

**Trent Central Student Association
Sixth Meeting of the 2023-2024 Board of Directors
Agenda - Sunday, January 21st, 2024, at 1:00 pm- Online**

1. Call to Order

START TIME: 1:01 PM

This meeting took place virtually.

2. Roll Call

Chair: Rob Monico (he/him)

Present

TCSA President Aimee Anctil (she/her)
VP Health/Wellness Bri Policchico (she/her)
VP Campaigns/Equity Alexx Bodden (she/her)
VP University & College Affairs Rovel Rehman (she/her)
Indigenous Students Commissioner Katie Lariviere (she/they)
Enviro/ Sustainability Commissioner Alyssa Scanga (she/they)
Mature Students Commissioner Chase Kilbourne (he/him)
Racialized Students Commissioner Furo Ibisiki (she/her)
Off-Campus Commissioner Dustin Hannah (he/him)
GC President Emily Johnston (they/she)
OC President Ashley West (they/them)
OC Commissioner Jonathan Naylor (he/him)
LEC Prime Minister Noah Edwards (he/him)
LEC Commissioner Sarah Ovens (they/she)
Traill Commissioner Taylor Labelle (she/her)

Absent

International Students Commissioner Apoorva Kulkarni (she/her)
Queer Students Commissioner Elias Malcolm (he/him)
Part-time Students Commissioner Khidhr Alam (he/him)
On-Campus Commissioner Moez Khawar (he/him)
GC Commissioner Meet Rajgor (he/him)
Traill President Aidan Cooke (he/him)

Association Staff

General Manager Tracy Milne (she/her)
Resource Manager Wendy Walker (she/her)

Members of the Public

David King (he/him) Arthur Newspaper

3. Land and Labour Acknowledgement

Chair Monico reads, *“The Trent Central Student Association wishes to acknowledge that we are meeting today on the traditional territories of the Mississaugueeg Anishnaabeg people of Treaty 20 and the Williams Treaty, who have been taking care of this land since creation. As visitors to these lands, we would like to acknowledge the displacement and sacrifices of all Indigenous peoples who lived, learned and gathered here, much like we are today. Peterborough, or Nogojiwanong, as it was originally called, has become home to many, and we would like to recognize the contributions made by other First Nations, Metis and Inuit peoples to this community. We give further thanks to the people of Curve Lake First Nation and Hiawatha First Nations for welcoming us onto this beautiful land. While settler-colonialism is still very evident within the structure of our society and institutions, the TCSA is committed to furthering the work of a de-colonial student union and campus, in partnership with Indigenous university staff, students, and community groups.*

The Trent Central Student Association acknowledges that much of what we know of our society today, including its culture, economic growth, and development, has been made possible by the unpaid labour of Black, Indigenous, and Racialized peoples. While racism is prominent within the structure of our society and institutions, the TCSA is committed to furthering the work of an anti-racist student union and campus in partnership with Black, Indigenous, and Racialized university staff, students, and community groups.”

4. Chairs Remarks

Chair Monico encourages the board to take stock of where you're at and ensure that you're on track to meet your goals. Also take the time to take stock of where you're at mentally, emotionally, and physically.

5. Approval of the Agenda

MOTION: Be it resolved that the agenda for the January 21st, 2024, Board of Directors Meeting be approved.

MOVED: Vice President Policicchio moves, President Johnston seconds
Motion carries unanimously

6. Approval of Minutes

MOTION: Be it resolved that the minutes from the December 3rd, 2023, Board of Directors Meeting be approved with the necessary corrections.

MOVED: Vice President Rehman moves, Commissioner Scanga seconds.
Motion carries unanimously

7. Executive Reports

Vice President Policicchio begins by presenting the committees that they attended. They mentioned their weekly internal committee meetings, and the Food Services RFP, where they assessed the food provider on campus. They then spoke on their events, mainly, the Kawartha Nordic Ski trip that they organized in collaboration with Vice President Rehman as a part of Frost Week, and stated that the event was well attended and successful.

Vice President Bodden followed up, beginning with the committees they attended. They informed the board of the upcoming CFS meeting happening on January 26th and 27th. Before that on the 25th will be the Channelling Islamophobia event. They also spoke about the Time in My Shoes event that had to be redirected into an accessibility evaluation of the Student Center because there was not enough time to advertise the event to students. The report on the evaluation will be available soon. There will be another Time in My Shoes event on March 12th.

Vice President Rehman began by speaking about their events, highlighting Frost Week. They gave the board a summary of the events that took place within the week. During the Student Engagement committee, they discussed why students were not attending classes and what could be done to increase attendance. In the Senate meeting, there was a presentation on AI use guidelines, which are going to be broken down into five sections. These guidelines are still being discussed. Beyond those two committees, they attended their weekly internal committees. They also had a meeting with the Community Coordinator where they discussed club funding, and they showed the board the Google sheet that was created during that meeting.

President Johnston asked what the timing and space issues that VP Rehman encountered during the Sexy Bingo Event held during Frost Week. The space issue was that there were more people than expected, and the timing issue was that it ended early and hence people coming in late had missed the event, having expected the event to carry on until 3 pm.

Commissioner Scanga asked if the trend of low attendance had to do with respiratory diseases and COVID-19. VP Rehman stated that this was a big part of the discussion, but the committee was not able to propose solutions at that time. David King asked if there was a discussion on reinstating the previous COVID-19 measures, and Vice President Rehman clarified that no, this was not part of the discussion. Commissioner Naylor asked whether mental health could be a factor and if a hybrid option for classes was possible. VP Rehman stated that it was not brought forward in the discussion and indicated that it may not be considered a valid factor in why students were skipping classes

President Anctil spoke about their advocacy work and began by emphasizing that they have been focusing on Student support. Within this, they discussed a meeting that they had with Resource Manager Walker, Service Manager Litow-Daye, and a group of students who wanted to give feedback on the One-Stop Chop Shop after doing a project and learn about how the system operates. They went onto the LEC radio show and spoke about how to get involved in the TCSA, TCSA services, and campus politics. They then discussed the ReFrame movie screening where 50 free tickets are available to students, which will be held on the 27th of January. They went on to talk about Black History Month event planning, which will include 19 different events, their event is the SWORD personal safety event which will emphasize safety resources for black students. They spoke about their support during the Sexy Bingo event, their meeting with Lawrence Lam to discuss the legal clinic proposal and the introductory meeting of CHREA.

In the Dean of Humanities and Social Sciences Review Committee, they reappointed Dr. Mark Skinner, and listened to him speak about his projects. For the Anti-Racism Conference, they are working with the library to have information on Black History in Peterborough and on campus.

During the Executive Committee meetings, campus safety data collection and presentation were discussed, along with caucus planning. The Off-Campus Housing Advisory Committee was canceled on the day of, so there was nothing to report. During the Policy and Governance Committee meeting, several policies were being reviewed, and lastly, they attended the Campus & Community Issues Committee.

David King wanted to know if there could be clarification on the meeting about the One Stop Chop Shop. President Ancil stated that the student had recommended that the TCSA partner with Walmart or other grocery chains, however, because the Association is not a charity, this is not possible. Their secondary recommendation was to seek collaboration with clubs and groups to ensure that all demographics are being served and noted the increase in options being made available. This was being done in collaboration with Trent International. The student's final recommendation was to reach out to the social work program that may be interested in supporting the pantry which has been taken into consideration by the Services Manager.

Commissioner Scanga asked what incentives were discussed in the Student Engagement Committee if COVID and mental health were not discussed, and if these issues could be brought forward in the next meeting. Vice President Rehman stated that the committee determined that the likely cause of the low attendance was respiratory illness. It was discussed that faculty need to improve their teaching style. How students will be coming back to class was not discussed. The committee also brought forward that after reading week, class attendance drops. Vice President Rehman stated that in the following meeting, they will ask the committee to emphasize presenting solutions. David King then asked about the specific solutions that were discussed, and Vice President Rehman stated that they do remember what was said specifically but they are willing to look into their notes of the discussion and share that with King after the meeting. President Johnston would like to know what reasons they brought about students not attending class. Vice President Rehman stated that at times professors are not engaging and don't feel like they have an incentive to go to class after reading week, and there is a lot of pressure to finish assignments and students tend to focus on finishing their assignments rather than going to class. they also spoke about the steps they can take to help students who are missing classes due to illness. Board members requested that the information about this meeting be shared with everyone, not just David King.

MOTION: Be it resolved that the Board of Directors accept the Executive Reports.

MOVED: Vice President Bodden moves, President West seconds

Motion carries unanimously

8. Second Draft Budget

Resource Manager Walker states that General Manager Milne is here for any further questions, but there are not a lot of notable changes that need to be presented to the board. General manager Milne stated that the only real notable number is the operational discretionary budget for the student center was demonstrated because of a backlog of internal reimbursements by Trent. The two major expenses within that budget line were fixing the doors in the Freedom Lounge and updating the furniture of the Silent Study.

Prime Minister Edwards would like to know why the Grocery Assistance card budget line is so low this year. General Manager Milne states that the cards are distributed when grocery

assistance is requested, and states that there may have been fewer applications to this line. Prime Minister Edwards asks if this budget line is lower because of the availability of the One Stop Chop Shop. General Manager Milne states that this and other services addressing food security have been reducing the amount of assistance people need to purchase groceries. General Manager Milne emphasizes that Services Manager Litow-Daye will have more to say on that matter.

MOTION: Be it resolved that the board approve the 2023/2024 2nd Draft Budget
MOVED: Vice President Policicchio moves, Commissioner Kilbourne seconds.
Motion carries unanimously

9. Elections Schedule

Resource Manager Walker reminds the board that the Spring Elections are coming soon. The elections committee are all present and none of them are re-running for a position. The nomination period will be open until the end of February. The period will close at noon on the last day of February. The All Candidates meeting will be held that evening. The campaigning period will start in March and will be a longer campaigning period. During that period there will be the Meet the Candidates event and other events to promote elections during that time. The voting period will run from the 15th until the 22nd of March, and the ratification of the elections will happen on the 24th of March. All expenses made by the candidates will be due the following day. The candidates will be informed of all of these dates.

Prime Minister Edwards states that this year will be a leap year, and Resource Manager Walker states that the nomination period will run until the 29th, and not the 28th as stated in the document.

