

The Society Composition Manual of the Queen's Nursing Science Society



[Amendments: Last Revised November 1, 2023]

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Part 1: Composition of the Society

Section 1.01 The Executive Committee

1.1.1 The duties and responsibilities of the NSS Executive shall be as outlined in Part 3 of the NSS Constitution.

Section 1.02 NSS Assembly

1.2.1 The composition of the NSS Assembly shall be as outlined in Section 2.05 of the NSS Constitution.

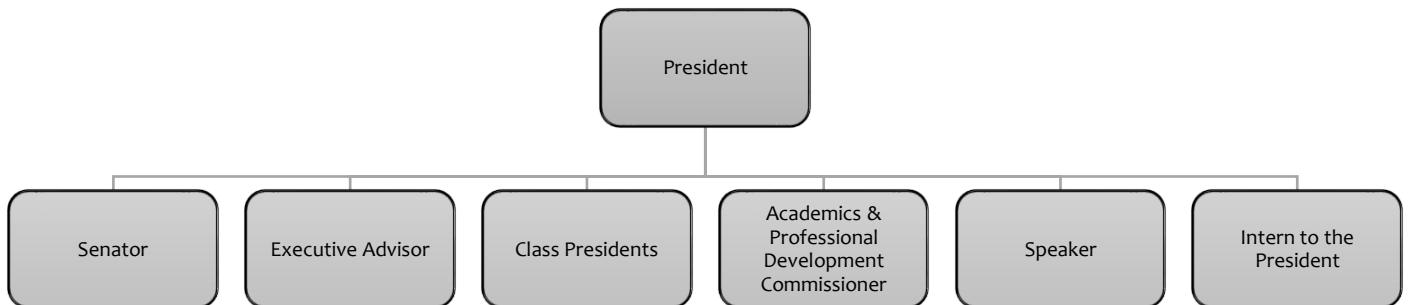
1.2.2 The duties and responsibilities of Class Council Executives shall be as outlined in Section 7.03 of the NSS Constitution.

1.2.3 The duties and responsibilities of the CNSA Official and Associate Delegates shall be as outlined in Section 8.03 of the NSS Constitution.

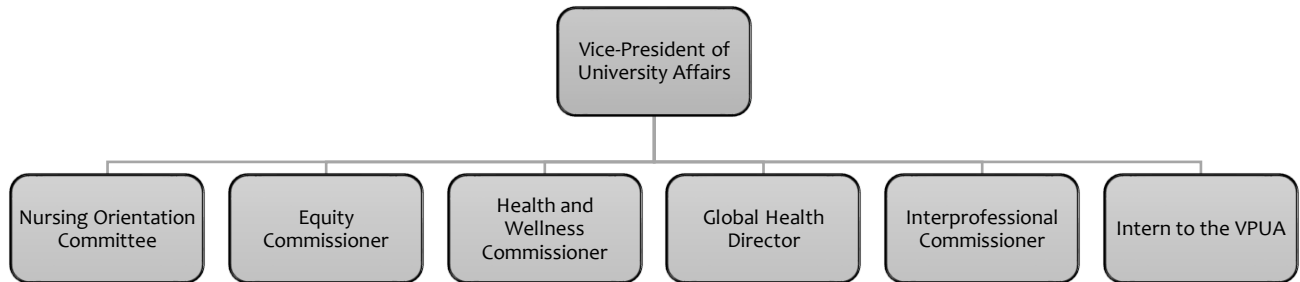
Section 1.03 NSS Assembly Reporting Structure

1.3.1 The Assembly reporting structure is established to ensure effective and efficient communication between members. The reporting structure is as follows:

