

**Title:** Director on the Board of Student Representatives

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

**Term of office:** May 1, 2026 – April 30, 2027, with intensive training commencing before then

**Expected Hours:** 10-15 hours per week throughout the entire term

**Honorarium:** \$5000

**Summary:**

The Board of Student Representatives governs the SRC on behalf of students. Board members gain valuable leadership experience, training, and knowledge and give their time, talent, and expertise to the organization through this governance role.

**Tasks, accomplished along with the other Board members:**

- Assess, advocate, and act on behalf of students' interests to foster an exceptional university experience
- Advocate for students to the university, and all levels of government
- Set the strategic direction of the SRC and ensure the organization is set up to accomplish their goals
- Act honestly, ethically, and diligently for the organization and its members
- Govern the SRC on behalf of the membership
- Represent the student voice on various university committees and working groups
- Collectively determine advocacy stances and strategize how to achieve them through meetings with relevant stakeholders
- Meet bi-monthly in an official capacity as the Board

**Tasks of Individual Board members:**

- Advocate the board's officially adopted positions to university and external bodies when acting as official representatives
- Support the legitimacy of board decisions made in accordance with due process
- Review the agenda and all supporting documents in advance of each board meeting and committee meeting
- Attend and participate in board meetings, internal and external committee meetings and other groups as assigned by the board
- Become knowledgeable about the organization's bylaws, policies, and procedures, as well as applicable laws and regulations
- Bring the various perspectives of the ownership to board meetings
- Adhere to the Director's Code of Conduct
- Perform other ancillary responsibilities as their position may from time to time require

**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 with strong time management skills

**How to Apply:**

This is an elected position, determined during the SRC Annual General Election, voted on by Bishop's students. Nine (9) Directors will be elected. From within the elected group, within 30 days of the election, a President and Vice-President will be elected, who will work increased hours with greater compensation. The Election will be held February 22 – 24, 2026.

**To apply,** candidates must complete all the following before **12 noon on Thursday, February 5:**

1. Attend a Mandatory Candidate/Campaign Manager Meeting – Jan 23 @ 12 noon, Jan 28 @ 10 am, or Feb 5 @ 2 pm in the SRC Conference Room.
2. Submit a completed Application Form (online only)
3. Submit Nomination Form with signatures of 20 students (paper only)
4. Your nominators must reply to email from Elections Office to verify nomination
5. Declare Slate, if applicable, using online or paper form
6. Declare Campaign Agent, if applicable, using online or paper form

Candidates are responsible for becoming familiar with the BUSRC's Bylaws, Elections Policy, Election Procedures, Specific Rules & Regulations, and all other applicable organizational documents available on [busrc.com](http://busrc.com).

There will be a mandatory training day in March and a mandatory full week of intensive training from Monday April 27 – Friday May 1. All Directors must attend this in-person training.

For further information, please contact Karen Dymond, Secretary General, at [srcsg@ubishops.ca](mailto:srcsg@ubishops.ca).