MOTION: Be it resolved that the Board of Directors accept the proposed Spring 2024 Elections schedule.
MOVED: Commissioner Kilbourne moves, Prime Minister Edwards seconds
Motion carries unanimously

10. Operating Resolution Changes - Elections

Prime Minister Edwards states that the Policy and Governance Committee took a lot of time and care with these changes and that they are great changes. Chair Monico also complimented Prime Minister Edwards' virtual background.

MOTION: Be it resolved that the board approve the proposed operating resolution changes for their application for the Spring 2024 Electoral Period.
MOVED: Prime Minister Edwards moves, President Johnston seconds
Motion carries unanimously

11. Staffing Plan

Resource Manager Walker presents the annual staffing plan. This begins by speaking to members of staff about their roles and how they have changed over the last year, and they take all of the comments that staff have made into consideration when compiling the report. Resource Manager Walker notes that the honoraria and wages have not been updated as of yet because they are still waiting for the official report on CPI to determine how much pay will be increased. This will be determined in May. The changes in the President's position include removing the preparation and presentation of the budget which is within the General Manager's

portfolio, as they do reconciliations and maintain the finances of the association. The annual membership survey was added to the President's portfolio, and are the representative of the association when meeting with the Levy groups.

Resource Manager Walker went on to speak about the changes to the Vice President of Campaigns and Equity role. Firstly with regards to their role concerning the BIPOC student organizer and how they collaborate with the President when a public statement is made by the Association. They are also responsible for meeting the Director of Equity, which was previously named the Human Rights Advisor. With regards to the Vice President of University and Colleges, the responsibility of maintaining communication with Levy groups has been removed from their portfolio and added to the President's. There were no changes made to the Vice President of Health and Wellness' role.

They then went on to speak about full-time staff positions, updating language and making the necessary clarifications. Resource Manager Walker clarifies that General Manager Milne now only reports to the board because of the other committees that they attend as a result of their role. Resource Manager Walker then spoke about their role, stating that there were small changes and language updates made. The Communications Manager has taken on managing room bookings and has received some responsibility for managing part of the TCSA app as it relates to Clubs and Groups.

Resource Manager Walker stated that because this is the first year that there has been a Services Manager on staff, there have been a lot of changes and additions to that role as the year has progressed. The responsibility for locker pickups, attending the Finance Committee, and managing the Punch-a-Lunch program. Following food safety guidelines, managing the weekly free breakfasts, and organizing holiday meal kits are all responsibilities that have been added to the role. The Services Manager works with full-time staff and the executives to implement new services and works with the Resource Manager to hire and train new part-time staff.

Resource Manager Walker went on to speak about the part-time staff, starting with the Front Desk staff. They mentioned that some experienced staff get assigned additional responsibilities, such as the Board Secretary, and now this year, the Pantry Assistant is being added to the staffing plan. They are responsible for ensuring that the food pantry is following food guidelines and that all logs are up to date and they must have their food handler's certification. This is being tested currently with one of the front desk staff.

Resource Manager Walker stated some of the changes to the BIPOC organizer role, including that they now report to full-time staff instead of the Vice President of Campaigns and Equity and the Racialized Students Commissioner.

The role of Student Health Ambassador was removed from the staffing plan because there are not always enough responsibilities this role can be assigned by the Vice President of Health and Wellness. There were updates to the Freedom Lounge Ambassador role, including office hours in the Freedom Lounge. The Vice President Campaigns and Equity was removed as a person that the Freedom Lounge Ambassador reports to.

A new role was created called the Events and Resources Assistant, because of how the portfolio of the Communications Manager has grown. This will include liaising with the staff, updating the website, documenting TCSA websites, managing ticket sales, taking photographs, and being responsible for maintaining the clubs' storage space. They would sit on the Events committee and they would be responsible for checking inventory and purchasing supplies.

Prime Minister Edwards asks about how many positions this role would have. Resource Manager Walker clarifies that there is only one position available for this role. They would also have other tasks as assigned, and report to the General Manager, the Communications Manager, and the Services Manager. Chairing their respective caucuses was also added to the additional responsibilities of executives.

David King noted that there was a typographical error in the document, "provide notice" was misspelled. Prime Minister Edwards noted that the "Peterborough Department of Public Health" should be noted as "Peterborough Public Health". David King also asked if there is a wage increase for any additional responsibilities that the Front Desk staff take and if it is reflected as an annual wage increase. Resource Manager Walker clarifies that all staff are paid the same wage, irrespective of how long they have been working with the association, and the wage increase they get is based on CPI. They don't get a pay raise, but they are compensated for the additional hours that they take on. Any training and the hours needed to complete the training are also paid for by the association.

MOTION: Be it resolved that the Board of Directors approve the 2024 Staffing Plan.

MOVED: Vice President Policicchio moves, Vice President Bodden seconds

Motion carries unanimously

12. Student Award of Excellence

Resource Manager Walker explains that this award is given out once per year, where three students are selected because of their academic excellence, athletic excellence, and community outreach. The nomination period for this award begins in February. To nominate someone, you need to give a blurb on the student. The committee is managed by the VPUC, and they are responsible for reviewing the guidelines, then reviewing all the nominations and selecting the three winners. Resource Manager Walker states that they need a representative from each college to sit on the committee. If you sit on the committee, you can nominate someone, but you cannot vote for them, and if you want to be nominated, you cannot be on the committee. The names with asterisks are conditional agreements to be part of the committee. President Johnston says that they can communicate with Melanie Buddle about getting a representative from Champlain. Prime Minister Edwards asks if there will be enough time for the committee to do their due diligence if the committee attendance is finalized at the next board meeting. Resource Manager Walker clarifies that yes, it will be enough time, as long as the committee is struck before reading week.

MOTION: Be it resolved that the board strike and approve the membership for the Student Award of Excellence Committee.

MOVED: Vice President Bodden moves, Vice President Policicchio

Deferred til the next board meeting

13. Any Other Business

President Anctil spoke about the Student Staff Union.

During the Campus and Community Issues committee, there were a large number of student staff engaged along with CUPE to potentially sort out the student staff union. However, the students involved no longer want to participate therefore there is no way to move forward. All of the background work has already been completed but at this time the building blocks exist and if anyone wants to take the lead on this next year the groundwork has already been laid. However, a lot of the demands have already been met by the department. More specifically the wages will be increased to also include their meal plan and be on par with minimum wage and the workplace standards will also be addressed. Hopefully, more tasks will be taken on by security but that is still up for discussion.

Prime Minister Edwards would like to know if this initiative was still a success. President Anctil states that yes, it was because there were multiple changes made and lines of communication opened in trying to reach this goal. David King asked which CUPE unit President Anctil worked with the most. President Anctil states that Mitch from CUPE was her closest point of contact, they suspect that Mitch worked from Unit 1. President Johnston asked why students were no longer interested in working in a union. President Anctil felt that, firstly because they were busy, they didn't feel like it would be successful for their long-term goals, and they were not returning to work in the department.

President West reminded the board that the East vs West Charity hockey game is this week on the 26th of January. Puck drop will be at 8:30 pm Ticket sales will be happening until 8 pm.

Resource Manager Walker reminded the Board that the SAGM will be happening on the 14th of February at 5:30 pm. The completed policies will be going out to the board at the beginning of the week. The notice will be going out on the 1st of February and there will be a policy review session on the 9th of February.

14. Adjournment

MOTION: Be it resolved that the January 21st, 2024, Board of Directors Meeting be adjourned.
MOVED: Prime Minister Edwards moves, Commissioner Kilbourne seconds
Motion carries

END TIME: 2:29 PM

Respectfully submitted,

Lisa Ramsamy (she/her)
Board Secretary

Sunday January 21, 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President Student Health and Wellness (VPSHW) Report for the period of December 3, 2023 to January 21, 2024.

Committees

Finance Committee

- We read through applications of funding lines and approved those that met the criteria

Office Updates

-We mainly discussed where we needed support that week such as the committees that I sat on, brainstormed some ideas, and supported others where needed.

Events Committee

- We discussed different events that we were running to assess if we needed any assistance or if there were additional pieces that needed to be supported, I mainly discussed the Kawartha Nordic ski trip.

Food Service RFP

- A request for proposal committee had met to discuss the business plans of different companies that supply the dining plans at Trent. As part of this committee, I had read many different business plans and scored them based on different predetermined criteria, those of whom we met with for interviews and heard their respective proposals for food services. I ensured to ask many student driven questions regarding cost to students, food insecurity, quality of meals, customer service and satisfaction, alongside others that came up. Ultimately our scores came together to choose a company to grant the RFP contract and lead proponent has not yet been confirmed by the Board, so the information must remain confidential at this time.

Events/ Advocacy

Kawartha Nordic Ski Trip

- Led an event alongside the VPUC to Kawartha Nordic Ski Club where we took about 45 students cross country skiing for the day. The event sold out very quickly and students were really excited to go, tickets were \$30 to cover some of the bus, trail pass, and part of the rentals but still keeping costs low for students.

Training

no training to report.

Respectfully submitted,
Bri Policicchio (she/her)



Vice-President Student Health & Wellness
Trent Central Student Association



Sunday, January 21st, 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below is the Vice-President Campaigns & Equity (VPCE) Report from December 3rd, 2023, to January 21st, 2024.

Committees

Committee for Undergraduate Petitions (CUP)

- We discussed multiple confidential petition cases.

Finance Committee

- We went through applications for funding lines.

Office Updates

- I spoke about continuing the 42nd CFS Annual National General Meeting from the 26th to the 27th of January 2024 (held virtually).
- I spoke about the planning and contributing \$600.00 to pay panellists for the Challenging Islamophobia Pannel. The design of the posters and social media posts was also discussed.

Events Committee

- Spoke about the Time in My Shoes Program and bringing two sessions to campus.

Policy and Governance

- Went through election by-laws and policy and edited/made changes.

Events/Advocacy

Nothing to report at this time.

Respectfully submitted,
Alexx Boddden (she/her)



Vice-President Campaigns & Equity
Trent Central Student Association

January 21st, 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President of University and College Affairs (VPUC) Report from December 4th, 2023 to January 14th, 2024.

