



**Title:** General Councillor (GC) (two positions will be elected)  
**Students' Representative Council ("BUSRC", or the "SRC")**  
**Term of office:** September 19, 2024 – April 30, 2025  
**Expected Hours:** 5-10 hours per week  
**Honorarium:** \$600 (one-half paid at the end of each term)

**Summary:**

As an elected councillor sitting on the SRC Board of Student Representatives (BSR), the General Councillor is responsible for representing Bishop's University students' interests. The main role is to liaise with the students to address and communicate issues pertaining to any element of the student life, while advocating on behalf of students at both SRC and University committees. The GCs will ensure the follow-up of student concerns by conducting research and direct consultation with current students, other student organizations and/or university administrators.

**Requirements:**

- Must be a full-time or part-time student at Bishop's University, enrolled for the 2024-2025 academic year

**Nature of Duties and Responsibilities:**

- Attend and participate in Board of Student Representatives meetings on Mondays from 11:30 am to 12:45 pm throughout the semester.
- Liaise with 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 administrators, etc.;
- Advocate on behalf of Students at both SRC and University committee meetings;
- Be physically available 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 Students Representatives, SRC Executive and the students;
- Volunteer as necessary for SRC events and operations such as the Volunteer Walk Home Team, SRC Forums, etc.;
- Sit on various committees including the Mental Health Committee and/or the Gaiter Grants 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

**How to apply:**

This is an elected position, chosen during the Fall Election, voted on by the SRC membership. Two General Councillors will be elected. The nomination period runs from Monday September 2 until Monday September 9 at 10 am. At the opening of the nomination period, the nomination form will be emailed to all students and paper copies available in the SRC office.

To apply, complete the Nomination Form. All forms must be completed and submitted in the beige SRC drop box found in the SRC Office near the entrance, by 10 am on Monday September 9. Applications received after that time will not be accepted. The box is clearly marked for nomination forms.

All candidates must attend the Mandatory All-Candidates Meeting on Monday September 9 at 1 pm in McGreer 100.

Voting will be held Tuesday September 17 at 12:01 am until 11:59 pm on Wednesday September 18, 2024.

Successful candidates are required to attend the off-campus mandatory BSR Training Retreat from Friday September 20 to Sunday September 22, 2024.

For further information about the election and candidacy, please contact Karen Dymond, Secretary General, at [srcsg@ubishops.ca](mailto:srcsg@ubishops.ca) or the Deputy Returning Officer, at [srcelections@ubishops.ca](mailto:srcelections@ubishops.ca).