

## 1. CALL TO ORDER

Call to Order – 3:36 PM

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wxwú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 HRP Committee Composition

President (*Chair*) ..... Gabe Liosis  
VP Internal and Organizational Development (*Vice Chair*) ..... Corbett Gildersleve  
VP Equity and Sustainability ..... Marie Haddad  
GSWS Councillor ..... Devynn Butterworth

### 3.2 Society Staff

Operations Organizer ..... Ayesha Khan  
Board Organizer ..... Emmanuela Droko

## 4. CONSENT AGENDA

### 4.1 CONSENT AGENDA

*Be it resolved to adopt the consent agenda by unanimous consent.*

**CARRIED UNANIMOUSLY**

#### 4.1.1. MATTERS ARISING FROM THE MINUTES-HRP Minutes-MOTION HRP

**2021-07-15:01**

*Be it resolved to receive and file the following minutes:*

- HRP 2021-06-11

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION HRP 2021-07-15:02

Gabe/Marie

*Be it resolved to adopt the agenda as amended.*

**CARRIED UNANIMOUSLY AS AMENDED**

- Add discussion item 8.2 Hiring Committee Development Session
- Add a be it further resolved clause to motion 6.1

## 6. NEW BUSINESS

### 6.1 Out on Campus Job Description Amendments-MOTION HRP 2021-07-15:03

**SUBMITTED BY:** Gabe Liosis

**ATTACHMENTS:** Proposed OOC Coordinator Job Description" and "Existing OOC Coordinator Job Description  
Marie/Corbett

*Whereas, the existing OOC job description is inadequate, outdated, and does not provide sufficient detail on the roles of the OOC Coordinator.*

*Whereas, this has left lots of room for interpretation on the role of the OOC Coordinator as it relates to the OOC Collective.*

*Whereas, by updating the Job Description, we can improve the quality and level of services and support LGBTQ+ students receive via the Out on Campus.*

*Be it resolved that the HR & Personnel Sub-Committee approve the new Out on Campus Coordinator Job Description as attached in the document titled "Proposed OOC Coordinator Job Description"*

*Be it further resolved that the President and Operations Organizer bring the new Out on Campus Job Description to a Working Conditions Committee meeting with CUPE 3338.*

*Be it further resolved to change the requirement to have "a post secondary degree diploma in relevant field" from a requirement to an asset*

#### **CARRIED UNANIMOUSLY AS AMENDED**

- Current OOC job description is outdated and is not reflecting all the policy changes over the years.
- Degree requirement should be changed to an asset as there can be an individual with relevant experience but no degree.

### 6.2 MSC-Events Job Description Amendments-MOTION HRP 2021-07-15:04

**SUBMITTED BY:** Gabe Liosis

**ATTACHMENTS:** Amendments to the MSC-Events Job Description  
Corbett/Devynn

*Whereas, with the opening of the Student Union Building approaching, there is a need to review certain SFSS staff job descriptions to be more SUB-focused.*

*Be it resolved that the HR & Personnel Sub-Committee approve the amendments to the MSC-Events Job Description as attached in the document titled "Amendments to the MSC-Events Job Description"*

*Be it further resolved that the President and Operations Organizer bring the amended MSC-Events Job Description to a Working Conditions Committee meeting with CUPE 3338*

#### **CARRIED UNANIMOUSLY**

- Two main amendments. First was to make the description more building focused and second was to change that this position report to president and operations organizer instead of executive director.

### **6.3 Building Assistant Job Description Approval-MOTION HRP 2021-07-15:05**

**SUBMITTED BY: Gabe Liosis**

**ATTACHMENTS: Proposed Building Assistant Job Description  
Corbett/Marie**

*Whereas, with the opening of the Student Union Building approaching, there is a need to establish new staff positions to properly manage the Student Union Building*

*Whereas, at its last meeting, the HR & Personnel Sub-Committee approved the job description for the Building Coordinator position*

*Whereas, the President and Operations Organizer, alongside the Building Manager and Member Services Coordinators, have created a draft job description for a Building Assistant position*

*Be it resolved that the HR & Personnel Sub-Committee approve the draft Building Assistant Job Description as attached in the document titled "Proposed Building Assistant Job Description"*

*Be it further resolved that the President and Operations Organizer bring the new Building Assistant Job Description to a Working Conditions Committee meeting with CUPE 3338.*

**CARRIED UNANIMOUSLY**

- Idea is to have student staff hired as building assistant to help in between the full-time building managers.
- 6 people planned to be hired.
- They would be expected to follow covid safety plan practices.

