

DESCRIPTION OF AVAILABLE POSITIONS FOR E.S.S & SENATE

Education student senator:

All students registered in the Faculty of Education Bachelor of Education Program are eligible to hold the position of Education Student Senator. The Education Student Senator works with, but is NOT apart of the E.S.S.

Education Student Senators are responsible for:

- (1) attending all meetings of the University Senate;
- (2) reporting to Council after each meeting;
- (3) making each meeting's date, agenda, and minutes available in the SGPS once and on the SGPS website when the information becomes available;
- (4) serving as an ex-officio member on the governing bodies of their respective schools or Faculties;
- (5) meeting with other Student Senators, as well as the SGPS President, to discuss issues important to all SGPS students where necessary.
- (6) attend meetings of the Senate Student Caucus.
- (7) joining at least one Senate committee when a seat is available.

g. The University Secretariat sets the term of office of Student Senators to be two (2) years.

Duties of the Members of the E.S.S. Council

1. *President:*

- (a) Shall act as a liaison with the Dean and Associate Dean of the Faculty of Education and give oral reports to E.S.S. Council as necessary;
- (b) Shall sit as a member of the S.G.P.S. Assembly and give oral reports to E.S.S. Council as necessary;
- (c) Shall sit as a voting member at all Faculty Board meetings;
- (d) Shall receive oral reports from the Vice President External and Vice President Internal with respect to all positions on the E.S.S. Council;
- (e) Shall nominate a member of E.S.S. Council to act as Chairperson in the absence of the Chairperson;
- (f) Shall oversee and demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

2. *Vice President External:*

- (a) Shall contact, liaise with, and present oral reports to E.S.S. Council as necessary on the following contacts: Association des Enseignantes et de l'Ontario, Elementary Teachers Federation of Ontario, Ontario English Catholic Teachers Association and Ontario Secondary School Teachers Federation;
- (b) Shall communicate with the student Teacher Education Liaison Committee Representative and present oral reports of these meetings to E.S.S. Council as necessary;
- (c) Shall act as an umbrella group leader for and receive reports from: Transition Officer/Q-C.E.S.A. Representative, Waterloo-Queen's Representative, T-C.E.S.A. Representative, Yearbook Editor, Professional Development Coordinators, Faculty Board Representatives and Consecutive Representative, S.G.P.S. Representatives, Bachelor of Education Liaison to the S.G.P.S.;
- (d) Shall address issues of safety and wellness at the Faculty of Education;
- (e) Shall facilitate the ordering and distribution of Edvantage cards.
- (f) Shall provide a written report to the President at least once during each on campus session.

- (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council;

4. *Vice President Internal:*

- (a) Shall assume the responsibility for internal communications and grievances within E.S.S. Council;
- (b) Shall work with the Human Rights Representative to bring forward any issues or concerns to the E.S.S. Council Executive that may arise throughout the academic year; an instance could be, but is not limited to, sexual harassment;
- (c) Shall chair and organize meetings for the E.S.S. Council Executive as needed;
- (d) Shall chair a Constitution Review Committee, which shall be organized and have had its first meeting before leaving campus for the third practicum placement;
- (e) Shall be responsible for organizing the annual ThankQ Campaign, in conjunction with the Advancement Office of Queen's University;
- (f) Shall be responsible for nominations and the chairing of a Selection Committee for the winner of the Golden Apple Award;
- (g) Shall act as a liaison to the Education Career Services Office with respect to the Options recruitment fair;
- (h) Shall act as an umbrella group leader for and receive reports from: Social Convenors, Athletic Representatives, A.C.E. Representative, O.E.E. Representative, A.T.E.P. Representative, Technological Education Representative, Communications Representative, Mature Student Representative and Human Rights Representative;
- (i) Shall be in charge of all referenda within the E.S.S.;
- (j) Shall provide a written report to the President at least once during each on campus session.
- (k) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

5. *Treasurer:*

- (a) Shall be responsible for organizing and maintaining the E.S.S. account books and an E.S.S. cash flow and receipt booklet in accurate detail;
- (b) Shall obtain the student levy cheque once a semester from the S.G.P.S. office;
- (c) Shall propose a detailed budget, in conjunction with the E.S.S. Council Executive, for the approval of E.S.S. Council no later than the first meeting during the second on-campus session;
- (d) Shall provide a bi-semesterly written report of the finances of the E.S.S. to all members of the E.S.S. Council;
- (e) Shall provide the Welcome Week Co-Chairs with one-thousand dollars to be used for the purpose of Welcome Week in the following school year;
- (f) Shall clear any debts and/or outstanding fees before leaving campus for the first practicum placement;
- (g) Shall provide an oral report on incoming, outgoing and pending monies to E.S.S. Council at every meeting;
- (h) Shall have all E.S.S. Council members fill out an event proposal form, which states dates, events, purpose of monies needed, which will be filed in the E.S.S. office;
- (i) Shall provide a written report to the President at least once during each on campus session.
- (j) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council;

