



**university of victoria**  
**students' society**

**2023-2024 BOARD OF DIRECTORS' WORK PLAN**

**Table of contents:**

Table of contents:	1
Territory Acknowledgement	2
About the UVSS	
Portfolio:	3
Finance and Operations	4
Introduction:	
Events	9
Introduction:	21
Campaigns & Community Relations	
Introduction:	13
Member Outreach & University Relations	17
Introduction:	
Student Affairs	
Introduction:	
International Student Relations	27
Introduction:	
Conclusion	

## **Land Acknowledgement**

We recognize that the UVSS, as all colonial institutions are, is on the unceded and unsurrendered land of the Lək̓ʷəŋən (Songhees and Esquimalt) and WSÁNEĆ Peoples which we currently reside on. As student leaders we are committed to analyzing our unique positionality within settler colonialism so our decolonization efforts are not an empty signifier of change. We Understand it is our responsibility to further our ongoing commitment to decolonization and Indigenous self-determination. Today, tomorrow, and all days, we encourage settlers to reflect on how we show up on this land and how we use our privilege to advocate for truth, reconciliation, and decolonization.

## **UVSS context:**

The work plan was made in consideration with the UVSS board of 2023-24, governance review and a SWOT analysis. The work plan is a document available to UVSS members to review and understand what the UVSS Board aims to achieve and how.

The work plan starts with defining the board's overall priorities and then each lead directors' for their respective portfolios. Along with each goal, there are several tactics defined according to semesters. The work plan is a draft of what the leads are/have been working on but is not a definitive document. There are a lot of other tactics and work that goes on with every goal which may not be possible to capture in this document.

## **Board Priorities**

This board's focus is on regaining the engagement of our members, lobby for affordability, and work towards financial sustainability in the SUB. These goals are decided on with consideration of current members' problems and the organization's needs. We acknowledge that the pandemic has been a hard time for our members which has severely affected affordability and engagement. In order to serve our members better, it is important for us to make financially sustainable decisions and focus on how the organization can still remain financially viable.

Keeping in mind that we want to best support and serve our members, focusing on increasing our revenue streams is important because every single cent you spend in the building goes back to serving students, be it through the foodbank, support services, advocacy groups, low prices, or insurance additions).

To maintain transparency, our dedicated fee breakdown has been on our website and the fund allocation can only be changed through a successful referendum during UVSS Elections.

Board priorities have been determined through recurring themes among discussions leading up to the document and overlapping goals. The board priorities include increasing outreach initiatives and sustainable engagement, lobbying for affordability and financial sustainability for ongoing operations.

UVSS is YOUR STUDENT UNION. The student-led elected board that fights back to make student voices heard. The UVSS board actively works by lobbying external organizations such as UVic, the Provincial and Federal governments on issues important to students. UVSS board not only lobbies for student priorities but also manage clubs and course unions, sit on uvic committees and scrutinize them for policies that negatively affect

students, lobby for sexualized violence prevention on campus. In fact, the Director of Campaigns and Community Relations partnered with Good Night Out, a non-profit organization committed towards building capacity to prevent and respond to sexualized harassment and sexual assault.

## Finance and Operations

Khushi Wadhwa (she/her) - Director of Finance and Operations

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### Introduction:

Finance and Operations oversees a variety of different projects and departments. The main drivers for this portfolio are elected directors (Director of Finance and Operations and two Directors-at-Large) as well as the Excluded Managers. Since the day-to-day operations of the UVSS comes under the purview of this portfolio, Finance and Operations oversees important committees such as Personnel Committee and SUB Businesses Marketing Committee. Personnel committee is a very big part of this portfolio. Personnel committee is responsible for major personnel issues such as, but not limited to collective bargaining, grievances, management of excluded personnel, reporting and acting as consultants to the Board of Directors on personnel issues and labor management committee meetings.

This portfolio is two-fold. As the portfolio in charge of planning and risk assessment for the UVSS, a significant number of decisions are proactively taken within this portfolio, the main purpose of which is to create a pathway for other departments to follow. This kind of decision-making processes are demonstrated in projects such as the strategic plan and budget, or in special interest projects such as long-term sustainability. Most of these decisions have to pass through multiple decision-making bodies before coming into effect.

The other facet of this portfolio is operations where things change on a daily basis. The SUB is not just a home to our businesses or board operations but also the center of student life on campus and as such, is in a constant phase shift with the students. This means this portfolio has to make executive decisions everyday. This portfolio affects student life directly and with immediate effect.