Events:

Frost Week

1. **Sexy Bingo:** Held in the Event Space, good turnout. Had a bit of an issue with timing and space.
2. **Clubs & Groups Day:** Held in the Atrium, we had spots for 50 clubs and levy groups.
3. **Open Mic Night:** Held at the Ceile in Champlain, we had 7-8 performances including singing and poetry.
4. **Scavenger Hunt with TI:** Good feedback, people enjoyed TCSA's and TI's prizes and the concept of a scavenger hunt.
5. **Leaf's Pub Night:** Maple Moose Pub, turnout of around 30 people.
6. **Ski Trip:** Had to switch it out from Frost Week to the next week since there wasn't enough snow at the location

Committees:

- **Student Engagement Committee:** Meeting held by Michael Khan to discuss the issue of students not attending classes, and different ways of incentivizing them to go.
- **Senate:** First Senate meeting of this semester. Main point of discussion was about AI and what the University is doing about it. Fergal O'Hagan spoke on how they are developing guidelines for the use of AI after discussion about it in the Teaching & Learning subcommittee. The guidelines will include five sections - course development, teaching, use of AI in assessment, grading, post-course reflection.
- **Office Updates:** Went over whatever I have been working on each week
- **Events Committee:** Discussed the events I had been planning (mainly just Frost week)

Other:

- Meeting with the Community Coordinator, Aditi, to go over the 2023 club fundings.

Respectfully Submitted,

Rovel Rehman (She/Her)
Vice President University & College Affairs

Tuesday January 16th 2024

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the President's Executive Report for the period of December 3rd, 2023 to January 21st, 2024.

Events/Advocacy

Student Support

- Throughout December and January, supporting several students with HR, workplace, and academic issues.

One Stop Chop Student Consultation Meeting

- On Dec. 6th, met with a student to receive feedback and ideas about the food pantry from a course project.

LEC Toad-ally Amplified Radio Show

- On Dec. 8th, met with radio host and chatted about services, how to get involved, and campus politics.

ReFrame Collaboration: Wshkiigmong Dibaajmownan Curve Lake Storytelling Screening & Panel

- On Dec. 12th, met with ReFrame organizers to set up collaboration. On Jan 15th met with Eryn Lidster the creative director about catering. On Jan 17th, spoke with POST classroom for promotion of event, and connected with various academic departments. Event to be held at Market Hall on Jan. 27th.

Black History Month Event Planning Meeting

- On Dec. 20th, met with team for strategizing order of events and budgeting. Will host Black History Month personal safety training SWORD collaboration with Trent International.

Legal Clinic Proposal

- On Dec. 20th, following up with campus stakeholders about legal clinic as an opportunity for current students and alumni to support through an academic CO-OP. Meeting later with Peterborough Community Legal Centre to determine how the service can best support students.

Frost Week: Sexy Bingo

- On Jan. 8th, hosted Sexy Bingo for Winter start students. Discussed campus sexual health resources.

Student Affairs

- On Jan. 9th met Lawrence L. following up about legal clinic proposal, and housing stakeholders meeting.

CHREA Meeting

- On Jan. 19th, had an introductory meeting with José González-Guel and Kimberly Morrison.

Committees

Dean of Humanities and Social Sciences Review Committee

- On Dec. 4th, met with committee to reappoint Dr. Mark Skinner and review presentation and letters.

Anti-Racism Conference

- On Dec. 5th discussed updates from group. On Dec. 13th went to Trent Archives to research history of anti-racism work within student government for collaboration with Bata Library.

Executive Committee

- On Dec. 6th, Dec. 20th, Jan 10th, and Jan 17th discussing data collection and caucus planning.

Off-Campus Housing Advisory Committee

- On Jan. 18th, discussed Off-Campus Housing department programming and student issues.

Policy and Governance

- On Dec. 14th, Jan. 12th, and Jan. 19th reviewing finance policies, decolonization policy, and policing and militarization policy.

Campus & Community Issues Caucus

- On Jan. 19th, discussed Membership Feedback Survey, data analysis, Campus Safety and director initiatives.

Respectfully submitted,
Aimee Anctil (she/her)



President
Trent Central Student Association

SEPTEMBER 1, 2023 - AUGUST 31, 2024

2nd Draft

BUDGET FOR THE TRENT CENTRAL STUDENT ASSOCIATION

OPERATIONS BUDGET - EXPENSES AND REVENUE

	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS	
12	BOOKKEEPING, LEGAL, BANK, AUDITORS FEES	24,125.00	22,304.43	24,500.00	24,500.00	0.00	2,403.51
14	Bookkeeper/audit or reviewed papers	14,125.00	14,125.00	14,000.00	14,000.00		
16	Legal Fees	3,000.00	723.60	3,000.00	3,000.00		361.60
17	Bank Fees/payroll processing	7,000.00	7,455.83	7,500.00	7,500.00		2,041.91
20	LIABILITY INSURANCE	11,962.08	11,962.08	11,962.08	11,962.08	0.00	0.00
22	OFFICE	19,400.00	59,544.75	60,396.96	61,096.96	0.00	6,067.95
24	Office Equipment/software/supplies	15,000.00	14,192.67	15,000.00	15,000.00		4,623.38
28	Email servers	1,600.00	1,688.67	1,700.00	1,700.00		552.27
29	Website/APP	2,500.00	43,396.96	43,396.96	43,396.96		339.00
30	Postage and Courier	300.00	266.45	300.00	1,000.00		553.30
36	STAFFING	489,450.00	505,793.67	505,793.67	530,833.28	0.00	176,202.37
41	Staffing/employer contributions	482,000.00	500,484.75	500,484.75	525,000.00		173,829.02
58	Labourers	700.00	475.64	475.64	1,000.00		801.00
	Staff benefits/dev: parking/AC for FT Staff	6,750.00	4,833.28	4,833.28	4,833.28		1,572.35
74	TRANSFER TO TRENT FOR FEE COLLECTION	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
76	TRANSFER TO CONTINGENCY (5% OF FEES)	17,129.24	17,129.24	17,129.24	17,129.24	0.00	0.00
78	TOTAL OPERATING EXPENSES	563,066.32	617,734.17	620,781.95	646,521.56	1,000.00	185,673.83

	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
80	REVENUE					
	GRANTS	10,162.92	6,081.46	14,662.92	14,662.92	0.00
82	TIP Job Subsidy	2,000.00	2,000.00	2,000.00	2,000.00	
84	Canada Summer Jobs Subsidy	0.00	0.00	4,500.00	4,500.00	
86	TWSP	8,162.92	4,081.46	8,162.92	8,162.92	
88	MEMBERSHIP LEVY	342,584.83	342,584.83	342,584.83	342,584.83	0.00
89	INTEREST ON INVESTMENTS/BANK BALANCES	65,570.21	143,215.68	143,215.68	143,215.68	0.00
90	5% REVENUE/TRANSFERS FROM OTHER BUDGETS	519,583.45	519,583.45	493,814.55	505,183.68	0.00
92	Benefits	237,214.39	237,214.39	237,214.39	237,214.39	
94	Clubs & Groups	30,730.69	30,730.69	4,961.79	16,330.92	
96	Transit	145,549.67	145,549.67	145,549.67	145,549.67	
98	Student Centre	106,088.70	106,088.70	106,088.70	106,088.70	
100	TOTAL REVENUE	937,901.41	1,011,465.42	994,277.98	1,005,647.11	0.00
102	REVENUE LESS EXPENSES	374,835.09	393,731.25	373,496.03	359,125.55	-1,000.00

DISCRETIONARY REVENUE

	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
110	ADVERTISING AND PARTNERSHIPS	68,960.00	82,197.48	82,197.48	81,753.14	0.00
111	Print (agenda), Sponsorship, flyer inserts	24,235.00	33,030.00	33,030.00	33,030.00	
114	Vendor Program/Markets/Tent rentals	9,000.00	12,208.73	12,208.73	12,208.73	6,210.07
116	Vendor Day	5,725.00	4,800.00	4,800.00	4,355.66	4,355.66
117	Student Centre bookings	30,000.00	32,158.75	32,158.75	32,158.75	8,825.00
119	OFFICE REVENUE	0.00	7,802.40	7,802.40	7,802.40	0.00
129	Front desk sales	35,000.00	37,449.74	37,449.74	37,449.74	7,115.11
130	Front desk costs	-35,000.00	-29,647.34	-29,647.34	-29,647.34	
142	TOTAL DISCRETIONARY REVENUE	68,960.00	89,999.88	89,999.88	89,555.54	0.00
144	PLUS FUND FROM OPS BALANCE	374,835.09	393,731.25	373,496.03	359,125.55	-1,000.00
146	TOTAL AVAILABLE DISCRETIONARY REVENUE	443,795.09	483,731.13	463,495.91	448,681.09	-1,000.00

DISCRETIONARY EXPENSES

	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
148	16,441.60	13,650.88	16,002.13	15,002.13	0.00	3,478.10
150	3,489.47	2,219.90	3,500.00	3,500.00		2,200.00
154	5,000.00	4,009.39	4,250.00	4,250.00		186.34
155	250.00	546.21	550.00	550.00		0.00
158	500.00	461.88	500.00	500.00		0.00
159	2,500.00	1,711.37	2,500.00	1,500.00		150.00
168	4,702.13	4,702.13	4,702.13	4,702.13		941.76
170	119,702.00	81,320.00	102,778.00	102,777.00	0.00	21,749.00
171	7,573.00	7,573.00	12,573.00	12,572.00		1,596.00
172	6,000.00	6,000.00	6,000.00	6,000.00		2,833.00
173	96,924.00	59,807.00	73,000.00	73,000.00		9,957.00
174	2,000.00	735.00	4,000.00	4,000.00		2,459.00
175	5,205.00	5,205.00	5,205.00	5,205.00		3,804.00
176	2,000.00	2,000.00	2,000.00	2,000.00		1,100.00
177						
178	5,500.00	4,874.92	6,000.00	6,000.00		1,295.10
180	2,000.00	2,000.00	2,000.00	2,000.00		0.00
182	500.00	278.43	500.00	500.00		58.67
184	3,500.00	3,977.51	4,000.00	4,000.00		1,684.64
186	0.00	550.97	500.00	500.00		0.00
188	11,964.73	11,964.73	12,000.00	12,000.00		7,750.09
196	750.00	500.00	750.00	750.00		0.00
200	10,000.00	8,000.00	10,000.00	10,000.00	0.00	2,000.00
202	2,000.00	2,000.00	2,000.00	2,000.00		
204	2,000.00	0.00	2,000.00	2,000.00		
206	2,000.00	2,000.00	2,000.00	2,000.00		2,000.00
208	2,000.00	2,000.00	2,000.00	2,000.00		
210	2,000.00	2,000.00	2,000.00	2,000.00		
212	170,358.33	127,117.44	154,530.13	153,529.13	0.00	38,015.60