## **7. DISCUSSIONS**

### **7.1 Interview Matrix**

**SUBMITTED BY: Operations Organizer "Ayesha Khan"**

- Ayesha drafted the document to be used as a tool for hiring committees/hiring purposes.
- Includes interview questions of various hiring committees
- Numerical point system to help with decision making.
- Action item to codify this process for hiring committees.

### **7.2 Hiring Committee Development Session**

**SUBMITTED BY: Operations Organizer "Ayesha Khan"**

- Ayesha noticed some hiring committees are struggling with hiring process.
- It would help to have a development session to help people learn about hiring committee roles, processes, etc.
- Potentially to record a session for people to view.

## **8. ATTACHMENTS**

**8.1 Proposed OOC Coordinator Job Description**

**8.2 Existing OOC Coordinator Job Description**

**8.3 Amendments to the MSC-Events Job Description**

**8.4 Proposed Building Assistant Job Description**

## 9. ADJOURNMENT

**9.1 MOTION HRP 2021-07-15:06**

**Devynn/Marie**

*Be it resolved to adjourn the meeting at 4:15PM*

**CARRIED UNANIMOUSLY**

Job Posting  
**Out on Campus (OOC) Coordinator**  
(Permanent, Full-Time)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a full-time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

**Description:** The Out on Campus (OOC) Coordinator is primarily responsible for overseeing, coordinating and assisting with the delivery of Society programs, series, and activities in the Society's Out on Campus lounge, aimed primarily at lesbian, gay, bisexual, transgender and queer + students and their allies at Simon Fraser University. This position will uniquely be expected to collaboratively work with the Out on Campus Collective to execute on the mandate of services, events, and advocacy. The Out on Campus Coordinator oversees, coordinates and assists in the delivery of programs and services in the Out on Campus space.

*The SFSS shall not negatively discipline any Out on Campus staff member for any social or academic advocacy positions taken by the Out on Campus Executives or Out on Campus membership. Out on Campus and the Out on Campus Coordinator hired shall be separate and distinct, however, Out on Campus shall serve as the body that guides the types of services, resources, and advocacy support that is offered. This shall in no way preclude or prevent Out*

*on Campus from engaging in collective action, and engaging in social or academic advocacy as the Out on Campus membership and Executives sees fit.*

**Goal:** To provide the consistent, effective and smooth operation of the Out on Campus Centre by providing resources, materials, programs and services that meet the needs of the membership. The Coordinator is tasked with organizing advocacy and campaigns for LGBTQIA2S students alongside the OOC Collective.

**Working Relationship(s)/Reporting Structure:** The OOC Coordinator closely collaborates with the OOC collective and once approved by the collective, implements the group's annual plan of action. The OOC Coordinator also works closely with the Vice-President Equity & Sustainability and Campaigns and Mobilizing Coordinator. The OOC Coordinator reports to and takes direction from the President and the Operations Organizer. The OOC Coordinator works with the Out on Campus Collective, supervises Designated Assistant(s) in the department, and works in tandem with other Student Society staff.

**Duties & Responsibilities:**

- Serve as a resource and advocate for the SFSS's 2SLGBTQIA+ students
- Provide equity specific supports, as well as host student gatherings, events, and other equity-relevant activities
- Work with other Society coordinators and Executives of the SFSS when necessary as support for OOC campaigns and initiatives as necessary
- Work closely with the SFSS VP Equity and Sustainability, Campaigns and Mobilizing Coordinator and other SFSS Executives on issues related to the 2SLGBTQIA+ community on the campus
- Liaise with all SFSS departments and services, as necessary
- Work with the OOC Collective and Membership to prepare the annual budget for submission to the SFSS
- Prepare an annual report for inclusion in the SFSS Annual Report, in conjunction with the OOC Collective
- Coordinate with the Operations Organizer and the OOC Collective to maintain proper functioning of the OOC space:

