

**The Strategic Ends of the Students' Union**

The Organization exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience and an enhanced student life. The costs of these benefits will be justified by the results.

**In no specific order of priority, students will benefit from:**

- An affordable, accessible, and high quality academic experience
- A safe, sustainable, and empowering environment
- Diverse inclusive social interaction
- Products and services that cater to the financial needs of students

**Land Acknowledgement**

We acknowledge the traditional territory of the Neutral, Anishnawbe and Haudenosaunee people

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
7:32 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Del Giudice	
7:34 PM	1 min	Regrets	adm	Chair Del Giudice	GP #2c.8
7:35 PM	1 min	Conflicts of Interest	adm	Chair Del Giudice	GP #2c.2
7:36 PM	2 mins	Adoption of Agenda <b>MOTION</b> that the Board of Directors adopt the agenda as presented.	D	Chair Del Giudice	
7:38 PM	5 mins	Adoption of Consent Agenda: Monitoring Reports GP #2f, GP #2g, GP #2j, GP #2i Operations Update <b>MOTION</b> that the Board of Directors adopt the consent agenda as presented	D	Chair Del Giudice	GP #2h
7:33 PM	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Del Giudice	
7:37 PM	4 mins	Comments from the President & CEO	fi	President Symington	
7:42 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
7:46 PM	4 mins	Direct Inspection Committee Reports GP #2h - Annual Governance Planning BMD #2d1 - Monitoring Executive Performance <b>MOTION</b> that the Board of Directors adopt the Direct Inspection Committee Reports as presented	D	Chair Del Giudice	
7:50 PM	8 mins	Governance Coordinator Hiring Timeline	D	DPRA Muller	GP #2d
7:58 PM	44 mins	In-Camera Session <b>MOTION</b> that the Board of Directors proceed to an in-camera session	D	Chair Del Giudice	
8:42 PM	2 mins	Announcements	fi	Chair Del Giudice	
8:44 PM	2 mins	Action Items Summary	adm	Chair Del Giudice	
8:46 PM	1 min	Adjournment <b>MOTION</b> that the Board adjourn the March 16 BOD meeting	adm	Chair Del Giudice	
<b>Total 1hr 24mins</b>					

**LEGEND:**  
 fi, For Information  
 fd, For Discussion  
 D, Decision required  
 adm, Administrative task

**General Updates: Student Executive**

**1) Vice-President: Financial and Volunteer Operations**

- a) Interviews going well, done by Sunday March 12<sup>th</sup>
- b) Re-opening AVP GSR Brantford.
- c) Hiring for committees beginning to be booked.
- d) Carousels for O-Team next weekend, Saturday in Waterloo and Sunday in Brantford
- e) VAs March 23<sup>rd</sup> in Waterloo and 31<sup>st</sup> in Brantford
  - i) Semi-formal wear

**2) Vice-President: Programming & Services Brantford**

- a) Disco night, also named DJ Night.
  - i) Utilizing Hudson's
  - ii) On March 22<sup>nd</sup>

**3) VP Student Services Waterloo**

- a) Foot Patrol Van up and running and their Night Hawks event is increasing service use!
- b) Food bank is sponsoring various events for other committees to assist with food costs
- c) St.Pats - ERT will be on shift, Foot Patrol with extended hours. Eco clean-up on March 19<sup>th</sup> and Shinerama bottle drive alongside it
- d) Open House!
  - i) Set up in lower concourse
  - ii) Activity to see all SU components

**4) VP Government & Stakeholder Relations**

- a) Successful Ontario Undergraduate Student Association General Assembly in Kingston, ON.
- b) Working on a crosswalk advocacy issue in Brantford arising from Local Advocacy Week.
- c) No door knocking this year ahead of St. Patrick's Day.

**5) VP Clubs & Associations**

- a) Lots of clubs wanting to squeeze events into March ahead of Exams and term ending:
  - i) Faculty Associations & larger clubs hosting end of year galas/banquets this month and next.
- b) Clubs Appreciation:
  - i) Waterloo Campus - March 29<sup>th</sup> in Turret.
  - ii) Brantford Campus – March 31<sup>st</sup> in One Market/other venue joint with VA's.
- c) Open Houses:
  - i) Waterloo – Working to secure TV from LazSoc.
  - ii) Brantford – Waiting to confirm clubs attendance.

**General Updates: Directors**

**1) Director, Finance and Administration**

- a) Finance: Corporate credit limit has been increased by \$60k to \$350k which should help avoid maxing out during and around O-week
- b) Operations:
- c) Hospitality:
  - i) Kitchen Manger hiring proceeding.
  - ii) Tap Entry being installed on the doors for Wilfs and The Turret.

## **2) Director, Marketing Communications**

- a) [Statement Update](#) went out on Tuesday March 6th at 1 pm; have received 226 views on the blog (compared to 1496 of the original) and zero feedback on our Customer Service & SU Feedback forms.
- b) [AVP: GSR Brantford](#) (Mar. 24) and [Laurier Senate](#) (Mar. 14) positions currently open: email in works to go out to students.
- c) SPD Updates:
  - i) Shane & Rebecca to film informal IG Reel to go out Thursday; hoping for draft to be ready Tuesday
  - ii) Messaging has begun to go out on our Digital Signage & FNCC signage
  - iii) Collaboration with MADD with Takeover on our socials (Thursday) and How to Host a Party 101 messaging with Kayla

## **3) Director, Member Services**

- a) Office and Facilities Administrator position posted.
- b) Ticketing platform coming back on line, we just need our payment gateway updated and hope to have that done today.
- c) Continuing work with Incoming transition Committee.

