

## **TITLE: INTERNATIONAL STUDENTS' REPRESENTATIVE ROLES AND DUTIES**

**Policy No.: B2009**

**Category:** Council and Self-Governance

**Sub-Category:** Roles and Duties Terms of Reference

**Effective Date:** TBA

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**Please note: The following policies give an overview of expectations. However, policies will be revised in the Fall 2017; Where policies herein contradict the LSU Bylaws, the LSU Bylaws will prevail.**

### **1. POSITION DESCRIPTION**

The International Students' Representative is an elected, non-voting member of Council. Reporting to the Vice President Internal and Council, the International Students' Representative develops and implements programs, services, activities and initiatives that creates a welcoming environment for, and promotes the education, awareness and inclusion of, issues impacting, and impacted by, international students.

### **2. AUTHORITY**

As Council Member, the International Students' Representative:

- Advises Council on matters and issues impacting, and impacted by, International Student members of LSU;
- Casts their vote on Committees of Council to which they are assigned; and
- Implements their approved Annual Activity Plan and budget.

### **3. GENERAL DUTIES**

The International Students' Representative works year-round and:

- Upholds the professional and ethical standards and duties as articulated in the *Oath of Office, Code of Conduct, and Conflict of Interest, and Ethics Policies*. The International Students' Representative consistently conducts themselves in a professional and respectful manner, and portrays LSU in a positive manner within and beyond Langara College;

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- Attends Council meetings in a voting capacity;
  - Attends, participates and votes in Committees or Sub-committees to which they are assigned;
  - Attends and presents reports or information, as appropriate, at the Annual General Meeting (AGM) and other Special or General Meetings;
  - Develops an Annual Work Plan and Budget for approval;
  - Prepares and presents periodic Activity Reports to the VP Internal, who presents them to Council;
  - Serves and performs duties as a member on the Diversity and Inclusion Committee as identified in the *Terms of Reference – Diversity and Inclusion Committee Policy*;

Chairs the Sexual and Gender Diversity Sub-Committee of the Diversity and Inclusion Committee;

- Acts as a general advocate for greater diversity and inclusion on campus consistent with LSU Position (“Union”) Statement Policies while conducting themselves within the *Oath of Office*, Ethics and Advocacy, and *Code of Conduct Policies*.
- Schedules, posts and keeps regular office hours for Members;
- Understands *Robert's Rules of Order*, LSU Bylaws and Policies;
- Understands and complies with the *Personal Information Protection Act (PIPA)* and Regulations; and
- Performs other duties and tasks as assigned by the VP Internal or Council and reports on progress in a timely fashion.

#### 4. RESPONSIBILITIES AND REQUIREMENTS

The International Students' Representative reports to and works closely with the VP Internal, the ED (if any) and Staff as appropriate to fulfill the following roles and duties:

- Develops an Annual Work Plan for approval celebrates diversity and promotes inclusion. The Plan should include the delivery of programs, services, events, support, activities and initiatives that further the education and awareness on the diversity and inclusion of International student Members, and creates a welcoming community for International students on campus. The Plan should address anti-racism and anti-prejudice programming that promotes greater understanding and exchange among all LSU members;
- Recruits, trains, manages, and recognizes volunteers to assist with programming, activities and events;
- Develops and produces print and electronic materials promoting items in the Annual Work Plan for approval;

- Supports and furthers the work of the VP Internal and Committee by working collaboratively with other others to provide and promote leadership, advocacy, education and awareness of issues and topics relating to social responsibility, human rights and global citizenship.
- Acts as a resource on applicable Advocacy campaigns as assigned by the VP Internal or Council;
- Provides resources, materials, advice and/or support pertaining to issues that impact the diversity and inclusion of International student Members to the VP Internal, VP Student Life and Council;
- Schedules, posts and keeps office hours that are accessible to part-time and evening students, with special consideration to creating an accessible and welcoming space for International student Members;
- Regularly monitors and responds to phone, email and written messages in a timely and professional manner;
- Refers inquiries, as appropriate, to the VP Internal for follow-up or further referral;
- Refers member inquiries concerning alleged violations of member rights, responsibilities, and/or conduct to the Diversity and Inclusion Officer.
- Investigates and/or monitors and reports to the VP Internal on trends in diversity and inclusion initiatives among similar student organizations in BC and beyond to inform best practices and/or the development of Diversity and Inclusion and Ethics and Advocacy Policies;
- Liaises with Officers, other designated Members at Large and Committees as necessary and appropriate to monitor the effective implementation of Bylaws and Policies of LSU, especially as they pertain to Ethics and Advocacy Policies and other Policies impacting diversity and inclusion in Member relations, benefits, programs, services, support, activities, and events.
- Contributes as requested to the development and implementation of the Member Relations Plan;
- In cooperation with others as approved and appropriate, acts as a resource to other Officers and designated Members at Large to help them ensure they have considered the diversity and inclusion of International student Members;
- Proposes new communications, advertising and marketing materials or initiatives to the Diversity and Inclusion Officer aimed at generating awareness, education or advocacy of diversity and inclusion principles pertaining to International student members;
- Annually proposes revisions to this Roles and Duties Policy that are consistent with the provisions of the LSU Constitution, Bylaws and other Policies;

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- Documents activities and evaluates success of Annual Work Plan in a way that allows their successor to improve upon the plan and benefit from lessons learned. This includes providing a resource list, budgets, important dates, location of special materials and equipment, and contact lists; and
  - Suggests new activities, events or ideas that would make benefit their successor.

## 5. EVALUATION AND EVIDENCE

Council may withhold stipends for unmet expectations. In addition to successfully completing the roles and responsibilities of this Policy, The International Students' Advisor will provide the following evidence so that the Diversity and Inclusion Officer may evaluate the performance of the International Students' Advisor on an ongoing basis:

- i) Proof of attendance at Council and Diversity and Inclusion Committee meetings as demonstrated in the approved minutes of meetings;
- ii) Completed timesheet reporting work hours and activities as necessary and required;
- iii) Successful completion on time and budget of Annual Work Plan;
- iv) Completed and approved Activity Reports using approved report template;
- v) Completed year-end report with recommendations and resource lists for successor;
- vi) Office hours posted and kept as planned;
- vii) Professional and timely communications with LSU Members and non-members. Evidence against this may include letters or complaints to Council. The Vice President Internal and/or Council will fairly investigate claims prior to holding this as evidence against the successful fulfillment of duties of the Sexual and Gender Diversity Advisor; and
- viii) Consistently professional conduct as evidenced by compliance with the *Code of Conduct, Oath of Office, Conflict of Interest*, and *Ethics Policies*.

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FACT SHEET

**Relevant Dates**

Approved: TBA  
Effective: TBA

**History**

March 01, 2013 This is a new Policy created to support the new LSU Bylaws that came into effect TBA. Approved by Motion to Council.

**Related Policy**

- B1003 Code of Conduct
- B1004 Conflict of Interest
- B1005 Oath of Office
- B2024 Diversity and Inclusion Sub-committee Terms of Reference

**References and Acknowledgements:**

Not applicable.

**Hard Copy:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_