	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	
	THIRD DRAFT	ACTUALS	FIRST DRAFT	SECOND DRAFT	THIRD DRAFT	RUNNING ACTUALS	
213	CONFERENCES AND CAMPAIGNS						
	CONFERENCES AND WORKSHOPS	5,360.57	5,360.57	5,750.00	5,750.00	0.00	1,047.78
214	CFS National	2,125.75	2,125.75	2,500.00	2,500.00		1,047.78
215	Directors conference opportunities	984.82	984.82	1,000.00	1,000.00		
216	CFS Ontario	2,250.00	2,250.00	2,250.00	2,250.00		
220	EXECUTIVE CAMPAIGNS AND EVENTS	28,494.42	19,653.07	30,000.00	28,500.00	0.00	7,695.29
224	President	0.00	0.00	1,000.00	1,500.00		793.68
225	VP Health	8,000.00	2,235.73	8,000.00	8,000.00		2,905.75
226	VP UC	1,500.00	203.31	1,500.00	1,500.00		62.68
227	VP Campaigns	9,220.00	7,329.51	8,500.00	6,500.00		1,616.66
228	BIPOC Student Organizer	5,774.42	7,111.40	7,000.00	7,000.00		2,316.52
230	Exec Summer (May - September)	4,000.00	2,773.12	4,000.00	4,000.00		
268	COMMISSIONERS BUDGETS	1,971.75	2,171.65	6,000.00	6,000.00	0.00	0.00
270	TOTAL CONFERENCES/CAMPAIGNS	35,826.74	27,185.29	41,750.00	40,250.00	0.00	8,743.07

	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024	
EVENTS	THIRD DRAFT	ACTUALS	FIRST DRAFT	SECOND DRAFT	THIRD DRAFT	RUNNING ACTUALS	
272	ORIENTATION WEEK	42,278.00	42,463.60	46,202.60	45,952.60	0.00	451.98
273	Gifts (bags, pens, water bottles)	25,000.00	28,418.84	28,418.84	28,418.84		
274	Programming	7,500.00	7,432.28	7,432.28	7,432.28		451.98
275	Agenda	17,617.00	14,451.48	14,451.48	14,451.48		
280	(Levy)	(7,839.00)	(7,839.00)	(4,100.00)	(4,350.00)		
330	END OF YEAR CELEBRATION (DIONYSUS)	6,060.81	5,495.83	6,000.00	6,000.00	0.00	0.00

	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024
EVENTS	THIRD DRAFT	ACTUALS	FIRST DRAFT	SECOND DRAFT	THIRD DRAFT	RUNNING ACTUALS
424 PUMPKIN PATCH	666.36	666.36	700.00	953.60		953.60
426 FROST WEEK	2,602.72	2,602.72	2,600.00	4,000.00		1,300.99
433 DE-STRESSORS	2,000.00	911.41	2,000.00	0.00		
434 MIS.	200.00	0.00	200.00	200.00		
446 TOTAL EVENT EXPENSES	53,807.89	52,139.92	57,702.60	57,106.20	0.00	2,706.57
448 TOTAL DISCRETIONARY EXPENSES	259,992.96	206,442.65	253,982.73	250,885.33	0.00	49,465.24
450 TOTAL DISCRETIONARY REVENUE	443,795.09	483,731.13	463,495.91	448,681.09	-1,000.00	72,532.03
452 TOTAL EXPENSES LESS DISCRETIONARY REVENUE	183,802.13	277,288.48	209,513.18	197,795.76	-1,000.00	23,066.79

	FOOD BANK	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
546	REVENUE - LEVY	47,343.91	47,394.55	117,000.00	119,500.00	0.00	19,789.49
547	EXPENSES	47,343.91	47,276.32	117,000.00	119,500.00	0.00	20,950.95
548	Food Pantry	32,239.91	31,341.32	31,341.38	31,341.38		15,700.95
549	Grocery Assistance through SERF/CARDS	15,104.00	15,935.00	15,935.00	15,935.00		4,050.00
550	Food Security Programs	0.00	0.00	69,723.62	72,223.62		1,200.00
551	REVENUE LESS EXPENSES	0.00	118.23	0.00	0.00	0.00	-1,161.46

	CLUBS EXPENSES	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
454	EXPENSES						
456	FUNDING: FALL	30,618.24	30,618.24	44,276.87	35,317.00		35,317.00
457	FUNDING: WINTER	25,400.00	25,400.00	39,058.64	39,058.64		
458	FUNDING: SUMMER	8,265.00	9,265.00	9,265.00	9,265.00		
461	LEADERSHIP ASSEMBLY	716.80	716.00	716.00	650.00		650.00
465	GREEN DISH RENTALS/TENTS	2,247.57	0.00	0.00	0.00		
466	CLUBS AND GROUPS DAY (2)	0.00	0.00	0.00	2,878.11		2,878.11
474	CLUBS RECOGNITION	957.60	957.60	957.60	957.60		
480	*TRANSFER TO OPERATIONS	30,730.69	30,730.69	4,961.79	16,330.92		
486	TOTAL EXPENSES	98,935.90	97,687.53	99,235.90	104,457.27	0.00	38,845.11

*transfer surplus to assist with 1/2 VPUC and CC

	REVENUE	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
492	REVENUE						
494	LEVY	99,235.90	99,235.90	99,235.90	104,457.27	0.00	56,394.58
496	Fall	51,173.21	51,173.21	51,173.21	56,394.58		56,394.58
497	Winter	48,062.69	48,062.69	48,062.69	48,062.69		
500	TOTAL REVENUE	99,235.90	99,235.90	99,235.90	104,457.27	0.00	56,394.58
502	REVENUE LESS EXPENSES	300.00	1,548.37	0.00	0.00	0.00	17,549.47

BENEFITS

	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024
EXPENSES	THIRD DRAFT	ACTUALS	FIRST DRAFT	SECOND DRAFT	THIRD DRAFT	RUNNING ACTUALS
504 PREMIUMS	2,888,416.20	2,804,190.19	2,804,190.19	2,804,190.19		1,075,561.14
511 OPT OUT CHEQUES	887,798.45	887,798.45	887,798.45	887,798.45		675,187.92
513 SPECIAL ASSISTANCE REQUESTS	75,000.00	75,925.66	75,925.66	75,925.66		33,728.88
515 COMMUNITY SPECIAL REQUESTS	2,000.00	3,397.00	3,397.00	3,397.00		787.50
519 WRAPPED AND READY	10,000.00	9,170.98	9,170.98	9,170.98		4,413.35
520 GENDER AFFIRMING CARE GRANT	5,000.00	4,460.00	4,460.00	4,460.00		1,706.00
521 KEEP IT BRIGHT	2,150.00	2,150.00	2,150.00	2,150.00		930.00
522 TRANSFER TO TDSA RE SALARY	5,564.62	5,564.62	5,564.62	5,564.62		
524 TRNS TO OPS (5% of line 542)	237,214.39	237,214.39	237,214.39	237,214.39		
528 TOTAL EXPENSES	4,113,143.66	4,029,871.29	4,029,871.29	4,029,871.29	0.00	1,792,314.79

	2022-2023	2022-2023	2023-2024	2023-2024	2023-2024	2023-2024
REVENUE	THIRD DRAFT	ACTUALS	FIRST DRAFT	SECOND DRAFT	THIRD DRAFT	RUNNING ACTUALS
530 LEVY	4,410,092.24	4,410,092.24	4,410,092.24	4,634,922.56		4,634,922.56
532 OPT INS/LEVY GROUPS	321,571.71	349,044.72	349,044.72	349,044.72		101,544.09
538 SALARY AND ENGAGEMENT CONT. C&C DSP	12,623.77	12,623.77	12,623.77	12,623.77		7,767.87
542 TOTAL REVENUE	4,744,287.72	4,771,760.73	4,771,760.73	4,996,591.05	0.00	4,744,234.52
544 REVENUE LESS EXPENSES	631,144.06	741,889.44	741,889.44	966,719.76	0.00	2,951,919.73

** levy will be plus transfers to trent as levy received from Trent takes this expense into account

TRANSIT

	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
EXPENSES						
552 SERVICE	2,638,379.19	2,638,379.19	2,649,679.19	2,902,099.68	0.00	2,902,099.68
553 City	2,576,229.19	2,576,229.19	2,576,229.19	2,828,649.68		2,828,649.68
555 Selwyn	62,150.00	62,150.00	73,450.00	73,450.00		73,450.00
562 SHELTER/STOP MAINTAINENCE/Discretionary	500.00	322.59	500.00	0.00	0.00	0.00
568 INTERNAL TRENT EXPENSES AND BURSARIES	62,354.00	59,402.69	62,354.00	62,354.00	0.00	7,644.12
570 Bad Debt Allocation	12,913.00	12,913.00	12,913.00	12,913.00		
572 Audit Allocation	1,503.00	1,503.00	1,503.00	1,503.00		
574 Security	7,038.00	7,038.00	7,038.00	7,038.00		
576 Card Office	30,900.00	30,900.00	30,900.00	30,900.00		
579 Driving school bursary	10,000.00	7,048.69	10,000.00	10,000.00		7,644.12
582 TRANSFER TO TCSA OPERATIONS	145,549.67	145,546.67	145,546.67	155,175.89	0.00	155,175.89
584 TOTAL EXPENSES	2,846,782.86	2,843,651.14	2,858,079.86	3,119,629.57	0.00	3,064,919.69
REVENUE						
586 LEVY	2,910,993.44	2,910,933.44	2,910,933.44	3,103,517.71		3,103,517.71
594 TOTAL REVENUE	2,910,993.44	2,910,933.44	2,910,933.44	3,103,517.71	0.00	3,103,517.71
596 REVENUE LESS EXPENSES	64,210.58	67,282.30	52,853.58	-16,111.86	0.00	38,598.02

	STUDENT CENTRE	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
598	REVENUE	964,341.04	964,341.04	964,341.04	964,341.04	0.00	547,070.64
600	REVENUE - LEVY	964,341.04	964,341.04	964,341.04	964,341.04		547,070.64
602	*STARBUCKS	60,000.00		73,000.00	73,000.00		73,288.95
604	EXPENSES	797,367.70	786,621.62	789,367.62	838,913.70	0.00	55,630.07
606	Trsfer to Ops (5% of line 600 + 100% of 602)	106,088.70	106,088.70	106,088.70	106,088.70		
609	Operating discretionary/FLA	20,000.00	10,453.92	10,453.92	60,000.00		55,630.07
611	Art	2,000.00	800.00	2,000.00	2,000.00		
613	**Operating Mandatory; Trent	198,209.00	198,209.00	198,209.00	198,209.00		
615	Principle plus interest	471,070.00	471,070.00	472,616.00	472,616.00		
618	REVENUE LESS EXPENSES	166,973.34	71,630.72	174,973.42	125,427.34	0.00	491,440.57