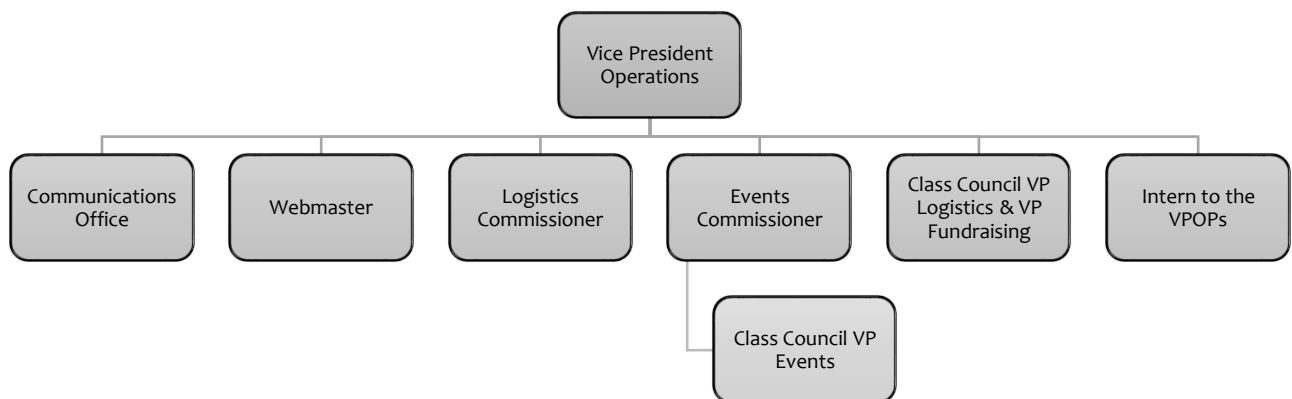
I. President Reporting Umbrella:



II. Vice-President of University Affairs Reporting Umbrella:



III. Vice-President of Operations Reporting Umbrella:



Section 1.04 Assembly Commissioners

1.4.1 Commissioners are internal representatives of the Society, and ex-officio members of the Assembly, subject to the appointment guidelines set forth by the NSS Hiring Policy.

1.4.2 Eligibility for Commissioner position is as follows:

- I. Nursing student from the 4-year track and/or AST track;
- II. Will not be consolidating while in office.

1.4.3 Commissioners will be appointed for a 12-month period, beginning in December of each year, and ending in December of the following year.

1.4.4 Commissioners seeking to continue in their role for an additional year must inform the Executives by the 10th month (October) of their term.

Section 1.05 Executive Advisor

1.5.1 The Executive Advisor shall be a previous NSS Executive member (i.e., President, VPOPs, VPUA, or Senator) who is appointed for the purpose of mentorship to the NSS Executive Team.

1.5.2 The Executive Advisor, through demonstrated experience and commitment, shall exhibit a strong understanding of NSS affairs as they pertain to students, the School of Nursing, and the AMS.

1.5.3 The Executive Advisor position shall be a non-voting member of the Assembly.

1.5.4 The Executive Advisor shall be appointed for a twelve (12)-month term, beginning in December of each year, and ending in December of the following year.

1.5.5 The duties of the Executive Advisor shall include the following, but shall not be limited herein:

- I. To support the NSS Executive Team, including the President, VPOPs, VPUA, and Senator, with NSS affairs and endeavours, the unique nature of which is determined in collaboration with the Executive Advisor and the Executive Team;
- II. To maintain check-in sessions on a frequent (at a minimum, monthly) basis with Executive members to assess where support can be best directed towards;
- III. To assist in the transitioning of new Society members, where deemed appropriate;
- IV. To provide guidance in the organization and execution of events led by NSS Executives and Commissioners;
- V. To act as an experienced liaison between the NSS Executive Team, Society members, and the nursing student body.

Section 1.06 Assembly Speaker

1.06.1 The Speaker shall be an impartial member of the NSS.

1.06.2 The duties of the Speaker shall include the following, but shall not be limited herein:

- I. To report to the President;
- II. To preside over all meetings of the NSS Assembly;
- III. To be knowledgeable of *Bourinot's Rules of Order* as adapted by the Queen's University Senate;
- IV. To respect the confidentiality of matters within NSS meetings;
- V. To enforce the Assembly Policy.

Section 1.07 Logistics Commissioner

1.7.1 The Logistics Commissioner acts in concert with the NSS Mission Statement to fulfill the following duties:

- I. To report to the VPOPs;
- II. To engage and support in the planning and execution of programming and advocacy avenues for NSS members;
- III. To collaborate with the Events Commissioner in ensuring the effective, and effective planning of all activities/events;
- IV. To arrange all locations for activities and ensure all necessary equipment is prepared for use;
- V. To produce a written transition report/manual before the end of their term.

