**Position Title:** Student Representative Assembly Caucus Leader

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

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

**Remuneration:** Volunteer

**Hours of Work:** 3-6 hours (hours may exceed expectations)

**General Scope of Duties**
The SRA Caucus Leader duties encompasses the role of a general SRA Member as well as additional supervisory responsibilities. As highlighted in the SRA Job Description, the Caucus Leader is responsible for 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. In addition, the SRA Caucus Leader is responsible for overseeing and supporting members of their caucus in completing their own agendas and platforms while updating the SRA of the caucus’ progress.

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<th>Category</th>
<th>Percent</th>
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| Internal Meetings               | 50%     | ▪ Coordinating office hours, meetings and delegating tasks amongst caucus members  
 |                                 |         | ▪ Leading Caucus meetings and check-ins                                  |
| Platform Progress & Consultation | 20%     | ▪ Work on on-going projects as passed on by the outgoing caucus representatives   
 |                                 |         | ▪ Ensuring that members of the caucus are provided with the resources needed to fulfill their platforms and goals  
 |                                 |         | ▪ Establishing expectations and setting guidelines for communication between caucus members |
| Communication Function          | 20%     | ▪ Maintain their caucus social media outreach                               
 |                                 |         | ▪ Coordinating and working alongside respective faculty societies in completing and fulfilling platforms |
| Administration                  | 10%     | ▪ Write year plans, transition reports and other related documents         
 |                                 |         | ▪ Book spaces for constituent outreach events                             |

**Knowledge, Skills and Abilities**

Pending Approval
Student Representative Assembly Member Job Description

- 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
- Internally and Externally collaborative 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 Caucus Leader Training will be provided in the summer months and ongoing throughout the year
- Professional development opportunities will be provided throughout the academic year

Equipment
- Personal laptop