public Art Gallery Jury;

- ii. Oversee and select members of the Jury for the Public Art Gallery and any other students to assist in the development of the program in consultation with the Vice-President Student Events; and,
- iii. Promote the various events to the Western and London community.

#### Programming Responsibilities

- i. Coordinate with other student groups involved in the organization of Public Arts;
- ii. Select student art submissions in consultation with the Jury of the Public Art Gallery and work with the Student Life Department on the logistics of each of the displays;
- iii. Oversee the development and distribution of all promotional materials for any aspect of the gallery and planned events;
- iv. Organize and plan exhibits or events as part of the gallery to display visual arts, performance arts, and any other desired form of art in consultation with the Vice-President Student Events; and,
- v. Coordinate with the Student Life Department for all entertainment aspects of the program and for the Public Art Gallery.

#### **4.17 Student Speaker Series Commissioner**

(1) The Student Speaker Series Commissioner shall:

- i. Report to the Vice-President Student Events;
- ii. Select at least one student speaker per term in consultation with the Vice-President Student Events, to be presented during the academic year;
- iii. Ensure all Student Speaker Series events are in alignment with the mandate and goals of the program:
  - a. Mandate: Create a safe space that enables students to share, discuss and learn about social issues; and,
  - b. Goals:
    - 1. Develop public speaking skills
    - 2. Share experiences;

3. Foster open dialogue;
  4. Provide learning opportunities; and,
  5. Raise social awareness;
- iv. Provide support to all student speakers, and ensure they are equipped with the public speaking skills and audio/visual equipment skills to execute their presentation;
  - v. Ensure each presentation is supplemented with a learning opportunity, including additional resources where students can seek more information on the topic, or ways they can get involved in the issue presented;
  - vi. Coordinate with the Student Life Department for any applicable contractual or technical aspects of the Student Speaker Series program;
  - vii. Create and implement the budget and promotions for each speaker presentation;
  - viii. Coordinate recruitment and activities of all student speaker volunteers;
  - ix. Prepare a Student Speaker Series web page and online application procedure in consultation with the USC IT Department; and,
  - x. Maintain regular communication with the Vice-President Student Events;

#### **4.18 Teaching and Learning Services Commissioner**

(1) The Teaching and Learning Services Commissioner shall:

- i. Report to the Vice-President University Affairs and Internal Affairs Coordinator when coordinating advocacy priorities and strategies;
- ii. Liaise with the Student Development Service's Career Services and other relevant organizations within the University community to relay information to students regarding employment opportunities available to students of the University;
- iii. Liaise with community organizations like the London Economic Development Corporations Workforce Development Task Force, the London Chamber of Commerce and other groups to promote the creation of student summer employment opportunities, internships and co-operative educational experiences; and,
- iv. Liaise with relevant University partners including Housing and Ancillary Services and Teaching and Learning Services to make information about service-learning opportunities available to students.

#### 4.19 Volunteer Commissioner

- (1) The Volunteer Commissioner shall:
  - i. Report to the Communications Officer;
  - ii. Be chair, *ex-officio*, of the Volunteer Committee;
  - iii. Be a member, *ex-officio*, of the Communications Committee;
  - iv. Coordinate the placement of student volunteers within the USC and London Community;
  - v. Compile applications from students so that they may be placed according to their interests and skills;
  - vi. Liaise with the Executive Officers in order to be aware of the areas that are in need of student volunteers;
  - vii. Assist the Promotions Coordinator with student recruitment; and,
  - viii. Liaise with the volunteer agencies within the London Community and organize the annual Volunteer Fair, in both the first and second semesters.