

**Title:** Vice-President of 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:** 15-20/week throughout the entire term

**Honorarium:** \$7,500

**Summary:**

The Board of Student Representatives governs the SRC on behalf of students. During the Election, nine (9) directors will be elected. Following the Election, the Directors elect from within themselves a President and Vice-President, who work increased hours with greater compensation.

The Vice-President is the deputy leader and vice-chair of the Board of Student Representatives.

In addition to the position description for Directors on the Board of Student Representatives, the Vice-President also:

- Supports the President in the performance of the President's role
- Becomes sufficiently knowledgeable to take over the President's role when the President is absent
- Serves on the University Senate as a voting member and meets bi-weekly with student senators
- Serves on several Senate committees and supports student senators in their role
- Works alongside the Executive Director and staff leadership team within the SRC
- Performs other ancillary responsibilities as their position may from time to time require
- Must attend all University Senate meetings, including their first one on May 22

**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. The Vice-President will work increased hours with greater compensation.

Those persons interested in the position of Vice-President must be elected as a Director during the Annual General Election, 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. Their 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.

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 (she/her), Secretary General, at [srcsg@ubishops.ca](mailto:srcsg@ubishops.ca).