Section 1.08 Events Commissioner

1.8.1 The duties of the Events Commissioner shall include the following, but shall not be limited herein:

- I. To report to the VPOPs;
- II. To provide records and receipts of Events Commission to the VPOPs by January 1st of every year for auditing purposes;
- III. To Chair the Nursing Formal Committee;
- IV. To Chair the Events Committee with representatives from each Class Executive VP Events;
- V. To produce a written transition report/manual to the incumbent Events Commissioner.

Section 1.09 Communications Office

1.9.1 The Communications Office serves to manage the flow of information between the NSS and the student body, while managing all public relations to ensure consistent perception of the NSS in all communications made.

1.8.2 The NSS Executive shall recruit one (1) or more Directors to oversee the Communications Office.

1.9.3 The duties of the Communications Office shall include the following, but shall not be limited herein:

- I. To report to the VPOPs;
- II. To establish and enforce a consistent NSS brand across the Society in order to enhance perception and encourage a strong, reliable, unified, engaging organization;
- III. To coordinate the presence of the NSS to the student body;
- IV. To ensure that NSS branding is equitable and accessible for all members;
- V. To develop a strong marketing and branding strategy in collaboration with the NSS Executive;
- VI. To develop and create publications, media, and digital graphics for the promotion and management of events, services, information campaigns, and the bi-weekly newsletter;
- VII. To inform, facilitate, and engage members of the NSS on events, opportunities, initiatives, and referendums;

- VIII. To develop strategies for increasing positive media coverage of the NSS; and
- IX. To produce a written transition report/manual before the end of their term.

Section 1.10 Webmaster

1.10.1 The NSS Webmaster shall be appointed in accordance with the NSS Hiring Policy and shall be contracted to design and maintain the NSS Website.

1.10.2 The NSS Webmaster position will be open to any internal or external candidates, with preference given to internal candidates (Queen's University affiliated member, or organization), given that candidates are equally qualified.

- I. While the Webmaster position is vacant, the maintenance of the NSS Website will fall to the VPOPs.

1.13.3 The duties of the Webmaster shall include the following, but shall not be limited herein:

- I. To maintain rights to the web address www.queens-nss.com;
- II. To maintain and update the NSS website as requested by the NSS Executives;
- III. To make necessary adjustments for innovative, adaptive, and accessibility purposes, while meeting the changing needs of the NSS;
- IV. To collaborate with the VPOPs in ensure that the website is up-to-date with all the necessary information, and is available for all.

Section 1.11 Academics and Professional Development Commissioner

1.11.1 The duties of the Academics and Professional Development Commissioner shall include the following, but shall not be limited herein:

- I. To report to the President;
- II. To be involved and engaged in all matters of an academic nature impacting members of the Society;
- III. To organize a minimum of two (2) events, one (1) for each semester within office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing;
 - b. The events must be oriented around the topic of Academics or Professional Development.
- IV. To serve as a liaison between the Society and the School of Nursing by attending and engaging in the following committees:
 - a. Undergraduate Curriculum Committee (UGC);
 - b. School of Nursing Academic Council (SONAC);
 - c. Faculty Board;
 - d. Academic Caucus of the AMS;
 - e. To serve on other committees of an academic nature within the School of Nursing and the University, as delegated by the President of the Society.

- V. To facilitate the Study Buddies Program;
- VI. To Chair the Awards Committee;
- VII. To produce a written transition report/manual to the incumbent Academic & Professional Development Commissioner.

Section 1.12 Health & Wellness Commissioner

1.12.1 The duties of the Health & Wellness Commissioner shall include the following, but shall not be limited herein:

- I. To report to the VPUA;
- II. To promote university-wide health and wellness events and resources to Nursing students
- III. To act as a liaison between the NSS and other health and wellness group on campus;
- IV. To promote mental health events and resources throughout the year to Nursing students
- V. To act as a liaison between the NSS and other mental health groups on campus;
- VI. To organize a minimum of two (2) events, one (1) for each semester within office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing;
 - b. The events must be oriented around the topic of health and wellness.
- VII. To conduct two (2) end-of-semester student surveys regarding the health and wellness needs of Nursing students:
 - a. These results will be anonymous;
 - b. The results will be presented to NSS Assembly for future strategic planning.
- VIII. To hire the Nursing Games Team Captains according to NSS Hiring Policy, and maintain communication with the Nursing Games Team;
- IX. To produce a written transition report/manual to the incumbent Health & Wellness Commissioner.

