



Title: First Year Representative (FYR)

Department: Students' Representative Council ("BUSRC", or the "SRC")

Term of office: September 23, 2022 – April 30, 2023

Expected Hours: 5-10 hours per week

Honorarium: \$500 (one-half paid at the end of each term)

Summary:

As an elected member of the SRC Board of Student Representatives (also known as "BSR"), the First Year Representative is responsible for representing the interests of Bishop's University students in their first year at BU. The main role is to liaise with first-year students to address and communicate any issues regarding the student experience, while advocating on behalf of students at both SRC and University committees. The First Year Representative will ensure the follow-up of student concerns by conducting research and direct consultations with current students, other student organizations, and/or administrators.

Requirements:

- Must be a first year student at Bishop's University, enrolled for the current academic term

Nature of Duties and Responsibilities:

- Represent and advocate on behalf of first-year students;
- Liaise with first-year students to address and communicate issues;
- Receive concerns, feedback and/or criticism pertaining to the SRC or University, in relation to any element of the student experience;
- Follow up on student concerns, by conducting research with current students, other student organizations, university staff and administrators, etc.;
- Advocate on behalf of students at both the SRC and University committee meetings;
- Plan and promote opportunities to meet with students for a minimum of two hours per week (SRC Offices, SUB Lobby, etc.), in addition to meetings of the SRC Board of Student Representatives;
- Relay findings, recommendations and issues to the Board of Student Representatives, SRC Executive and the students;
- Volunteer as necessary for SRC events and operations (a minimum of two shifts per term is expected)
- Sit on various committees, including (but not limited) to:
 - The Student Life Advisory Committee
 - The Residence Student Life Committee
 - The Mental Health Committee



- Submit a report to the BSR on all projects, affairs and operations of their position at the end of each term.

Recommended Skills:

- Good interpersonal skills
- English language – oral and written
- French communication skills are an asset
- Ability to work in groups and individually
- Self-motivated and organized

The nomination period runs from Friday, September 9 until Tuesday, September 13 at 3 p.m.

All forms must be completed and submitted in the beige SRC drop box found in the SRC Hallway next to the entrance, by 3 p.m. on Tuesday, September 13.

There will be a mandatory candidates' meeting for all those running on Tuesday, September 13 at 4 p.m. (location to be determined).

The voting period for these positions will run from Wednesday, September 21 to Thursday, September 22.

The successful candidate will attend the BSR Retreat on Friday, September 23 until Sunday, September 25.

For further information about the position and how to run for it, please contact Karen Dymond, Secretary General at srcsg@ubishops.ca