



**Title:** On-Campus Representative (OCR)

**Department:** 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 member of the SRC Board of Student Representatives (also known as "BSR"), the On-Campus Representative (OCR) is responsible for representing the interests of students, particularly those living on campus. The main role is to liaise with students living in residence at Bishop's to address and communicate any issues related to the student experience, while advocating on behalf of students at both SRC and University committees. The On-Campus Representative will ensure the follow-up of student concerns by conducting research and direct consultations 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
- Must be living on campus throughout their term

**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.
- Work to represent and advocate on behalf of the students residing on campus;
- 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, and specifically pertaining to issues of students living on-campus;
- Follow-up on student concerns, by conducting research with current students, other student organizations, university staff and administration, 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, Student Success Centre, etc.), in addition to meetings of the SRC Board of Student Representatives;
- Relay findings, recommendations and issues to the BSR, 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 Residence Student Life Committee
  - The Campus Dining Committee
  - The Residence Education 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 students living on campus. 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).