Section 1.13 Equity Commissioner

1.13.1 The duties of the Equity Commissioner shall include the following, but shall not be limited herein:

- I. To report to the VPUA;
- II. To be an advocate for all individuals that identify and have lived experience as Black, Indigenous, and/or Persons of Colour (BIPOC);
- III. To evoke the values of Indigenization-Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDIAA);
- IV. To serve as a liaison between the Society and the broader Queen's community by sitting on the following committees:
 - a. AMS Equity Caucus;
 - b. School of Nursing Undergraduate Admissions Committee;
 - c. To serve on other committees of the same nature within the University as delegated by the President of the Society.

- V. To organize a minimum of two (2) events, one (1) for each semester within office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing; and
 - b. The events must be oriented around the topic I-EDIAA.
- VI. To promote resources or events that enhance the experience of BIPOC and equity-deserving Nursing students;
- VII. To act as a liaison between the NSS and other I-EDIAA groups on campus;
- VIII. To be an advocate for education, training, and various other strategies to provide awareness on topics surrounding I-EDIAA;
- IX. To act as a resource to students when approached with a matter of concern pertaining to Human Rights and I-EDIAA in conjunction with the NSS Executive, and in consultation with the Queen's Human Rights Office;
- X. To produce a written transition report/manual to the incumbent Equity Commissioner.

Section 1.14 Interprofessional Commissioner

1.14.1 The duties of the Interprofessional Commissioner shall include the following, but shall not be limited herein:

- I. To report to the VPUA;
- II. To promote engagement, interactions, and collaborations among Nursing students and the Faculty of Health Sciences, other faculty societies, and departments within Queen's University;
- III. To commit to the betterment of the NSS through best practice enhancement (i.e., Society structure, operations, etc), and the promotion of ongoing learning;
- IV. To act as a liaison between the NSS and the School of Nursing and various faculty societies within Queen's University;
- V. To be responsible for informing Nursing students of interprofessional events;
- VI. To act as an NSS representative at all interprofessional meetings and events;
- VII. To collaborate with other representatives or community partners in organizing events pertaining to interprofessionalism;
- VIII. To assist with ongoing interprofessional events (i.e., Nursing Career Fair);
- IX. To produce a written transition report/manual to the incumbent Interprofessional Commissioner.

Section 1.15 Global Health Director

1.15.1 The duties of the Global Health Director shall include the following, but shall not be limited herein:

- I. To report to the VPUA;
- II. To develop interdisciplinary relationships between other faculties in the interest of Global Health;
- III. To promote topics pertaining to global health to nursing students and NSS;

- IV. To connect nursing students and NSS to global health advocacy groups on campus as well as within the Kingston community;
- V. To foster a relationship between nursing students, NSS and public health groups within the Kingston community;
- VI. To organize a minimum of two (2) events, one (1) for each semester within office, based on the following criteria:
 - a. The events must be accessible to all years of nursing;
 - b. The events must be oriented around the topic of global and community health.
- VII. To produce a written transition report/manual to the incumbent Global Health Director.

Section 1.16 Interns

1.16.1 Three (3) Interns shall be appointed by the NSS Executives for the purpose of mentorship and introduction to student governance.

1.16.2 The Intern position shall be a non-voting member of the Assembly.

1.16.3 The Intern position is exclusive to incoming students in year I of the 4-year track.

1.16.4 Intern(s) shall be appointed for an eight (8)-month term, beginning in September of the Fall semester till the end of April of the Winter semester.

1.16.5 Intern to the President - The duties of the Intern to the President shall include the following, but shall not be limited herein:

- I. To report to the President;
- II. To attend all NSS Assembly meetings;
- III. To attend external committee meetings with the President, at their request, for educational purposes;
- IV. To assist the President with administrative duties at their request:
 - a. These requests will be issued in a manner that both parties consider to be timely.
- V. To work collaboratively with the two (2) other interns, to organize and execute one (1) major project, based on the following criteria:
 - a. That the project poses future benefit to nursing students of all years;
 - b. That project proposals must be submitted to the Executive Committee before the end of the Fall semester.