- Advise about the required servicing and maintenance of office furniture and equipment including information technology systems
- Coordinate the distribution of keys / key cards and maintains up-to-date records
- Advise on changes that are required to the OOC space, as required
- Ensure meeting scheduling, room booking, catering and room set-up for meetings and events of the OOC, in its space or in other locations
- Ensure that accurate meeting minutes are recorded, reviewed, and distributed internally and externally
- Respond to requests for information, engagement, and/or outreach
- Undertake research and other projects, as required
- Recruit, orient, train, and allocate tasks to volunteers
- Help with campaigns, special events, outreach, and workshops in close collaboration with OOC and 2SLGBTQIA+ students
- Support OOC's development and implementation of recommendations
- Experience in volunteer recruitment development and support
- Administrative leadership experience
- Experience developing and staging events

### **Skills & Experience:**

- Knowledge of and/or lived experience with the 2SLGBTQIA+ community (required)
- Knowledge of relevant services and supports for the 2SLGBTQIA+ community (required)
- A post-secondary degree or diploma in relevant field is required (required)
- Experience working with post-secondary students and/or nonprofit organizations (required)
- 1 year lived experience in organizing with 2SLGBTQIA+ communities, or in administrative and coordination settings (required)
- Computing skills (Microsoft Office Suite, G-Suite, and database software) (required)
- Ability to work with stakeholders from diverse backgrounds (required)
- Excellent organizational, analytical, problem-solving, and conflict resolution skills (required)

- Ability to work in a demanding, self-supervisory, multi-task environment, within clear timelines (required)
- Strong interpersonal skills by being proactive in maintaining organizational communications and working relationships (required)
- Ability to produce meeting reports and related documents (required)
- Excellent ability to provide advice and support decisions (required)
- Ability to write accurate minutes and reports (required)
- Ability to exercise discretion, initiative and diplomacy (required)
- Ability to work within broad parameters, competing deadlines/priorities, and with frequent interruptions (required)
- Supervisory experience (required) in a unionized environment (an asset)
- Up to date Mental Health First Aid (an asset)
- Up to date Conflict Management/De-Escalation Training or equivalent (an asset)
- Experience in peer support programming, mutual aid, or marginalized community empowerment initiatives (an asset)

Please send your documents as PDF files in Collage [\(with link to posting\)](#).

Applications must be received no later than [X:XX xm \(PST\) on Month XXth, 2021](#). Applicants must be available to work during regular office hours Monday to Friday.

*The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.*

We thank all who apply, but only those candidates selected for interviews will be contacted.

**Please Note:** The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: [www.sfss.ca](http://www.sfss.ca).



## Job Posting

### Out on Campus (OOC) Coordinator (Full-Time)

**Description:** The Out on Campus (OOC) Coordinator is primarily responsible for overseeing, coordinating and assisting with the delivery of Society programs, series, and activities in the Society's Out on Campus lounge, aimed primarily at lesbian, gay, bisexual, transgender and queer + students and their allies at Simon Fraser University.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a full time (up to 35 hours per week) permanent position which is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

**Goal:** To provide the consistent, effective and smooth operation of the Out on Campus Centre by providing resources, materials, programs and services that meet the needs of the membership.

**Working Relationship(s)/Role in Organizational Structure:** The Out on Campus Coordinator works with and participates in the Out on Campus Collective and supervises the Designated Assistant as well as works in tandem with other Student Society staff. The Out on Campus Coordinator reports to the Student Society Chief Executive Officer (CEO).

#### **Duties and Responsibilities:**

1. Experience in volunteer recruitment development and support
2. Administrative leadership experience
3. Experience developing and staging events

#### **Required Skills and Experience:**

1. Knowledge of and/or lived experience with the LGBTQ+ community.
2. Knowledge of relevant services and supports for the LGBTQ+ community.
3. Relevant post-secondary degree or diploma

To apply, email your resume and cover letter to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **Out On Campus Coordinator** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **4:00 (PST) on Thursday, October 18.** Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours. Only shortlisted candidates will be contacted.

For a full job description please visit our website.

## Job Description

### Member Services Coordinator – Events

(Full-Time, Permanent)

**Description:** The Member Services Coordinator - Events (MSC Events) is responsible for coordinating the development and delivery of event support services for the Simon Fraser Student Society (SFSS) and its members, including clubs, student unions, constituency groups and other student groups. The position will develop and implement new events, support existing events and build and strengthen relationships with student groups, SFSS staff, SFU staff and other key stakeholders. Other related duties at the request of the President and Operations Organizer.

