

Volunteer Position Description

Position Title: General Faculties Council Ambassador, Representation Executive Advisory Committee (REAC)

Volunteer Supervisor: Vice-President Academic (VPA), Representation Executive Council (REC)

Volunteer Term: September through April

Expected Hours: 4 hours per week on average including participation in 1-3 regular meetings per month.

Position Summary:

General Faculties Council (GFC) is the main decision making body at Mount Royal University (MRU) for academic policy and direction. GFC also has a number of subcommittees and faculty-specific committees that require student participation. The REAC General Faculties Council Ambassador participates as part of a team to assist the Vice-President Academic (VPA) of SAMRU's Representation Executive Council (REC) in representing student interests at GFC and its subcommittees.

The REAC General Faculties Council Ambassador:

- Participates as a student representative in assigned General Faculties Council related meetings and committees as required by the VPA;
- Meets with the VPA as required;
- Creates work summaries, minutes, and/or reports to ensure information is managed, communicated and followed up on as required;
- Develops an understanding of Mount Royal University (MRU) and public policy developments, initiatives and/or trends that may impact the representation goals and strategies of the VPA;
- Collaborates with other GFC Ambassadors to assist with effective implementation of representation strategies at various MRU committees, boards and councils;
- Assists the VPA with coordinating the development and approval of representation priorities on academic issues; and
- Completes all other related duties as assigned by the VPA.

Position Requirements:

In addition to meeting and maintaining the Students' Association of Mount Royal University's volunteer standards, GFC Ambassadors will:

- Meet all MRU requirements for membership on the General Faculties Council;
- Be a credit student at Mount Royal University;
- Have a strong interest in matters concerning academic policy and direction at Mount Royal University;
- Develop competency by attending assigned meetings, educational or professional development workshops and by establishing personal networks;
- Be reliable and dedicated to the work;
- Have good organizational skills;
- Be punctual and professional;
- Have good oral and written communications skills; and
- Work well with others as well as independently.

Onboarding and Training Requirements:

- Completion of basic SAMRU orientation program.

- REAC orientation (to be completed by volunteer supervisor)
- General Faculties Council training (provided by MRU)
- Ongoing supervision and coaching

Evaluation:

- Volunteer supervisor will perform an evaluation of this role mid-term

Remuneration and how to apply:

This is a volunteer role and is therefore uncompensated. A nominal honoraria (\$100 per month) is provided as appreciation, to cover certain costs, or for work performed outside of the core volunteer requirements.

Applicants are asked to submit a cover letter with a resume to representation@samru.ca by August 18, 2023. Please note which position you are applying for.

For more information about our organization, please visit www.samru.ca