Open Committees: Finance and Operations committee

### Context for goals:

1. Promote sustainability in the SUB: Digital Rewards App
  - a. The motivation behind creating a rewards app is to reduce our reliance on paper and promote sustainability. Another point that was noted was that we are unable to offer more discounts to increase affordability in the SUB because there are no platforms for us to reach most of our members (after campus kick off). The rewards app will help us provide different kinds of coupons throughout the year and better understand our members' needs. This will also ensure that we can be more dynamic with our offers and remind students when an offer expires (which physical coupons can't).
2. Awareness about finances:

- a. Increasing financial viability in the SUB is one of the portfolio priorities this year considering UVSS hasn't changed the operational fee since 2013. The organization works towards serving students to the best of capacity regardless of operational interests. Every dollar spent in the Student Union Building (SUB) goes towards supporting students.
  - b. Making financial reporting accessible is a need. Taking into account the concerns about understanding budgets and financial reporting by our members, and in order to make finance fun- I want to make finance as accessible and easy to understand as possible.
3. Organizational success and planning: Another priority I will be focussing on is creating policy to create a strategic and work plan for the organization. The strategic plan will be a 3 year plan with reference to organizational policies and operations. With the high student board turnover, it is important for our excluded management to create a plan that will ensure continuous operational success. The work plan will be a 1 year plan (previously known as the UVSS Strategic Plan) by the board to showcase their priorities for the year.

Goals	Key action steps	Expected outcomes	Measurable target?/ deliverables	Expected goal completion date
Improve accessibility of Finance Portfolio	<ol style="list-style-type: none"> <li>1. Invite more students to be involved in finance and operations committee               <ol style="list-style-type: none"> <li>a. Post announcement, zoom link, and agenda day of meeting on Instagram stories</li> <li>b. Invite clubs and course unions through email list and an announcement in clubs and course union council</li> </ol> </li> <li>2. Expanding on creating more               <ol style="list-style-type: none"> <li>a. Documents and infographics with explanations on how to read financial statements and budgets</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. will help increase awareness about society's funds and allocation of funds.</li> <li>2. More buy-in from students and full understanding</li> </ol>	UVSS members show up to Finance and Operations Committee	<p>End of Fall semester compare agendas and evaluate committee attendance</p> <p>Publish website updates by end of April</p>

		of student fee allocation		
Increase marketing initiatives in the SUB	<ol style="list-style-type: none"> <li>1. Set up SUB marketing committee and have regular meetings <ol style="list-style-type: none"> <li>a. SUB marketing committee is the place where Director of Finance and Operations, General Manager and the UVSS business' managers come together to discuss marketing initiatives and social media content ideas.</li> <li>b. Strive to create batch content every month to promote SUB services and businesses.</li> <li>c. Create a list of potential social media content that we can recreate to better promote the SUB businesses.</li> </ol> </li> <li>2. Analyze opportunities and past content that has been posted. <ol style="list-style-type: none"> <li>a. Network with other student unions to understand what kind of content is well received and see if it could be applicable to our businesses in any way</li> <li>b. Analyze what kind of content has been popular in the past year.</li> <li>c. Create a schedule to film batch content (batch content helps us in terms of efficiency and gives us enough content for us to post in future). <ol style="list-style-type: none"> <li>i. This includes making a spreadsheet with graphics and asking fellow board members for help regarding filming.</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. SUB bot becomes a well known celebrity among UVic students</li> </ol>	<ol style="list-style-type: none"> <li>1. Goal of 5% increase in engagement with SUB social media accounts (comparing statistics every 3 months)</li> </ol>	<p>SUB Marketing Meetings schedule become consistent by end of Fall semester</p> <p>Evaluation of social media and sales by end of April.</p>
Focus on internal	<ol style="list-style-type: none"> <li>1. Rewards system for students to use within the SUB.</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase in</li> </ol>	<ol style="list-style-type: none"> <li>1. Securing</li> </ol>	<ol style="list-style-type: none"> <li>1. End of</li> </ol>



<p>operations to create a welcoming space for students</p>	<ul style="list-style-type: none"> <li>a. Understanding the financial viability of this step before making a decision to do it.</li> <li>2. Create a student lounge/ elections office <ul style="list-style-type: none"> <li>a. The process will start with a consultation at the Finance and Operations Committee with opportunities for any interested parties to express their views. <ul style="list-style-type: none"> <li>i. Use UVSS and SUB instagrams to ask members for their views and to invite them to share their views!</li> </ul> </li> <li>b. Create a budget and pinterest board. <ul style="list-style-type: none"> <li>i. Budget will help guide our furnishing choices and the pinterest board will help me visualize my vision for the student lounge.</li> <li>ii. Present budget to the Finance and Operations Committee before bringing it to the board.</li> <li>iii. Once we have the budget done- we can start discussing options for furnishing the finance and operations committee.</li> </ul> </li> </ul> </li> <li>3. Create policy for a long term strategic plan <ul style="list-style-type: none"> <li>a. Vision for this policy looks like a 3-year strategic plan made by the Excluded Management (since the permanent staff and excluded management are the constants of the ever changing student union environment). The policy will be made in consultation with the excluded management and further proposed to the policy development committee.</li> </ul> </li> </ul>	<p>members using the app and us being able to provide better services.</p> <p>2. We receive positive feedback about the student lounge space.</p>	<p>funding for the app.</p> <p>2. Creation and advertisement on social media for student lounge</p>	<p>board term</p> <p>2. Paint and furnish the space for the student lounge by end of Winter semester</p>
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<p>Expand upon sustainability initiatives in the SUB</p>	<ol style="list-style-type: none"> <li>1. re-introduce mug bank and reusable containers             <ol style="list-style-type: none"> <li>a. We ordered extra mugs for the mug bank and revamped the posters to give it a new feel.</li> </ol> </li> <li>2. increase financial viability of this building</li> </ol>	<ol style="list-style-type: none"> <li>1. more student s bring in their own cups/ use cups from the mug bank and we reduce waste.</li> <li>2. we pass refrend a and slightly increase student fees.</li> </ol>	<ol style="list-style-type: none"> <li>1. We see a 10% increase in people bringing their own mug.</li> <li>2. We pass refrend a.</li> </ol>	<ol style="list-style-type: none"> <li>1. By start of winter term</li> <li>2. End of board term</li> </ol>
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## Events