* revenue will be less Starbucks as money received from Trent takes this income into consideration

** revenue will be plus Trent shared madatory operating fees

	TOTALS	2022-2023 THIRD DRAFT	2022-2023 ACTUALS	2023-2024 FIRST DRAFT	2023-2024 SECOND DRAFT	2023-2024 THIRD DRAFT	2023-2024 RUNNING ACTUALS
618	OPERATIONS	183,802.13	277,288.48	209,513.18	197,795.76	-1,000.00	23,066.79
620	CLUBS AND GROUPS	300.00	1,548.37	0.00	0.00	0.00	17,549.47
622	BENEFITS	631,144.06	741,889.44	741,889.44	966,719.76	0.00	2,951,919.73
624	TRANSIT	64,210.58	67,282.30	52,853.58	-16,111.86	0.00	38,598.02
625	STUDENT CENTRE	166,973.34	71,630.72	174,973.42	125,427.34	0.00	491,440.57
626	TOTAL BALANCED ACTUALS	879,456.77	1,088,008.59	1,004,256.20	1,148,403.66	-1,000.00	3,031,134.01

Spring Elections Schedule:
Nominations - February 1 - 28
Campaign Period - March 1 - 22
Voting period - March 15 -22
Ratification - March 24th
Expenses Due March 25th

Trent Central Student Association Staffing Plan 2024-2025

EXECUTIVE DIRECTORS (4)

Position Title: President

Honoraria: ~~\$38,467.00~~

- 2-week scheduled shadow period: 17.5 hrs/ wk
- Summer Term: 30 hrs/wk (minimum 20 hours in the TCSA office)
- Academic term: 35 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 10 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (20% of 4-week average of hours)
- Vacation pay (4% of gross)

Job's Purpose:

The President is responsible for the functioning of the Association's Executive and the Board of Directors. They coordinate the strategic direction of the organization in collaboration with other elected Directors. The President also acts as a key liaison between the TCSA and other organizations, such as Trent University, CUPE and other relevant labour unions, or levels of government. The President is recognized as the ~~chief~~-lead spokesperson for the Association and leader of the Executive team.

Description Summary:

- Be the primary contact between the Association and the university administration.
- Organize and support the work of the Association's Vice Presidents and Directors, as necessary.
- Ensure regular communications between Executives and the Board of Directors by organizing monthly check-ins with elected student representatives.
- ~~- Assist the General Manager to prepare and recommend to the Board of Directors the 1st, 2nd, and 3rd draft Operating budgets for the Association.~~
- ~~- Ensure that all money controlled or allocated by the Board is used for and does not exceed the purposes or amounts that were designated.~~
- Be responsible for the review of existing services and acquisition and implementation of new services for the Association with the Services Manager and General Manager.
- Be responsible for establishing and maintaining relations with the Trent University Board of Governors to report to the Board of Directors on topics concerning the Association.
- Work to strengthen the communication and collaboration between the Association and the Graduate Student Association (TGSA) and the Trent Durham Student Association (TDSA).
- Liaise with the Ontario Public Service Employees Union, the Canadian Union of Public Employees, and the Trent University Faculty Association on common issues when necessary.
- Oversee the communications strategy of the Association in consultation with the Services Manager and the Communications Manager.
- Be responsible for the due observance of the Association's By-laws, Operating Resolutions and Policy Resolutions in consultation with the Association Resource Manager.
- Be responsible for coordinating the production of the Association Strategic Plan on an annual basis in collaboration with the Executive Committee.

- Maintain open communication and active ties with local members of parliament and local members of the Ontario Legislature.
- Maintain open communication and active ties with local city councillors and the DBIA; attend relevant City Councillor meetings and report to the board.
- Be responsible for sitting on the administrative and operating committees of the Trent Student Centre alongside the General Manager.
- Chair the Standing Committee on Finance and Operations.
- Chair the Standing Committee on Policy and Governance.
- Call emergency meetings of the Board of Directors, in conjunction with the by-laws.
- Ensure the appointment of a Chief Electoral Officer in the event the Association Resource Manager is unable to perform their duties
- Act as Deputy Speaker.
- With support from the Association Resource Manager, ensure institutional memory through an annual membership survey that gauges student experience and campus climate.
- In collaboration with the Communications Manager, compile and distribute annual Association statistics to the membership.
- Maintain open communication and active ties with Trent University Levy Groups
- Encourage civic engagement and awareness of student rights, benefits, and other relevant opportunities

Position Title: Vice President Campaigns and Equity

Honoraria: \$22,037

Work Terms:

- 2-week scheduled shadow period: 10 hrs/ wk
- April to Turnover (52 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 7 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)

Job's Purpose:

The Vice President Campaigns and Equity works with campus and community partners to work towards a campus that is free from all forms of oppression. The position is responsible for being the liaison between the Association and the Canadian Federation of Students. The position is expected to maintain reasonable contact with other post-secondary unions in support of common student issues.

Description Summary:

- Be a key organizer of campaigns and lobby efforts led by the Association in collaboration with other directors, providing support as necessary.
- Meet with Equity Commissioners on a regular basis to provide support, encourage collaboration, and, when necessary, facilitate conversation with Trent Administration regarding issues facing their respective constituencies.
- ~~Work with~~ Provide support and direction to the BIPOC Student Organizer and the Freedom Lounge Ambassador to plan and deliver Association-sponsored initiatives and events in partnership with Trent student constituencies to ensure equitable access and engagement with Association resources and services.
- In consultation with the President, be responsible for writing public statements in defence of student rights on behalf of the Association.
- Sit on the Events Committee and organize socials, campaigns, and educational activities throughout the year.
- Plan the delivery of Association campaigns for the year so they can be included as part of the Association Strategic Plan, to be presented to the summer committee and then the Board of Directors for approval no later than the first Board meeting in September. This plan shall include at least one major campaign regarding issues of accessibility to and funding for post-secondary education.
- Sit on the Executive Committee of the Ontario Component of the Canadian Federation of Students as the Local 71 Representative, and actively seek to engage members of the Association with the CFS.
- Be responsible for ensuring that the Association is aware of relevant CFS campaigns and services and that it remains in good financial standing with the Canadian Federation of Students in collaboration with the General Manager.
- Coordinate delegations to national and provincial general meetings of the Canadian Federation of Students. As well as CFS Constituency meetings in collaboration with representatives of the Association and other student groups at Trent.
- Be responsible for meeting with the Trent University ~~Human Rights Advisor~~ Director of Equity,

Diversity & Inclusion to review any applicable issues regarding discrimination, harassment, and oppression and to develop strategies for their improvement.

- Be responsible for sitting on PACHREA and liaising between it and the Board.
- Sit on hiring committees for relevant University departments
- ~~- Organize a campaign or event that relates to the Canadian Federation of Students advocacy~~

Position Title: Vice President University and College Affairs

Honoraria: ~~\$22,037~~

Work Terms:

- 2-week scheduled shadow period: 10 hrs/ wk
- April to Turnover (52 weeks): 20 hrs/ wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 7 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)

Job's Purpose:

Vice President University and College Affairs (VPUC) purpose is to support students in academic, college, and university-related matters. This position focuses on academic support for students, generating feedback about the services provided to support student clubs, and broader initiatives that increase the vitality of student life in the Trent Community.

Description Summary:

- Be the ~~chief~~ lead organizer for the activities and programming related to the Association's Orientation & Frost Week
- Shall represent the Association on relevant university committees and task forces concerning the colleges, residences, food, and licensing.
- Shall liaise between the Colleges of Trent and the Association, including college cabinets and college offices.
- Lead the planning of Clubs, Senate and College initiatives for the term so they can be included as part of the Association's Strategic Plan, to be presented to the Board of Directors for approval no later than the first Board meeting in September
- ~~- Maintain open communication and active ties with Trent University Levy Groups~~
- Sit on Events Committee and support the events running on behalf of the Association.
- Be responsible for organizing Dionysus with support from the Events Committee.
- Sit as a voting member on the Clubs funding and approval committees, reporting all decisions to the Board of Directors.
- Actively consult with student groups regarding clubs' services to assist the Community Coordinator in keeping the service relevant to students.
- Sit on the Colleges and Student Services Committee as the Association's representative.
- ~~- Work to engage students in the formation and review of Trent University policies.~~
- Attend the Trent University Senate and relevant committees as the Associations voting representative and report to the Board of Directors on those proceedings.
- Chair Student Caucus with the University's student senators
- Remain up to date on the activities of the Ontario Public Service Employees Union, the Canadian Union of Public Employees, and the Trent University Faculty Association regarding common issues.
- Be the Association's primary contact for students seeking assistance with academic matters.
- Investigate and address curriculum concerns through the existing channels and where none exist through the lobbying of new policies.

- Coordinate a Student Leaders Social following the Fall electoral period; this should include all cabinets, cultural groups, and other relevant Trent student associations.
- Host a monthly informal townhall for directors, student groups and Association members to bring forward concerns and recommendations

Position Title: Vice-President Student Health and Wellness

Work Terms

- 2-week scheduled shadow period: 10 hrs/ wk
- April to Turnover (52 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 7 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)

Job's Purpose:

The Vice-President Student Health and Wellness purpose is to lead the promotion of student health initiatives and advocate for the physical, emotional, sexual, and mental health of students. This is achieved through the sharing of resources, workshops, and campaigns.

