# JOB DESCRIPTION

**Position Title:** Student Representative Assembly Member

**Term of Office:** April 1 – March 31

**Supervisor:** The Assembly, through the Speaker and governed by MSU Constitution & Bylaws

**Remuneration:** Volunteer

**Hours of Work:** 6-9 hours (hours may exceed expectations)

## General Scope of Duties

The SRA Member duties encompass voicing the opinions and decisions of their MSU members within their respective faculty. A representative will partake in a minimum of one committee meeting, completing a platform and making themselves available to their constituents through office hours. It is the duty of the representative to be aware of the current projects and progress of the McMaster Student Union. It is the responsibility of the representative to keep their constituents updated on their caucus activity through constituent outreach.

## Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Meetings</td>
<td>50%</td>
<td>▪ Attend and prepare for bi-weekly SRA Meetings (Sundays)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Actively participate on a Standing Committee or Executive Board</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Attend MSU Events &amp; Conferences</td>
</tr>
<tr>
<td>Platform Progress &amp; Consultation</td>
<td>20%</td>
<td>▪ Contribute to their respective caucus year plan goals and ideas for the caucus to pursue, to be submitted to the Assembly via the Vice-President (Administration) by the caucus leader;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Work to achieve the goals that the individual was elected on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Work on on-going projects as passed on by the outgoing caucus representatives</td>
</tr>
<tr>
<td>Communication Function</td>
<td>20%</td>
<td>▪ Hold a weekly office hour or through other demonstrable means as directed by their caucus leader as per OPERATING POLICY – CONSTITUENT OUTREACH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Promote the activities of the MSU by speaking to classes, academic division societies, MSU clubs, or other campus organizations;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Maintain their caucus social media outreach</td>
</tr>
</tbody>
</table>
| Administration | 10% | ▪ Write year plans, transition reports and other related documents  
  ▪ Book spaces for constituent outreach events |

**Knowledge, Skills and Abilities**

- Time Management
- Public Speaking
- Flexibility
- Project Management
- Conflict Management
- Ability to analyze critically and debate is an asset

**Effort & Responsibility**

- Contributions towards a Standing Committee of the MSU
- Caucus and individual platform projects

**Working Conditions**

- Meetings may exceed hours of expectation

**Training and Experience**

- Meetings will follow Robert’s Rules of Order, training will be provided
- Mandatory MSU Training will be provided in the summer months
- Professional development opportunities will be provided throughout the academic year

**Equipment**

- Personal laptop