1.16.6 Intern to the VPUA - The duties of the Intern to the VPUA shall include the following, but shall not be limited herein:

- I. To report to the VPUA;
- II. To attend all NSS Assembly meetings;
- III. To attend external committee meetings with the VPUA, at their request, for educational purposes;
- IV. To assist the VPUAs with maintaining the NSS social media platforms, the campus spaces, and any other administrative duties at their request:

- a. These requests will be issued in a manner that both parties consider to be timely.
- V. To work collaboratively with the two (2) other interns, to organize and execute one (1) major project, based on the following criteria:
 - a. That the project poses future benefit to nursing students of all years;
 - b. That project proposals must be submitted to the Executive Board before the end of the Fall semester.

1.16.7 Intern to the VPOPs - The duties of the Intern to the VPOPs shall include the following, but shall not be limited herein:

- I. To report to the VPOPs;
- II. To attend all NSS Assembly meetings;
- III. To attend external committee meetings with the VPOPs, at their request, for educational purposes;
- IV. To assist the VPOPs with maintaining Meeting Minutes at NSS Assembly, and any other administrative duties at their request:
 - a. These requests will be issued in a manner that both parties consider to be timely.
- V. To work collaboratively with the two (2) other interns, to organize and execute one (1) major project, based on the following criteria:
 - a. That the project poses future benefit to nursing students of all years;
 - b. That project proposals must be submitted to the Executive Board before the end of the Fall semester.

Part 2: Committees

Section 2.01 Operations Committee

2.1.1 Mandate: The Operations Committee is to be concerned with the effective and efficient functioning of the NSS and its subsidiary committees. As part of its function, this committee will review and make recommendations to the NSS on:

- I. The composition of the NSS and its committees;
- II. The Rules of Procedure of the NSS and its committees;
- III. Any other policy or procedure related issues.

2.1.2 Membership of the Operations Committee shall include the following:

- I. the NSS Senator (Chair);
- II. the NSS President;
- III. the NSS VPUA;
- IV. the NSS VPOPs.

Section 2.02 Academic Affairs Committee

2.2.1 Mandate: The Academic Affairs Committee is responsible for addressing student concerns regarding course content and evaluation. As part of its function, this Committee will review and make recommendations to the NSS, ad hoc, on:

- I. Results of surveys conducted to evaluate student opinion on any issue related to Academics;
- II. Curriculum effectiveness, related problems, and changes;
- III. Student-faculty conflict.

2.2.2 Membership of the Academic Affairs Committee shall include the following:

- I. the Academics & Professional Development Commissioner (Chair);
- II. the Class President of each year of Nursing or a representative from the respective Class Council Executive;
- III. the NSS President.

Section 2.03 Awards Committee

2.3.1 Mandate: The Awards Committee shall be responsible for organizing a student vote for the selection of potential candidates and/or recipients of the following awards:

- I. The **Eleanor Kelly Award**, which shall be given to a final-year graduating student, with past or present Honorary membership in the NSS, who best exemplifies dedication to Queen's University and the NSS. This award will be presented at the Graduation Pinning Ceremony.

- II. The **Nursing Science Society Award**, which shall be awarded at the pinning ceremony to a graduating student from each track (4-year and AST) who, in the opinion of the NSS Assembly, has made the most significant contribution to their respective classes and the NSS. The award will be officiated by the Awards Committee Chair or another Designate. This award will be presented at the Graduation Pinning Ceremony.
- III. The **Reddick Awards**, which shall be awarded at the end of each academic year to a member of each of the six years' teaching team, including clinical and classroom instructors, who can be deemed as "excellent". This award will be presented at the Graduation Pinning Ceremony.
- IV. The **AST '09 Dedication and Involvement Award**, which shall be awarded to a final-year graduating Advanced Standing Track (AST) Student who best exemplifies School of Nursing and Queen's University extracurricular involvement and dedication. The award will be presented by the president of the NSS [or an NSS proxy for the President] at the Graduation Pinning Ceremony.