6. *Secretary:*
 - (a) Shall take detailed minutes of each E.S.S. and E.S.S. Council Executive meeting; a copy shall be placed in an appropriate binder in the E.S.S. office and an electronic copy sent to the Dean's office no later than forty-eight hours after the meeting;
 - (b) Shall be responsible for all correspondence and the filing of correspondence;
 - (c) Shall be responsible for overseeing that all transition reports are complete for each position held on the E.S.S. Council and place them in the filing cabinet by the end of the current school year;
 - (d) Shall be responsible for the up-keep of all E.S.S. bulletin boards;
 - (e) Shall be responsible for the contact list and email account of the E.S.S. Council;
 - (f) Shall be responsible for organizing office hours of the E.S.S. Council;
 - (g) Shall provide a written report to the President at least once during each on campus session.
 - (h) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

7. *Professional Development Coordinators (2):*
 - (a) Shall be responsible for overseeing at least four Professional Development opportunities sponsored by E.S.S. Council for the members of E.S.S.;
 - (b) Shall be responsible for organizing and advertising Professional Development opportunities for the members of E.S.S.;
 - (c) Shall serve as a liaison to the presenters of Professional Development activities, E.S.S. Council, and the staff and faculty of the Faculty of Education;
 - (d) Shall work in conjunction with the Human Rights Representative in the planning of human rights workshops.
 - (e) Shall provide a written report to the V.P. External at least once during each on campus session.
 - (f) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

8. *Social Convenors (2 positions available):*
 - (a) Shall be responsible for running a variety of social functions for members of E.S.S., including a minimum of one social event during the first on-campus session, one social event during the second on-campus session, one social event during the third on-campus session and a Formal during the last on-campus session;
 - (b) Shall have the option of selecting and co-chairing a Social Planning Committee to assist in organizing, preparing, and advertising, executing and cleaning up after each social function within the Faculty of Education;
 - (c) Shall provide a written report to the V.P. Internal at least once during each on campus session.
 - (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

9. *Faculty Board Representatives (2 positions available):*
 - (a) Shall sit as voting members at all Faculty Board meetings, or send a party as proxy in their stead, and give oral reports to E.S.S. Council as necessary;
 - (b) Shall represent members of E.S.S. and the views of E.S.S. Council at Faculty Board meetings;
 - (c) Shall give oral and written reports to the Faculty Board as necessary;
 - (g) Shall sit on the Professional Studies Committee and give oral reports to E.S.S. Council as necessary;
 - (h) Shall conduct a survey of all E.S.S. members during the last on campus session.
 - (i) Shall provide a written report to the V.P. External at least once during each on campus session.

- (j) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

10. *Athletic Representative (2 positions available):*

- (a) Shall be responsible for setting up a team to represent the Faculty of Education during the BEWIC Sports Days weekend taking place in January;
- (b) Shall be responsible for initiating lunch time intramurals during one-hour lunch breaks, should they occur;
- (c) Shall be responsible for the up-keep of the intramural bulletin board near the gym;
- (d) Shall provide oral reports to E.S.S. Council about related physical education information and/or workshops;
- (e) Shall work in conjunction with the Professional Development Coordinators to initiate a workshop for coaching certification and/or related certification;
- (f) Shall act as liaisons with the main campus organizers of intramural sports and notify members of E.S.S. as to how they can participate in main campus intramural sports;
- (g) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (h) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

11 *Bachelor of Education Liaison to the S.G.P.S.*

- (a) Shall act as a liaison between the E.S.S. and the S.G.P.S. in accordance to the S.G.P.S.
- (b) Shall provide a written report to the VP External at least once during each on campus session.
- (c) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

13. *Communications Representative:*

- (a) Shall update the E.S.S. website no later than before leaving for the first practicum placement and maintain current and important information on the website throughout the school year about all E.S.S. Council events and workshops;
- (b) Shall ensure that the E.S.S. website is linked with the Faculty of Education website;
- (c) Shall be responsible for sending out E.S.S. Council information and announcements through the Faculty of Education listserv (TC-L);
- (d) Shall be responsible for the publication of a bi-weekly E.S.S. newsletter;
- (e) Shall adhere to the recommendations of a Clear Language Guide in the writing of the biweekly E.S.S. newsletter and the E.S.S. website;
- (f) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

14. *A.C.E. Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Artist in the Community students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining A.C.E. students and the Faculty of Education;
- (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

15. *O.E.E. Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Outdoor and Experiential Education students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining O.E.E. students and the Faculty of Education;
- (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

16. *A.T.E.P. Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Aboriginal Teacher Education Program students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining A.T.E.P. students and the Faculty of Education;
- (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