Description Summary:

- Work with campus and community partners to increase student involvement in wellness initiatives, combat wellness-related stigma, and educate students about resources available to them on campus and in the community.
- Sit on the Events Committee to ensure the organization of wellness-related events, campaigns, or education activities during the academic year on behalf of the Association, including but not limited to Wellness Weeks (i.e., de-stress events, massage days and/or oxygen bar), seminars, workshops, performances, and other activities as deemed appropriate.
- Support the Association's Equity Commissioners in the organization of wellness-related activities that are specific to various student demographics on campus.
- Share mental health resources with board members to support their well-being
 - Collaborate with the Centre for Human Rights, Equity, and Accessibility and the Wellness Centre to address barriers to accessing services, including the physical accessibility of Trent's facilities.
 - Plan the delivery of wellness-related events, initiatives, and activities so they can be included as part of the Association's Strategic Plan to be presented to the Board of Directors for approval by the first meeting in September. This plan shall include at least one major campaign regarding mental health.
- Sit on all Trent University and Association committees related to Student Health and Wellness on which the TCSA is given a voting seat.
 - Act as chair of the Trent Student Health and Dental Benefits Plan Special Committee as outlined in the Association's Operating Resolutions.
 - Liaise with the Association's General Manager and benefits provider to ensure the benefits being provided by The Association are appropriate; this may include data collection and presentation to the benefits provider, the wellness center, and the Board.
 - Lobby and advocate for change regarding wellness-related policies within Trent, the City of Peterborough, as well as the Provincial and Federal Governments where appropriate or necessary.
 - Ensure that the board of directors and membership of the Association have access to relevant wellness-related training and work to coordinate any identified when necessary.
- Host one campaign or event relating to food insecurity

FULL-TIME PERMANENT STAFF (5)

Position Title: General Manager(1)

Wage & Hours: \$69,926.93 – \$ 75,351.83 suggested starting salary, 35hrs/wk

Work Terms:

- 30 days paid vacation (10 to occur during winter break)
- 10 paid sick days, access to additional paid sick days for appropriate medical issues.
- Statutory holiday pay if the holiday falls on a vacation day
- 4% vacation pay of gross
- 20% of work week can be done remotely

Job's Purpose:

The General Manager oversees the Association's staff, services, physical spaces, and finances. They are ultimately responsible for ensuring stability and accountability for the Association through their work. They play a lead role in ~~determination of~~ ensuring the Association's staffing complement ~~toward~~ the overall support of students at Trent.

Description Summary:

- The General Manager shall be the chief of staff and shall be responsible for the management and supervision of all employees of the Association except for the Executive.
- The General Manager, in conjunction with the Association Resource Manager, is responsible for the hiring and management of all full and part-time staff of the Association, including job postings and conducting interviews.
- The production of a Staffing Plan in consultation with the Association Resource Manager, Finance and Operations Committee, and the Executive Committee.
- Provides advice, support, and assistance to the elected members of the Executive Committee and the Board of Directors in the setting of annual goals and objectives.
- Responsible for financial protocols and accountability measures of the corporation, and be responsible for the supervision of internal operations, finances, and human resources.
- Prepare and recommend, with the direction of the Executive, to the Board of Directors the 1st, 2nd, and 3rd draft Operating Budget for the Association.
- Work with the bookkeeper and accountant to prepare annual financial statements and be responsible for their publication and presentation at the Annual General Meeting of the Association.
 - Ensure that all money controlled or allocated by the Board is used for and does not exceed the purposes or amounts that were designated.
- Management and upkeep of the Student Benefits Plan, including coverage design, Direct2U, opt-in, opt-out, and add-on procedures, and data management.
- Responsible for the financial and operational management and coordination of transit services, including the scheduling of city service, charter, and special event buses.
 - Sit ex-officio on the Standing Committee of Transportation, the Standing Committee of Finance and Operations, and the Health Benefits Committee.
- Receive and present to the Finance Committee student applications for Grocery Assistance, Special Assistance and Gardasil funding; track and distribute as required.

- Responsible for managing the Association's spaces in the Trent Student Centre and ensuring that the Association remains compliant ~~to~~ with the operating agreement with Trent University
- Represent the Association on the Administration & Operating Committees for the Trent Student Centre.

Reports to:

- Board of Directors
- ~~- Executive Committee~~

Training:

Suggested maximum possible overlap, with outgoing General Manager, during summer months where possible. Training with respect to the main office, TCSA services, and other policies and procedures of the Association. Mandatory trainings (i.e., AODA), and training and orientation regarding staff and financial day-to-day management.

Other Notes/Benefits:

- Parking Pass
- Bus Pass
- Extended Health and Dental benefits package for employee and spouse/ dependents
- Annual Athletics Membership or equivalent value for alternative membership
- 5% yearly contribution to RRSP
- Arrangements made for overtime and lieu time

Position Title: Association Resource Manager (1)

Wage & Hours: \$41,910.29– \$44,296.80 suggested starting salary, 35 hrs/wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- Statutory holiday pay if holiday falls on a vacation day
- 10 paid sick days, access to additional paid sick days for appropriate medical issues
- 4% vacation pay on gross
- 20% of work week can be done remotely

Job's Purpose:

The Association Resource Manager is responsible for the effective governance of the Association as well as the management of its human resources. This position is responsible for applying regulations found in the Association Policy Book, facilitating consistent and transparent election processes, and ensuring clear organization and support for the Board of Directors and its committees.

Description Summary:

- Act as the Association's Lead Chief Electoral Officer; responsibilities as outlined in the Operating Resolutions of the Association.
- Act in accordance with the Association's by-laws and standing resolutions and be responsible for creating and updating the deadline requirements calendar to reflect the current bylaws and policies.
- Attend meetings of the Board of Directors, including Semi-Annual General Meetings ~~&~~ and Meetings of the Membership.
- Assume responsibilities of chairing meetings as necessary.
- Ensure all documents pertaining to all meetings of the Board are distributed in a timely fashion, including minutes, agenda, reports and ensure they are posted to the Association's website.
- Track board attendance and keep the board informed of director standings.
- Recruit and coordinate the Association's representatives on Trent University Advisory Committees, committees of Senate, and wherever the Association has student ~~seats~~ representation for approval by the Board of Directors.
- Shall chair the Association's Summer Committee and sit *ex-officio* on Policy and Governance Committee, Health Benefits Committee, and other Standing Committees of the Association, taking, producing, and distributing all minutes as necessary.
- Ensure adequate corporate records are maintained and filed, including current records of the Association i.e., minutes of meetings, director reports, letters patent, updated director membership with the Canadian Revenue Agency / Toronto Dominion Bank and updated public records of Directors and officers with the provincial government to ensure the Association stays in good standing with the Not-for-Profit Corporations Act.
- Responsible for managing the financial information and reporting process for Levy Groups established under the Association's referenda to ensure that these groups are assisted and follow all expected reporting requirements.
- The Association Resource Manager, in conjunction consultation with the Services Manager and General Manager, is responsible for the hiring and management of all full and part-time staff of the Association, including job postings and conducting interviews.

- Responsible for applying to and facilitating TWSP, TI, and Canada Work/ Study grants.
- Produce an annual Staffing Plan in consultation with the General Manager, the Executive Committee, and the Finance and Operations Committee.
- Prepare budget projections related to Staffing and Employee / Executive Benefits under the direction of the General Manager.
- Responsible for updating and producing the TCSA policy book on an annual basis. This includes changes to fees determined by referenda or Consumer Price Indexing adjustments and updating the Trent Finance Office / Levy Groups about fee changes.
- Responsible for the creation and maintenance of Employee Contracts and personnel files, including but not limited to disciplinary forms, letters of confidentiality, personnel information, and records of training and records of employment.
- Responsible for bi-weekly payroll and compiling & distributing T4s for the Association.
- Ensure that Shadow Period is planned and executed in a way that effectively engages outgoing and incoming Executives. Shall also ensure the completion of transition reports between Executives ~~and the outgoing exit surveys.~~
- Responsible for the supervision & tracking of Executive & staff hours, time in lieu, vacation days and sick days, and management of all Board scheduling to update the board on a regular basis
- Ensure all staff are appropriately trained in work for the Association and are comfortable and confident to safely manage their duties unsupervised.
- Be responsible for the management and promotion of the Association's Occupational Health and Safety Program.
- Ensure Association is compliant with AODA (training), and all other legislation as deemed necessary by the Ministry of Labour.
- Responsible for organizing any additional training for Association staff as directed by the Executive, and ~~General Operations & Services~~ Manager.

Reports To:

- General Manager
- Board of Directors
- ~~- Executive Committee~~

Training:

Suggested three-week shadow period with outgoing Association Resource Manager. Mandatory trainings (i.e., AODA), and an orientation to the Association's structure (services, programs, and an in-depth overview of all by-laws and policies).

Other Notes/Benefits:

- Parking pass
- Bus Pass
- Extended Health and Dental benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time

Position Title: Communications Manager (1)

Wage & Hours: \$36,060.86–\$38,856.23 suggested starting salary, 30hrs/wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- 10 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day
- 4% vacation pay on gross
- 20% of work week can be done remotely

Job's Purpose:

The Communications Manager's main role is to promote the Association's presence in the Trent and Peterborough communities by increasing brand awareness, engaging with students through communication platforms, and disseminating relevant information through consistent news and updates.

Description Summary:

- Liaise with office staff & Executive to communicate with students and the community all up-to-date news and upcoming events, services and campaigns through all available means including the TCSA website, APP, ~~Student Centre TV's~~, posters, MyTrent, email, Facebook, Twitter, Instagram, etc.
- Work with the staff and executive to write & design all communications including, but not limited to all subject matter in advertising materials, newsletters, website, and any other information to go out to the public.
- Chair the Events Committee, including taking and distributing minutes and maintaining the events calendar.
- Be responsible for assisting with Director campaigns & events when required and inviting Directors to all Association events.
- Ensure that the TCSA's publications are up-to-date and adhere to appropriate standards of structure, format, grammar, and tone of any written document (including TCSA website).
- Liaise with the Marketing and Communications Office at Trent University to have all pertinent TCSA updates/information posted in a timely manner. Including myTrent portal postings as well as ensuring all TCSA events are included on the Trent University website calendar.
- Be responsible for managing the documentation of TCSA events including photography/ digital media and social media posts.

Training:

Minimum two-weeks shadow period with outgoing Communications Manager. Mandatory trainings (i.e., AODA). General orientation to the Association's structure, services, programs, practices, and procedures.

Reports to:

- General Manager
- Executive Committee

Other Notes/Benefits:

- Parking pass
- Bus Pass
- Extended Health and Dental benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time.

Position Title: Community Coordinator (1)

Wage & Hours: \$30,942.20– \$36,176.53 suggested starting salary, 35 hours/wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- 10 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day
- 4% vacation pay on gross
- 20% of work week can be done remotely

Job's Purpose:

The Community Coordinator is relied upon to coordinate the Association's Vendor Program by building and maintaining positive relationships with vendors through sponsorship opportunities and events. This position is also responsible for ensuring that the services the Association provides to recognized Trent University Clubs are effectively coordinated.