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This is a full time (up to 35 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.54 per hour with additional benefits as defined in the Collective Agreement.

**Working Relationship(s)/Role in Organizational Structure:** The MSC Events reports to and takes direction from the President and Operations Organizer. The MSC Events may supervise Member Services Administrative Assistants and Building Assistants. The MSC- Events works closely with Building Coordinators.

#### Duties and Responsibilities:

##### 1. Event Planning

- Develop and post annual events calendar
- Work collaboratively with the Simon Fraser Student Society and its members, including clubs, student unions, constituency groups and other student groups, to identify and develop new events or stage existing events that will improve the social, academic, financial and/or health and well-being conditions of undergraduate students
- Connect with event leaders each semester to determine the type and amount of support required
- Secure the financial resources necessary to stage the event
- Ensure that event plans are completed and shared with the applicable event



- Act as the SFSS contact person during event implementation
- Event plans shall include the following information:
  - A budget, showing projected expenses and sources of revenue
  - An overview of the event
  - Overview of the target audience
  - Estimated attendance
  - Venue required to host the event
  - Equipment and other amenities required
  - Communications plan
  - Description of roles and responsibilities for event volunteers
  - Completed risk assessment checklist and risk management plan
  - Completed accessibility checklist
  - Event implementation timeline

## 2. Event Implementation

- Liaise with representatives from SFU, SFSS and external vendors to ensure that venues and equipment are secured, food, beverage and other amenities are arranged and all necessary agreements are in place
- Ensure that appropriate volunteer and/or staff support is in place to stage the event
- Ensure that staff and volunteers receive the training and support they need to perform their roles
- Secure the necessary permits, licenses, approvals, certificates of insurance to stage the event
- Act as the SFSS contact person during event implementation

## 3. Event Evaluation

- Complete and submit an event evaluation and submit it to the event committee and the Operations Organizer. The evaluation will include:
  - A review of the goals achieved as per the initial event submission
  - Identification of “what worked” and what we need to improve upon if we stage a similar event

## 4. Other related duties at the request of the President and Operations Organizer

## Internal/ External **Building Assistant** (Part-Time, Permanent)

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This is a part-time (up to **28** hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of **\$15.63** per hour with additional benefits as defined in the Collective Agreement.

**Description:** The Building Assistant is primarily responsible for front-line delivery of membership services and the operation of the SFSS Student Union Building (SUB).

**Goal:** To provide consistent, effective and smooth operation of the SUB, providing the highest levels of service to the Society's membership. To ensure the day-to-day tasks of the SUB are carried out in an effective, efficient, timely, and service oriented manner, and to ensure the goals of the Student Society are met, and its policies carried out.

**Working Relationship(s)/ Role in Organizational Structure:** The Building Assistant(s) work closely with, takes direction from and reports to the Building Manager, President (and Operations Organizer). Building Assistants are supervised by Building Coordinators and work with other Society staff.

### **Duties & Responsibilities:**

- Provide support to the Building Coordinators
- Provide front-line service for members in the SUB, including handling general inquiries, delivering event support, services and booking appointments as required

- Provide administrative support for SUB bookings (not tied to Student Clubs/DSUs), email management, opening and closing duties, tidying, maintaining the Society's poster boards, and other work as required
- Basic room re-sets in meeting/event rooms and spaces as required
- Ad Hoc support for all events in the Student Union Building
- Various administration tasks pertaining to the operation of the Student Union Building
- Provide input on the operations and activities of the SUB, its services and programs

**Skills & Experience:**

- Preference will be given to SFU undergraduate students
- Ability to work efficiently in a high-pressure, multi-tasking environment, within clear timelines
- Excellent computing skills [Microsoft Suite]
- Strong interpersonal skills
- Excellent verbal and written communications skills
- Understanding of the role of the Student Society for its membership, in terms of advocacy, representation, and the provision of services
- Ability to lift, move and carry materials in accordance with WorkSafeBC guidelines

Please send your cover letter and resume as PDF files in Collage (with link to posting). Applications must be received no later than X:XX xm (PST) on Month XXth, 2021. Hours of work may vary. Must be available to work days, evenings and weekends.

*The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.*

We thank all who apply, but only those candidates selected for interviews will be contacted.



Maggie Benston Centre 2250  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6

Tel 778-782-3870  
**sfss.ca**

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