17. *Technological Education Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Technical Education students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining Technological Education students and the Faculty of Education;
- (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

18. *Waterloo-Queen's Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Waterloo-Queen's students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining Waterloo-Queen's students and the Faculty of Education;
- (c) Shall be in communication with the Practicum Office to assist with transition of Waterloo-Queen's Concurrent Students;
- (d) Shall provide a written report to the V.P. External at least once during each on campus session;
- (e) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

19. *Q-C.E.S.A. Representative:*

- (a) Shall act as the liaison and present oral reports of opinions, concerns, events and presentations of final year Queen's Concurrent Education students to E.S.S. Council;
- (b) Shall hold a student-run Faculty of Education information session for students in the Queen's Concurrent Education Program.
- (c) Shall be in communication with the Practicum Office to assist with final year transition of Queen's Concurrent Education students.
- (d) Shall attend four C.E.S.A. meetings throughout the academic school year, and report the progress of the E.S.S. Council;

- (e) Shall liaise with the current C.E.S.A. President;
- (f) Shall provide a written report to the V.P. External at least once during each on campus session;
- (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

20. *T-C.E.S.A. Representative:*

- (a) Shall act as the liaison and present oral reports of opinions, concerns, events and presentations of Trent-Queen's students to E.S.S. Council;
- (b) Shall hold a student-run Faculty of Education information session for students in the Queen's-Trent Concurrent Education Program;
- (c) Shall be in communication with the Practicum Office to assist with final year transition of Trent Concurrent Education students;
- (d) Shall be in communication with the Queen's-Trent Concurrent Education Program Co-ordinators and assist as needed;
- (e) Shall provide a written report to the V.P. External at least once during each on campus session;
- (f) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

21. *Consecutive Student Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of the Consecutive Education students to E.S.S. Council;
- (b) In the event that the A.C.E., A.T.E.P, O.E.E., Tech, or Waterloo-Queen's Representative positions are not filled, the Consecutive Student Representative shall be responsible for inviting a member of each program track to at least one E.S.S. meeting during each on campus session.
- (c) Shall provide a written report to the V.P. External at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

22. *Mature Student Representative:*

- (a) Shall act as a liaison and present oral reports of opinions, concerns, events and presentations of mature students to E.S.S. Council;
- (b) Shall initiate one social and/or one charity event combining mature students and the Faculty of Education;
- (c) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- (d) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

23. *Human Rights Representative:*

- a) Shall ensure that all professional, cultural and social events organized by E.S.S. Council are accessible to all members of E.S.S.;
- b) Shall work in conjunction with the Professional Development Coordinators to initiate a minimum of two workshops
- c) Shall work with the V.P Internal to bring forward any issues or concerns to the E.S.S. Council Executive that may arise throughout the academic year; an instance could be, but is not limited to, sexual harassment;
- d) Shall arrange Human Rights training for the E.S.S. Council during the fall semester;
- e) Shall report opinions and concerns of students with disabilities to E.S.S. Council;
- f) Shall initiate discussion groups for students with disabilities as needed;

- g) Shall work in conjunction with the Human Rights Office to run Positive Space training with E.S.S. council before the end of the second on-campus block.
- h) Shall provide a written report to the V.P. Internal at least once during each on campus session;
- i) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

24. *Transition Officer:*

- (a) Shall sit in on an E.S.S. meeting as a non-voting member during the final on-campus session of the preceding school year;
- (b) Shall meet with the E.S.S. Council of the preceding school year to discuss the functioning of E.S.S. Council;
- (c) Shall be responsible for composing a letter on the subject of elections to be included in the Welcome Week mail-out (See Article 16);
- (d) Shall assume the position of Q-C.E.S.A. Representative on E.S.S. Council following elections;
- (e) Shall sit on Q-C.E.S.A. in accordance with the Q-C.E.S.A. Constitution;
- (f) Shall act as Chief Electoral Officer during elections;
- (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

25. *Chairperson:*

- (a) Shall have a thorough understanding of parliamentary procedure and Robert's Rules of Order;
- (b) Shall be responsible for arranging a time and location for all meetings;
- (c) Shall prepare and distribute to E.S.S. Council a detailed agenda, time and location for all E.S.S. meetings no less than twenty-four hours before meeting times;
- (d) Shall be responsible for controlling the discussion of any E.S.S. meetings;
- (e) Shall facilitate E.S.S. meetings, and keep a speakers list;
- (f) Shall cast the deciding vote in the event of a tied vote;
- (g) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.

26. *S.G.P.S. Representatives (2 available positions)*

- (a) Shall sit as members-at-large representing E.S.S. students to the S.G.P.S. Council
- (b) Shall provide a written report to the VP External at least once during each on campus session.
- (c) Shall demonstrate support for all professional, cultural and social events organized by E.S.S. Council.