Description Summary:

- Be responsible for the operation of the Vendor Program; actively increasing and promoting sponsorship opportunities, Association events & vendor services such as the student handbook, calendars, website, [TCSA App](#), student discount map, holiday market(s) and vendor days throughout the year.
- Responsible for the organization, sponsorship, and planning of welcome bags & exam care events in collaboration with interested third parties.
- ~~Work with the General Manager to~~ Organize bookings for Association spaces in the Student Centre.
- Oversee the club's services of the Association, including Clubs and Groups Day, registrations, funding, club training initiatives, workshops, and year-end appreciation initiatives.
- Prepare application documents for review by the Club's Approval and Club's Funding Committees.
- Sit on the Clubs Approval Committee ex-officio in a non-voting capacity.
- Collaborate with the Executive Committee to identify gaps in clubs service and work to enhance the benefits available to students' clubs registered with the Association.
- Maintain a current database of all Trent University Clubs recognized by the Association
- Provide the Vice-President University and Colleges Affairs with registrations of all Trent University Clubs and reports of all financial support provided to Trent University Clubs.
- Assist the [General Services Manager](#) with the administration of the club's budget and finances
- Oversee the financial management services that the Association provides to Trent University Clubs that have been recognized as eligible for funding by the Association.
- Be responsible for administering the clubs and groups storage space.
- Sit on Events Committee and support the events running on behalf of the Association.
- Coordinate the Tent Rental Program and ensure that the Association's tents remain in good working order.

Training:

- Minimum two-week training period with outgoing Community Coordinator. Mandatory training (i.e., AODA). General orientation to the Association's structure, services, programs, practices, and procedures.

Reports to:

- General Manager
- Executive Committee

Other Notes/Benefits:

- Parking Pass
- Bus Pass
- Extended Health and Dental Benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time

Position Title: Services Manager (1)

Wage & Hours: \$47,817.75 - \$49,761.56 suggested starting salary, 35/hr wk

Work Terms:

- 20 days paid vacation (10 to occur during winter break)
- 10 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day
- 4% vacation pay on gross
- Have consistent access to a vehicle
- 20% of work week can be done remotely

Jobs Purpose: The Services Manager oversees the Association's services and promotion of Association services to TCSA members.

Description Summary:

- Responsible for the management of the TCSA office and reception desks, including hours scheduling, financial filing, maintenance and tracking of sales items, including clothing merchandise, over-the-counter and school supplies items.
- Manage and ensure consistency of front desk operations, including but not limited to responding to general inquiries, Direct2U Prescription Service, consignment book sales, printing/scanning requests, merchandise & over-the-counter sales, vendor check-in, equipment rentals, fulfilling wrapped and ready orders, and non-TCSA event & clothing sales, and locker pick up.
- Maintain clean office and storage spaces, including sweeping, dusting, organizing and communicating consistent storage standards for items held by the Association, etc. Assisting other staff members with after-event cleanup is also expected.
- Organize, make available, and provide specific and accurate information and promotional materials related to all Association services to all Trent students by way of the TCSA office and reception spaces as well as relevant university departments.
- Provide notice, track and distribute funding for approved student financial assistance including but not limited to Grocery Assistance, Gardasil, Special Assistance, SERF, ATT, Apple, PSE, consignment book sales, club funding and student group non-event ticket sales.
- Sit ex-officio on the Transit, Health Benefits, Finance & Operations and Events Committee.
- In collaboration with the Association Executives and the Communications Manager, be responsible for the management of the Brand Ambassador Team, including scheduling their attendance at TCSA events as required, reception desk hours, and ensuring their access to appropriate promotional materials.
- Liaise with the Communications Manager to coordinate services-related communications with students on a consistent basis
- Working within a budget, manage the Association food pantry and Punch a Lunch program, including the stocking, purchasing, and inventory of supplies ~~and ensuring food safety laws are followed.~~
- Host monthly events or programming addressing Food Insecurity, including but not limited to Free Breakfast Days, Holiday Meal Kits etc.
- Ensure all food safety, and health and safety measures are followed as outlined by Peterborough's Department of public Health. This includes being a liaison between the association and Peterborough's Public Health inspector.

- Work in collaboration with TCSA executives and full-time staff to implement new association services.
- Manage the remote pick up and locker services, including but not limited to; liaison with significant technical support team, prescription orders, Wrapped and Ready orders, and mail.
- In conjunction with the Association Resource Manager, hire and train new part-time staff. This includes implementing new training, and organizing outside organizations to conduct training.

Reports to:

- General Manager
- Association Resource Manager
- Executive Committee

Training:

Minimum two-week training period with outgoing Services Manager. Mandatory training (i.e., AODA). General orientation to the Association's structure, services, programs, practices, and procedures.

Other Notes/Benefits:

- Parking Pass
- Bus Pass
- Extended Health and Dental Benefits package for employee and spouse/dependents
- Annual Athletics Membership or equivalent value for alternative membership
- Arrangements made for overtime and lieu time
- \$650 taxable fund allotted for mileage annually

PART-TIME STAFF

Position Title: Front Desk Receptionist (7)

Wage & Hours: \$17.80/hr, 8-10 hrs/wk. Including one (1) summer position \$17.80/hr, 30hrs/wk.

Work Terms:

- Seven (7) staff September - April (up to 34 weeks; excluding winter break)
- Includes one (1) staff May to August (18 weeks, with 5 days paid vacation)
- Statutory holiday pay (20% of 4-week average weekly earnings)
- Potential work over reading week & exam periods; winter break off
- 4 paid sick shifts (2 extra paid sick shifts for May to August)
- 4% vacation pay on gross

Job's Purpose:

The Association's Front Desk Receptionists are a team of front-line staff who ensure a quality customer service experience for all. While overseeing point-of-sale transactions and completing assigned secondary responsibilities they are relied upon to resolve simple concerns while directing more complex questions to the appropriate staff person.

Description Summary:

- Answer telephones and general inquiries through the Association's email.
- Receive & distribute mail; contacting students when items are available for pickup.
- Assist students with Direct2U Prescription Service, ISIC cards, consignment book sales, Benefits Plan questions, printing/scanning/faxing, merchandise & over-the counter sales, non-TCSA event & clothing sales, and mail pickup.
- Check-in vendors.
- Maintain a clean office space, sweeping, dusting, organizing & restocking over the counter items.
- Open/ close office.
- Balance the daily float.
- Other tasks as assigned.

Additional Assigned Responsibilities:

Consignment Book Coordination: Alphabetize books, maintain filing system, enter incoming books into database, update database when books sell/expire, contact students when checks are ready to be picked-up, and maintain supplies. Responsible for completing a reconciliation of all consignment books once a semester.

Board Secretary: Suggested hours per month of 4-10. Attend all meetings of the Board, take minutes, note attendance, presenters, motions, movers, motions carried/defeated. Provide support to the board chair and directors as needed. Process and file minutes with Association Resource Manager (*this is a possible secondary responsibility for an individual in the front desk role*).

Pantry Assistant: Assist the Services Manager in the stocking and maintenance of the association's One Stop Chop food pantry. This includes updating inventory, obtaining an Ontario Food Handler Certificate,

following food safety standards, maintaining cleaning and sanitization logs, and assisting with pantry related events or initiatives.

Reports to:

- General Manager
- Association Resource Manager
- Services Manager

Training:

Mandatory trainings (i.e., AODA), TCSA Orientation, & other training where available.

Position Title: BIPOC Student Organizer (1)

Wage & Hours: \$17.94/hr, 15hrs/wk

Work Terms:

- One (1) staff, May to April (up to 52 weeks)
- Statutory holiday pay (20% of 4-week average weekly earnings)
- Potential work over reading week & winter exam period; winter break off
- 6 paid sick days
- 4% vacation pay on gross

Job's Purpose:

Working in anti-oppression and anti-racism frameworks, this position is responsible for organizing Association-sponsored initiatives and events in partnership with BIPOC constituencies within the Trent community. As a central point of contact for BIPOC support initiatives by the Association, this position is also responsible for being a resource to BIPOC students to ensure equitable access and engagement with Association resources and services.

Description Summary:

- Work in collaboration with the Vice President Campaigns & Equity and members of the Board to develop, organize and deliver educational campaigns and events to increase awareness of racial inequities, support initiatives and resources for BIPOC students within the Trent community.
- Help maintain BIPOC Student Spaces on campus as needed, coordinating bookings and student use of spaces throughout the year.
- Work to promote knowledge about the impacts of racial injustice (~~including anti-black racism~~) on individuals and communities within Trent University.
- Work with the Executive, General Manager, and the Association Resource Manager to effectively implement the recommendations of the Association's Anti-Racism Review as approved by the Board of Directors.
- Responsible for fostering positive relationships between the Association and BIPOC communities, student clubs and community organizations by helping bring visibility to BIPOC student perspectives regarding the programs and services available to the community.
- Work in collaboration with the elections committee, the Community Coordinator, and other Executives of the Association to gather input from BIPOC students and help see it be implemented.
- Liaise with Trent Staff and Administration, equity and constituency organizations and the Association to facilitate engagement with events and initiatives to support BIPOC students on a regular basis. This includes but is not limited to The Elders Gathering, TUNAs Annual Powwow and Cultural Outreach.
- In collaboration with the Vice President Campaigns and Equity and other Board members, gather feedback from students to assess race relations on campus and evaluate the campus climate for BIPOC students on an annual basis.
- Organize on-campus / digital events and advocacy initiatives that inspire positive social change and demonstrate the Association's commitment to anti-oppression and anti-racism on behalf of its members.
- Assist the Vice President Campaigns and Equity to coordinate delegations to attend CFS meetings and its constituency /caucus meetings.

Reports to:

- ~~- Vice President Campaigns & Equity~~
- General Manager
- Communications Manager
- ~~- Racialized Students Commissioner~~
- Association Resource Manager

Training:

Mandatory trainings (i.e., AODA, Anti-Oppression), TCSA Orientation, & other training where available.

Position Title: Brand Ambassador (4)

Wage & Hours: \$17.80/hr, 8-10hrs/wk

Work Terms:

- Three (3) staff September - April (possible late-August start, up to 34 weeks; excluding winter break)
- Statutory holiday pay (20% of 4-week average weekly earnings)
- Potential work over reading week & exam periods; winter break off
- 4 paid sick shifts
- 4% vacation pay on gross

Job's Purpose:

Brand Ambassadors serve our membership by promoting the services and work of the Trent Central Student Association. As part of a team and as individuals, they help create opportunities for membership engagement throughout the year.

