



King's University College Students' Council

KUCSC WUSC POSITIONS

TERMS OF REFERENCE

EFFECTIVE	April 6, 2024	SUPERSEDES	N/A
AUTHORITY	Executive Council	RATIFIED BY	General Council

MANDATE

The KUCSC recognized the volunteer involvement of the WUSC positions as pivotal and fundamental in the Student Refugee Program succeeding at King's under the direction of the KUCSC. The objective of this document is to define each WUSC positions rights and responsibilities that stem from their involvement with the council.

SCOPE

This terms of reference all to all WUSC positions under King's University College Students' Council

RELATED

- Attendance Policy
- WUSC Standing Committee Terms of Reference

GENERAL

1. Each WUSC Position shall be fully responsible to council for their activities, this includes:
 - a. Adherence to all KUCSC By-Laws, Policies, Procedures, and other documents, as well as adherence to the King's Student Code of Conduct and all Federal, Provincial or Municipal laws.
2. Maintenance of a turnover manual and preparation of interim and year-end reports summarizing their activities, expenditures, and any other relevant information.
 - a. The schedule and structure of interim and year-end reports shall follow the KUCSC Interim and Final Reports Procedure.
 - b. Unless otherwise stated, year-end reports must be submitted prior to the Annual General Meeting.
3. Attendance of council or committee meetings as directed by their terms of reference and the KUCSC Attendance Policy or as requested by their Portfolio Head.



King's University College Students' Council KUCSC WUSC POSITIONS TERMS OF REFERENCE

4. Presentation of a report to Council following events or activities within their portfolio, at the request of the Portfolio Head.
 5. All WUSC positions have speaking rights at Council meetings but not voting rights.
 6. Unless otherwise stated, all positions listed in this document are to be filled by one (1) person.
 7. Attendance of council meetings shall be governed by the Attendance Policy.
 8. Attendance of committee meetings shall be governed by the Attendance Policy.
 9. Co-curricular Recognition is a privilege, not a right. Failure to fulfill one's duties as outlined below and/or in any other relevant KUCSC document shall be considered adequate grounds to not grant co-curricular recognition.
 - a. Appeals regarding co-curricular recognition may be brought to the General Manager
 10. Every effort shall be made by the portfolio head and hiring panels to ensure that, when at all possible, commissioner and coordinator positions are filled by King's students.
-

WUSC Chief Executive of Student Refugee Program (SRP)

Overview:

To provide oversight and direction for the WUSC program and the student refugee program. Is the liaison to the university in supporting the student refugee program.

Responsibilities:

- Shall chair the Student Refugee Program (SRP) committee
- Shall Provide oversight and direction to the WUSC Student Refugee officers
- Shall represent the KUCSC at the WUSC conferences that take place every year
- Shall be responsible for ensuring that the student refugees on campus are well supported
- Shall be responsible for submitting documentation for the Student Refugee Program to WUSC
- Shall liaison between WUSC and KUCSC



King's University College Students' Council KUCSC WUSC POSITIONS TERMS OF REFERENCE

- Shall connect with the Vice President of Student Affairs on bi weekly basis providing them with updates and or issues that may be raised.

WUSC Chief Executive

Overview:

To provide oversight and direction to the non SRP officers while engaging the student body.

Responsibilities:

- Shall chair the Student Engagement Committee
 - Shall provide oversight and direction to the community outreach officer, promo commissioner, internal communication officer and student engagement officer
 - Represent the KUCSC at the WUSC conferences that take place every year
 - Shall be responsible for ensuring the student body is engaged in the WUSC program
-
- Shall meet with the Vice President of Student Affairs bi - weekly to highlight the progress of the student engagement process

WUSC Student Engagement Officer (1)

Overview: To engage the student body and raise awareness around the student refugee program and the organization of WUSC.