2.3.2 Membership of the Awards Committee shall include the following:

- I. Academics & Professional Development Commissioner (Chair);
- II. Equity Commissioner.

Section 2.04 Socials Committee

2.4.1 Mandate: The Socials Committee shall be concerned with effective and efficient organization of social functions throughout the year. The purpose of this committee will be to provide recommendations to the NSS on the following:

- I. Fundraising events;
- II. The organization of an annual Nursing Formal;
- III. The facilitation of inter-year events to promote unity and community;
- IV. The organization of NSS Assembly team building, and appreciation events.

2.4.2 Membership of the Social Committee shall include the following:

- I. Events Commissioner (Chair);
- II. Class VP of Events from each year of nursing.

2.4.3 The Socials Committee shall meet at least once per month during the year.

Section 2.05 NSS Appeals Committee

2.5.1 The mandate of the Appeals Committee is to oversee appeals regarding election results, or impeachment proceedings, while ensuring fairness and the rules of procedure are followed.

2.5.2 The Appeals Committee shall consider a case in accordance with the following:

- I. The committee shall meet within five (5) days of an appeal being submitted, to read the appeal and to decide on the validity of the appeal;

- II. The committee has the authority to adjourn for two (2) days if more information is required;
- III. The chair shall act during this time to acquire needed information;
- IV. If after the two (2) days, insufficient evidence is acquired to support the appeal, or sufficient evidence is acquired to discredit the appeal, the committee shall rule against the appeal, and the results shall stand;
- V. If after the two (2) days, the chair has acquired enough information to support the appeal, a hearing date and time will be set within the week, to hear the appeal and rule on the appeal;
- VI. Ruling on the motion to appeal results will be based on a majority vote.

2.5.3 Those allowed presence at the hearing shall include:

- I. The Appeals Committee members;
- II. The defendant;
 - a. In the case of appeals regarding the results of an election, the Returning Officer will act as the defendant;
 - b. In the case of appeals regarding impeachment, the member facing impeachment will act as the defendant.
- III. The petitioner of the appeal;
 - a. In the case of appeals regarding results of an election, the petitioner will be the student appealing the results;
 - b. In the case of appeals regarding impeachment, the petitioner will be the President, or another appropriate NSS member.
- IV. An advisor for the defendant.

2.5.4 The hearing process shall proceed as follows:

- I. The petitioner will present their appeal with supporting documentation, or written statements from other members supporting the petition;
- II. The defendant shall present their defense with supporting documentation, or written statements from other members supporting their defense;
- III. The committee shall convene in the absence of the petitioner and defendant and vote on their ruling;
- IV. The committee shall return and announce results of the vote and rule on the appeal.

2.5.5 The committee shall have the authority to make one (1) or more of the following ruling(s) in favour of the petitioner:

- I. Disqualify a candidate;
- II. Call for a new election;
- III. Call for the impeachment of an Assembly member;
- IV. Call for the impeachment of the Returning Officer;
- V. Call for a recount of ballots.

2.5.6 Appeals of the committee results may be made to the AMS Judicial Committee and will fall under AMS Constitution and Policy Rules and Regulations for appeals.

2.5.7 Membership of the NSS Appeals Committee shall include the following:

- I. the NSS Senator (Chair);
 - a. In the event that the Senator is the defendant, then the VPOPs will Chair this committee.
- II. the NSS President;
- III. the Class President from each year of nursing.

Part 3: Services

Section 3.01 Nursing Orientation Committee

3.1.1 Mandate: The Nursing Orientation Committee (NOC) shall be responsible with the effective and efficient functioning of Nursing Orientation. NOC will review and provide recommendations to the NSS on the following:

- I. A report of activities and events planned for Orientation;
- II. A report of activities, events, and functioning of Orientation after it's completion;
- III. A budget for Orientation activities, including any requests for funding.

3.1.2 There shall be two (2) NOC. One (1) coordinated by AST III, and one (1) coordinated by year II of the 4-year track.

