

TERMS OF REFERENCE

ORIENTATION STAFF

Effective:

Supercedes:

1.00 MANDATE

1.01 The Orientation Staff shall:

- (1) report to the Orientation Coordinator;
- (2) work to discuss matters concerning the organization and execution of all Orientation Week related programs and events;
- (3) serve as a brainstorming body in the development of programming details surrounding and associated with Orientation Week;
- (4) work with the Orientation Coordinator to establish clearly defined expectations of themselves as a team;
- (5) maintain frequent communication amongst themselves and with the Orientation Coordinator in order to provide the best support to their designates;
- (6) attend meetings as determined by the Orientation Coordinator;
- (7) adhere to all policies as outlined by the University Students' Council, The University of Western Ontario and all Residence Understandings;
- (8) behave in a way that maintains the health and safety of the other members of the Orientation Staff, undergraduate students, Head Sophs and Sophs;
- (9) refrain from consuming any alcohol or drugs during Orientation Week;
- (10) respect all Sophs, Head Sophs, Residence Life Staff, and members of USC and UWO staff and administration;
- (11) act as ambassadors of The University and shall not engage in any act or behaviour that threatens the integrity or reputation of the University and the USC; and,
- (12) liaise with each of their designated constituent Head Sophs and:
 - i. inform their designates of any and all deadlines as determined collectively by the Orientation Coordinator and Orientation Staff;
 - ii. assist designates in formulating event and budget proposals;
 - iii. sit in on all Head soph interviews for their designated constituency;

- iv. sit in on all soph interviews for their designated constituency, unless otherwise approved by the Orientation Coordinator;
- v. model the way as a leader and set a positive example to Head Sophs; and
- vi. provide insight and guidance to designates on all Orientation matters.

1.02 A Member of the Orientation Staff Shall:

- (1) maintain a high level of performance, as determined by the Orientation Coordinator, in carrying out all portfolios and duties as assigned by the Orientation Coordinator;
- (2) be committed to organizing Orientation related activities throughout the academic year and summer term preceding Orientation Week; and,
- (3) shall submit a mid-year and final report by the date outlined by the Orientation Coordinator.

2.00 MEMBERSHIP

2.01 All members of Orientation Staff must be registered as undergraduate students when becoming a member and must remain an undergraduate student until no longer a member

2.02 The Orientation Staff should consist of no less than nine members (including the Orientation Coordinator)