## **4) Director, Policy Research & Advocacy**

- a) Attended Laurier Legacy Project "Fireside Chat" update at the end of February.
- b) Reviewing the Province of Ontario's newly announced blue-ribbon panel on the post-secondary sector.
- c) Working as part of the organization's incoming transition team to plan our student executive onboarding process;
- d) Ongoing research and monitoring of post-secondary education issues and trends.

## **5) Director, Strategic Initiatives**

- a) Food Bank Values/Vision definitions ongoing.
- b) Sponsorship Briefing Note submitted for review.
- c) Annual Plan Briefing Note preparation.
- d) Transition Programming Ongoing.

## **6) Director, Student Experience**

- a) Working on clubs gala's and risk management for cub events.
- b) Incoming transition work continues.
- c) Finalizing budgets with VP's.
- d) Working with Onecard office on external booking policies and procedures.
- e) Faculty Association agreement work in progress.

**\*\*More information related to reports/briefs can be provided at the Board's request\*\***

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Governance Coordinator
<b>JOB TYPE:</b>	Part-time, contract
<b>SALARY RANGE:</b>	TBD
<b>REPORTS TO:</b>	The Chair of the Board & CGO, and Director, Policy Research & Advocacy
<b>EDUCATION:</b>	Pursuing or completed a post-secondary degree at WLU
<b>TECHNICAL:</b>	Proficient in Microsoft Office and Windows Operating systems

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## **SUMMARY:**

Along with support from the Director, Policy Research & Advocacy, the Governance Coordinator will support the Chair of the Board & CGO, and the Board, in executing governance and elections related matters. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills, and excellent time management and communication skills.

## **JOB SPECIFIC DUTIES:**

The specific functions of the Governance Coordinator encompass a wide variety of roles and responsibilities that may, from time to time, be modified as the Chair of the Board & CGO sees fit. It is important to note that not all functions and duties are contained within this definition, and the position itself will be ever changing and adaptive. Specific roles and responsibilities allocated to the position include, but are not limited to the following:

### **Governance Support:**

- Create a schedule of Board meetings to be presented to the Board for approval;
- Track all action items for the Board, and report to the Board on an ongoing basis with the state of outstanding items;
- Create agendas for Board and Board committee meetings, to be approved by the relevant Chair;
- Upload agendas and supporting documents to the website and governance portal;
- Attend all Board, Elections, and relevant committee meetings and record detailed minutes of such;
- Submit approved minutes to the Chair of the Board & CGO for appropriate signature and filing;
- Provide support in drafting new Board policies or current policy edits as needed;
- Liaise with internal and external stakeholders to ensure timely flow of information to the Board; and
- Assist with other tasks and projects as assigned by the Board.

### **Administration of Election and Referenda:**

- Serve as Chief Returning Officer (CRO) for all Annual and Special Meetings of the corporation;

# POSITION DESCRIPTION

- Coordinate, plan and execute all Annual and Special Meetings of the corporation;
- Review all elections policies and recommend changes to the Board when necessary;
- Conduct research of elections policies and procedures across the sector and present these to the Board;
- Remain knowledgeable and current with any relevant decisions of the Board affecting elections policies and/or procedures;
- Ensure the elections process and campaign period is conducted in an efficient and fair manner;
- Work collaboratively with the Elections Committee and the Chair of the Board & CGO;
- Develop, plan, and execute all marketing strategies and plans for the nomination and election periods;
- Coordinate the logistics of all campaigning and elections-related activities, including, but not limited to the open forum and polling;
- Ensure that all polling systems are tested and functioning prior to elections days; and
- Assist with other tasks and duties as may be assigned by the Chair of the Board & CGO and/or Board.

## WORKING CONDITIONS & TIME COMMITMENT:

- Part-time, contract position, with the expectation to work the following schedule of hours:
  - December 12<sup>th</sup> to 22<sup>nd</sup>, 2022 a total of 10 hours per week;
  - January 9, to February 3, 2023 a total of 15 hours per week;
  - February 6<sup>th</sup> to 28<sup>th</sup>, 2023 a total of 10 hours per week;
  - March 1 to April 28, 2023 a total of 10 hours per week; and
- Core office hours are 9:00am-4:00pm, Monday to Friday, however hours will vary depending on board meeting and elections scheduling, and therefore evening and weekend hours may be expected;
- Hours will vary and can be modified at any time by the Chair of the Board & CGO or Director, Policy Research & Advocacy; and
- Work will mainly be completed seated at a desk, using a computer.

**Commented [IM1]:** To be updated to reflect a 1-year contract

## COMMITTEE MEMBERSHIP:

- Elections Committee;
- General Meeting and Elections Appeals (ex-officio);
- Any other committee as requested or appointed to by the Chair of the Board & CGO and/or the Board