3.1.3 Membership to each NOC shall include the following positions:

- I. VPUA (Observer);
- II. Head Cape [one (1) AST or one (1) 4-year track]
- III. Two (2) Logistics Coordinators;
- IV. Treasurer;
- V. Socials Coordinator;
- VI. Fundraising Coordinator;
- VII. Academics Coordinator;
- VIII. Handbook Coordinator;
- IX. I-EDIAA Coordinator.

3.1.4 Appointment and selection of Head Capes will be conducted in accordance with the NSS Hiring Policy, by the President, Outgoing Head capes, and VPUA.

- I. The incoming Head Capes will be involved in the appointment and selection of the new NOC members, alongside the VPUA and outgoing Head Capes.

3.1.5 Appointment and selection of Capes (Orientation Leaders) will be conducted in accordance with the NSS Hiring Policy, by members of NOC and the NSS Executives.

- I. Applications are to be submitted in a timely-manner, as instructed by NOC;
- II. Cape interviews and selection to be conducted before the third week of January.

3.1.6 Eligibility for the Cape position shall be based on the following:

- I. Nursing student in year I of the 4-year track, or Year IV of the AST track, respectively.

3.1.7 Subcommittees: Members of NOC shall chair or co-chair their respective subcommittees to aid in the coordination and completion of their duties.

- I. Academics Coordinator (Academics Subcommittee)
- II. Social Coordinator (Socials Subcommittee)
- III. Fundraising Coordinator (Fundraising Subcommittee)

IV. Handbook Coordinator (Handbook Subcommittee)

Section 3.02 Duties for Orientation

3.2.1 The President and/or VPUA shall:

- I. Oversee the functioning of the NOC;
- II. Act as a liaison between the NOC and the NSS;
- III. Attend NOC meetings as needed;
- IV. Review all transition reports before submission to the new NOC.

3.2.2 Head Cape - The duties of Head Cape shall include the following:

- I. To ensure attendance of mandatory training sessions for all individuals involved in the operations and functioning of Nursing Orientation in accordance with the principles, policies and procedures set out by Senate Orientation Review Committee (SORC), and the AMS Orientation Round Table (ORT);
 - a. This includes NOC and Capes.
- II. To ensure all aspects of Nursing Orientation activities are completed on time and in accordance with the standards of Queen's University, SORC, ORT, and the School of Nursing;
- III. To hold weekly meetings with members of NOC for the purpose of communication and receiving progress reports regarding each committee;
- IV. To take responsibility for any incomplete tasks, and see through their completion;
- V. To be a signatory on the NOC bank account;
- VI. To attend all NSS Assembly meetings as a non-voting member;
- VII. To attend all ORT meetings as the representative for NSS.

3.2.3 Logistics Coordinator(s) - The duties of the Logistics Coordinator(s) shall include the following:

- VI. To ensure the appropriate and efficient planning of scheduled activities;
- VII. To collaborate with members of NOC in ensuring all activities are fully developed (i.e. location, timing, materials, etc);
- VIII. To arrange all locations for activities and ensure all necessary equipment is prepared for use;
- IX. To ensure that all activities align with the policies and standards set by Senate, ORT, and the School of Nursing;
- X. To attend all ORT meetings as a representative for NSS.

3.2.4 Treasurer - The duties of the Treasurer shall include the following:

- I. To propose a budget and provide an outline of cost for Capes and Incoming student participants of Nursing Orientation;
- II. To be responsible for all incoming and outgoing funds for Nursing Orientation;
- III. To ensure that initial turnover of funds is complete before the term of the new NOC, with a minimum of at least \$500.00 to be turned over to the incoming NOC;

- a. All excess funds above \$500.00 will be transferred to the incoming NOC, for planning the following Nursing Orientation;
 - b. If a minimum of \$500 is not left to the incoming NOC, following the payment of all bills, the outgoing NOC must raise the funds required to reinstate the proper finances. Funds are required by January 31st.
- IV. To be a signatory on the NOC bank account;
 - V. To submit the records and receipts from the NOC to the VPOPs by October 1st of every year, for auditing.

3.2.5 Fundraising Coordinator - The duties of the Fundraising Coordinator shall include the following:

- I. Coordinate fundraising activities for Nursing Orientation;
- II. Collaborate with the Treasurer in establishing funding requirement and the budget;
- III. Conduct at least one (1) fundraising event per term.