Description Summary:

- Work within a team to advertise and promote all Association services, events and campaigns, while building a presence on campus.
- Use oral and written communication to promote the overall brand of the Trent Central Student Association.
- Use a variety of promotional tools and tactics including posters, tabling and face to face interaction.
- Assist with the set-up and facilitation and planning of events; engage with membership.

Board Secretary, a possible secondary responsibility for an individual in this role (1): Suggested hours per month of 4-6 hours as Brand Ambassador, 4 hours as Board Secretary: Attend all meetings of the Board, take minutes, note attendance, presenters, motions, movers, motions carried/defeated. Provide support to the board chair and directors as needed. Prepare minutes with support from the Association Resource Manager.

Reports To:

- Executive Committee
- Services Manager
- General Manager

Training:

Mandatory trainings (i.e., AODA), TCSA Orientation, & other training where available.

Position Title: Student Health Ambassador (1)

Wage & Hours: \$17.80/hr, 8-10hrs/wk

Work Terms:—

- 1 staff, September - April (up to 34 weeks; excluding winter break)
- Statutory holiday pay(20% of 4-week average weekly earnings)
- Potential work over reading week & exam periods; winter break off)
- 4 paid sick shifts
- 4% vacation pay on gross

Job's Purpose: The Student Health Ambassador serves the membership by promoting the health and wellness-related activities of the Association. Working under the direction of the Vice President Student Health and Wellness and the General Manager, the Student Health Ambassador is intended to be a key support in the organization of student health and wellness initiatives. They will also regularly be expected to facilitate student awareness and engagement with these opportunities.

Description Summary:

- Regularly work to advertise and promote all health and wellness services, events, and campaigns offered to students by the Association.
- Help develop and implement programs on campus focused on student health and wellness. - Provide ongoing support to existing student health programs delivered by the Association, such as *Wrapped and Ready*, *Student Health Bot*, etc., and more.
- Assist with the planning and setup of events (may be unrelated to student health portfolio); regularly attending these events and engaging with membership.
- Participate in meetings with Student VIP regarding the Trent Student Health and Dental Benefits plan to help facilitate all required initiatives involving engagement with Association members.
- Provide specific and accurate information related to the Student Health and Dental Benefits Plan, supplementary funding opportunities offered by the Association, Trent managed student wellness services, and other ongoing Association activities or events (may be unrelated to student health portfolio).

Reports To:

- General Manager
- Vice President Student Health and Wellness

Training:

Mandatory trainings (i.e., AODA), TCSA Orientation, & other training where available.

Position Title: Freedom Lounge Ambassador (1)

Wage & Hours: \$17.94/hr, 10-13 hrs/wk

Work Terms:

- 1 staff, September - April (up to 34 weeks; excluding winter break)
- Statutory holiday pay (20% of 4-week average weekly earnings)
- Potential work over reading week & exam periods; winter break off)
- 4 paid sick shifts
- 4% vacation pay on gross

Job's Purpose: The Freedom Lounge Ambassador serves the membership by promoting the related activities of the Association. Working under the direction of the Vice President Campaigns and Equity, BIPOC Student Organizer and the General Manager, the Freedom Lounge Ambassador is intended to be a key support in the organization of student initiatives. They will also regularly be expected to facilitate student awareness and engagement with these opportunities.

Description Summary:

- Regularly work to advertise and promote all Freedom Lounge-related services, events and campaigns offered to students by the Association.
- Work with executives and staff to help develop and implement programs on campus focused on antiracism, equity, and inclusion
- Organize on-campus/digital events and advocacy initiatives that inspire positive social change and demonstrate the Association's commitment to anti-oppression and anti-racism on behalf of its members.
- Provide ongoing support to existing Freedom Lounge student programs delivered by the Association, such as Beading Circle, etc., and more.
 - Assist with the planning and setup of events (may be unrelated to portfolio); regularly attending these events and engaging with membership.
 - Provide specific and accurate information related to the Freedom Lounge, supplementary funding opportunities offered by the Association, Trent-managed student services, and other ongoing Association activities or events (may be unrelated to student portfolio) to the membership.
 - Help maintain BIPOC Student Spaces on campus as needed, coordinating bookings and student use of spaces throughout the year.
 - Sit on a relevant constituency group through the Canadian Federation of Students.
- Liaise with student cultural groups on events, campaigns and relevant initiatives.
- Host weekly office hours in the Freedom Lounge

Reports To:

- General Manager
- ~~- Vice President Campaigns and Equity~~
- Association Resource Manager
- BIPOC Student Organizer

Training:

Mandatory trainings (i.e., AODA), TCSA Orientation, & other training where available.

Events and Resources Assistant

Wage & Hours: \$17.80/hr, 8-12hrs/wk

Work Terms:

- 1 staff, September - April (up to 34 weeks; excluding winter break)
- Statutory holiday pay (20% of 4-week average weekly earnings)
- Potential work over reading week & exam periods; winter break off)
- 4 paid sick shifts
- 4% vacation pay on gross

Job's Purpose: The Events and Resources Assistant serves the membership by promoting the related activities of the Association. Working under the direction of the Communications Manager, the Services Manager and the General Manager, the Events and Resources Assistant is intended to be a key support in the organization of student initiatives.

Description Summary:

- Under the direction of the Communications Manager, liaise with office staff & the Executive team to communicate with students and the community all up-to-date news and upcoming events, services and campaigns through all available means, including MyTrent and the Association's website.
- Be responsible for the documentation of TCSA events, including website scheduling and photography.
- Be responsible, along with the Community Coordinator and Services Manager, for maintaining the clubs storage space.
- Sit on Events Committee and support the events running on behalf of the Association.
- Responsible for the purchasing and procurement of supplies, adhering to a budget, for Association events and campaigns.
- Assist when able with the set-up, facilitation, and planning of events; engage with membership.
- Work in collaboration with the Brand Ambassador Team to promote TCSA events and services
- Maintain a clean office space, sweeping, dusting, organizing & restocking over-the-counter items.
- Under the direction of the Communications Manager and adhering to Association branding guidelines, create promotional media for TCSA social media accounts.
- Other tasks as assigned.

Reports To:

- General Manager
- Communications Manager
- Services Manager

Training:

Mandatory trainings (i.e., AODA), TCSA Orientation, & other training where available.

Appendix I

Additional Responsibilities of Executives

- Attend meetings of the Executive Committee.
 - Attend and assist with all major events and initiatives of the Association.
 - Advise, assist, and encourage the members of the Board of Directors in carrying out ~~of~~ their various duties.
 - Endeavour to become acquainted with all aspects of the functioning and operating of the Association.
 - Assist members who approach the Association with academic or other problems relating to Trent University, and when necessary, act in the capacity of an advocate on behalf of individual members to appropriate university bodies, committees, administrators, or persons.
 - Establish the Association Strategic Plan to be approved annually by the Board of Directors by the first meeting of the Board in September. It should be detailed by semester and include campaigns and events as well as overall group and individual position focuses. The Executive is encouraged to be as specific and detailed as possible in describing the year ahead.
 - Endeavour to gain student representation on Trent University committees where it is non-existent or where students are under-represented.
 - Be responsible for recording all hours worked for the Association on a weekly basis with the assistance of the Association Resource Manager.
 - Be responsible for completing ~~the Executive exit survey & any~~ transition reports and documentation with the assistance of the Association Resource Manager.
- Chair respective Student Caucus groups

Reports to:

Board of Directors

Shadow Period (Training):

After the ratification of Spring General Elections, the Shadow Executive shall begin transition with the outgoing Executive of the Association under the direction of the Association Resource Manager for a period of two weeks. During shadow, the incoming Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position at half (1/2) the hours as determined in the appropriate Operating Resolution.

Until the completion of the turnover, no member of the incoming Executive shall have a vote at the meetings of the Board of Directors unless he or she is currently a voting director as outlined in the appropriate operating resolutions of the Board except where the executive member is returning to the same position in which case, they will receive no additional honoraria.

Other Notes/Benefits:

The Association shall provide a bus pass and benefits plan to each member of the Executive or provide reimbursement of these costs if an Executive has been charged for them by the University.

Appendix II

Each Full-time Staff and Executive will have access to an individual taxable \$750.00 fund provided by the Association. This fund will be dispersed in halves in the pay period prior to each reading break, or in full in the pay period prior to the spring reading break as requested.

All salaries will increase each year by the Consumer Price Index (CPI) as determined by Statistics Canada.

Bereavement Days

Granted to all full-time staff (30+hrs/week) for the following.

Five (5) days for a spouse, dependent or parent

Three (3) days for extended and chosen family, friends and pets

*Two (2) days can be added if the staff member needs to travel beyond 5 hours

Part-time staff are eligible for two (2) days of bereavement leave. This can be extended on a case-by-case basis.

Compassionate Days

Granted to all full-time staff (30+ hrs/week) for the following.

Seven (7) days can include: Medical appointment top-ups, basement floods, snow days, child care, religious or cultural holidays that aren't stat, etc.

Sick Days

Sick days can be extended if the staff member provides documentation from a medical practitioner. This includes medical leave beyond physical illness.

"if an employee is not well enough to work"

Medical appointments: 2 hours per appointment paid (alternative to sick days)

November

Pantry:

Booked appointments: 159

Completed Appointments: 112

No shows: 47

Locker:

Completed orders: 88

Admin Cancellations: 9

Placed Orders: 117

*20 PPU orders at time of information collection.

December

Pantry:

Booked appointments: 155

Completed Appointments: 88

No shows: 67

*High number of no-shows is likely due to exam season.

Locker:

Completed orders: 52

Admin Cancellations: 12

Placed Orders: 70

*13 PPU orders at the time of information collection.

*Canceled orders occur when there is a mistake with the order induction and it needs to be removed, or a student needs our help to manually remove their order.

Pantry Budget:

1st Draft Budget: \$31,341

Spent to Date: \$15,700

Monthly Budget: \$4000

Spent per Month: \$3,925

Food Security Initiatives

- Monthly free breakfast in The Freedom Lounge is open to all students. Next date is January 22nd from 10 am - 1 pm.
- Punch a Lunch card distribution program providing \$20,000 in food support to students on campus each month. We have had a high rate of card pick-ups in our office and are connecting with the Colleges, TI and FPHL about their distributions.
- Fresh fruit and snacks are available every day at the TCSA front desk.