Responsibilities:

- Shall be a member of the student engagement committee
- Shall take the lead on planning and executing events on campus pertaining to WUSC, refugee awareness and education for refugees
- Shall raise awareness around the student refugee program
 - Could include but not limited to: holding events around this topic, collaborating with professors and programs in doing panels and by doing booths at King's



King's University College Students' Council

KUCSC WUSC POSITIONS

TERMS OF REFERENCE

WUSC Internal Communication Officer (1)

Overview:

To provide administrative support to the WUSC executives and coordinate the communication internally.

Responsibilities:

- Shall provide communication within the program
 - Coordination of meetings
 - Sending out the agenda for committee meetings
 - Taking committee meeting minutes
- Providing administrative support to each position if needed

WUSC Promo Commissioner (2)

Overview:

To provide communication to the student body of the happenings of WUSC.

Responsibilities:

- Shall be a member of the Student Engagement Committee
- Shall create and manage KUCSC WUSC social media platforms
- Shall ensure all KUCSC WUSC social media platforms are up-to-date and relevant
- Shall coordinate and communicate with the officers
- Shall coordinate and communicate with the KUCSC Chief Communications Officer and portfolio

WUSC Student Refugee Program Health and Wellbeing Officer

Overview:

Be a point of support for the refugee student with a focus on health and wellbeing.

Responsibilities:

- Shall be a member of the SRP Committee



King's University College Students' Council KUCSC WUSC POSITIONS TERMS OF REFERENCE

- Shall be a resource connector to the refugee student
- Shall coordinate the health insurance for the refugee student
- Shall ensure the student is informed of all health and wellness resources on campus and in the London community
- Shall provide the student with a tour of the reflection room, fitness room, ACSD office, EDID office and campus ministry
- Shall have weekly check ins with the refugee student

WUSC Student Refugee Program Academic Officer

Overview:

Be a point of support for the refugee student with a focus on academics.

Responsibilities

- Shall be a member of the SRP Committee
- Shall be a resource connector to the refugee student on academic resources
 - Library
 - KAMP
 - Academic Dean's Office
 - Enrolment Services
 - Academic counseling
- Shall be available for study sessions if the student refugee requests it
- Shall provide assistance for registering for classes and intent to register

WUSC Student Refugee Program Self Reliance Officer

Overview:

Be a point of support for the refugee student to become self-sufficient and integrate them into the London community.

Responsibilities:

- Shall be a member of the SRP Committee
- Shall be a resource connector with



King's University College Students' Council KUCSC WUSC POSITIONS TERMS OF REFERENCE

- Employment on campus
 - Work study opportunities
- Off campus housing
 - Help the student in the first year secure housing for the second year
- Provide an info session
 - Not limited to these suggestions below but could include:
 - 'how to' for grocery stores in London, Ontario
 - Transit in London, Ontario
 - London 101
 - Safety
 - King's Shuttles
 - If they are religious - providing them with religious organizations or places

WUSC Student Refugee Program Social Officer

Overview:

Be a point of support for engaging the student in social aspects at King's and in the London community.

Responsibilities:

- Shall be a member of the SRP Committee
- Shall be a social resource connector to the student to engage into the social life at King's and in the London community
- Shall offer to take them to get involved week to get them involved in KUCSC clubs
- Shall offer to take them to clubs week at Western
- Shall inform them of social events going on at King's biweekly basis
- Shall be available during O week to engage the students into events and programming
- Shall take them on a tour of King's, Western and in London, Ontario



King's University College Students' Council

KUCSC WUSC POSITIONS

TERMS OF REFERENCE

WUSC Community Outreach Officer (1)

Overview:

Assist with enhancing the refugee student integration into King's and the London community by reaching out to relevant local organizations alongside raising funds and building partnerships for the program at King's.

Responsibilities:

- Shall contact organizations in London related to immigration, ethnic and religious, refugees and newcomers
- Shall develop partnerships between the WUSC program at King's and these organizations for events, training and opportunities for the refugee student to get involved in the London community.
- Shall reach out to businesses and organizations for sponsorships or donations for the student refugee fund at King's.