3.2.6 Socials Coordinator - The duties of the Socials Coordinator shall include the following:

- I. Collaborate with NOC in planning social activities and events for Nursing Orientation;
- II. Plan events for NOC and Orientation leaders;
- III. To ensure activities align with the policies and standards set by Senate, ORT, and the School of Nursing;
- IV. To inform NOC about planned activities for Nursing Orientation;
- V. Chair the Socials Subcommittee.

3.2.7 Academics Coordinator - The duties of the Academics Coordinator shall include the following:

- I. Plan at least two (2) academic related activities during Nursing Orientation in collaboration with the Socials Coordinator;
- II. To ensure activities align with the policies and standards set by Senate, ORT, and the School of Nursing;
- III. To inform NOC about planned activities for Nursing Orientation;
- IV. Chair Academic Events Subcommittee.

3.2.8 Handbook Coordinator - The duties of the Handbook Coordinator shall include the following:

- I. Develop the Nursing Orientation handbook for Incoming students;
- II. Obtain approval from ORT and School of Nursing for the handbook, according to the timeline set out by ORT;
- III. Arrange for the publication of the Orientation Handbook;
- IV. Ensure that the Orientation Handbook is accessible to students on the NSS Website;
- V. Chair the Handbook Subcommittee.

3.2.9 I-EDIAA Coordinator - The duties of the I-EDIAA Coordinator shall include the following:

- I. The coordinator must evoke the values of Indigenization-Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDIAA);
- II. Completing, editing, and revising I-EDIAA sections in event forms;
- III. Coordinating accommodations requested by Incoming students related to I-EDIAA;
- IV. Reaching out to various clubs at the university to be involved in Orientation Week events;
- V. Attending I-EDIAA working groups with other Orientation Executives;
- VI. Developing and implementing new initiatives to increase I-EDIAA in Orientation activities;
- VII. Performing a land acknowledgement, when appropriate, at Orientation Events. This includes the opening event, formal events, and the last event;
- VIII. Creating and designing pages for the existing resource guide produced for Incoming students;
- IX. Contacting and meeting with various stakeholders to obtain input on how to rectify any issues related to I-EDIAA that arise.

Section 3.03 Study Buddies

3.3.1 Mandate: The purpose of the Study Buddies program is to facilitate voluntary group study sessions for the benefit of students in years I, II, and AST III that are enrolled in the applicable courses.

3.3.2 Potential benefits of this program for nursing students includes the following:

- I. Maximize study efforts;
- II. Meet new friends and peers who can relate to the challenges and workload;
- III. Learn new study skills;
- IV. Prepare to work as part of a group in a future nursing career;
- V. Learn more, retain more, and gain an increased understanding of the overall content;
- VI. Review the material and collaborate to complete review sheets, answer questions and create key points sheets;
- VII. Encourage the establishment of future study groups organized by students;
- VIII. Build a relationship amongst upper year and first year nursing students.

3.3.3 The sessions will be held prior to midterm and final examinations, based on the needs and interest of students.

3.3.4 Study Buddies Tutor – Upper-year facilitators will be hired based on the following information:

- I. Demonstrates strong knowledge, interest and confidence in the previously completed course;
- II. Facilitates a group study process by sharing tips, notes and answering potential questions;
- III. Those with an interest will submit an application to the Academics & Professional Development Commissioner on time;

- IV. Selected candidates will attend an informational session with the Academics & Professional Development Commissioner;
- V. If there is overwhelming interest in one subject, the Academics & Professional Development Commissioner will hold interviews in accordance with the NSS Hiring Policy;
- VI. Compensation will be \$20.00 per hour, funded by the NSS.

3.3.5 The session will be free-of-charge for student participants.

3.3.6 The Academics & Professional Development Commissioner shall be responsible for overseeing Study Buddies with the following information:

- I. Determine student need for Study Buddies to undertake a course, within 3 weeks prior to the midterm or final exam;
- II. To be responsible for promoting and hiring Study Buddies tutors;
- III. To ensure Study Buddies tutors are aware and understand their role;
- IV. To be facilitate information that may help Study Buddies tutors develop learning and practice study materials;
- V. To support Study Buddies tutors in successful implementation of the practice session(s).