Sarah Buchanan (she/her) - Director of Events

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Introduction to portfolio:

Events is the place where we pull together all of the student union's... well, events. We put on all kinds of things, and can sometimes act a bit like a service. This includes free hot lunches, student parties, puppy playtimes, you name it. My bread and butter is pulling together all the pieces, and fitting them into a cohesive event, or even a festival. Events committee is where we workshop ideas, see what sticks, and decide on some of the details.

Events, being student centered, get to be a bit more casual than some of the other portfolios. We aren't any less serious — our work builds community, and is essential to achieving certain major goals — but there's a level of silly goofy fun involved that's important to keep alive for the sake of a good time.

This portfolio is led by the Director of Events, Events portfolio Directors-At-Large (DALs), and other members of the Events Committee. Events are guided by UVSS members and informed by the UVSS' mission, vision, and values. Decisions are made in consultation with the Events Committee, although students may propose suggestions to the Director of Events, DALs, and the Events Committee directly. Before delivering an event, members of Events Committee will prioritize:

1. Reflecting the UVSS' mission;
2. Ensuring ideas are feasible;
3. Evaluating member interest in potential events and activities;
4. Completing a cost-benefit analysis;
5. Meaningfully consulting with relevant groups and individuals;
6. Thoughtfully determining timelines, costs, and feedback/evaluation;
7. Considering licenses, security, safety, accessibility, marketing, and graphics.

Background/Context:

1. Continue working on UVSS branded events: events such as campus kick off, second hand shuffle, Hot Lunches, and Puppy playtimes are known to be UVSS standard events. Second Hand Shuffles are a great way to help students get rid of their excess clothes and items, and save them a couple bucks. Plus we always have a huge pile of stuff that we can donate to charity in the aftermath.  
Supporting GEM in planning Sexpo: Healthy sexuality is an important feminist issue, and there is a dire lack of proper sex education. Sexpo is a celebration of sex, bodies, and queerness. The event is dedicated to in-depth sex education, promoting healthy sexual attitudes and practices, and destigmatizing sex. Building community around healthy sex practices and consent is key to combating sexualized violence.
2. Support causes that affect students most: Hosting events like hot lunches and renter's rights.

Renters' rights are important for every student as highlighted by the recent housing crisis. The renter's rights workshop should help bolster student ability to push back against abusive landlords. Events and outreach are deeply intertwined — events create community spaces and participation, while outreach brings people into the community. Bolstering community engagement and participation through events is the goal, and remains at the forefront of the portfolio.

Hot lunches to serve students experiencing food insecurity. It's not much, but we hope to help offset the disproportionate strain students are facing in this era of extreme inequality. Free food also makes one feel cared for, doesn't it?

3. increase volunteer retention: Volunteer retention is an important piece of events work, and making our volunteers feel welcome and appreciated will create a community of student union volunteers that we can reliably draw on. We'll put on two semesterly volunteer appreciation events aimed at solidifying volunteer engagement and increasing volunteer retention. We will also make small gestures of gratitude towards our volunteers - handwritten thank you notes and movie passes being a big one.
4. Increase buzz for UVSS elections: Host events, and support the electoral office in hosting events, during the election cycle. These events are aimed at increasing student participation in the electoral process. Engagement with student democracy is in a dip due to the effects of the covid-19 pandemic. This leads to a lack of awareness of services, etc. among students, as well as hampering our ability to successfully advocate for them. It's my hope that by putting together election-centric events (similar to last year's pizza-and-voting event, and potentially a candidate-centric q&a style event), and supporting the electoral office in their electoral events, we can boost student engagement for the two elections we put on this year.
5. Introduce new events: Halloween party, themed movie nights and November Slushfest are some of the events that the Director of Events wants to introduce this year as a part of increasing student engagement, bringing fun to the SUB and having a reason to dress up!

goals	Key action steps	Expected outcomes	Measurable target?	Expected goal completion date
Increase student engagement	<ol style="list-style-type: none"> <li>1. Host classic UVSS events such as campus kick off, second hand shuffle, Hot Lunches, ice cream fundae and Puppy playtimes.               <ol style="list-style-type: none"> <li>i. Arrange meetings with different parties such as PATS for puppy playtimes</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Serves as both a method of outreach and a way to create a consistent community through student buy-in.</li> <li>2. Smaller events bring engagement among a core base of students</li> </ol>	<ul style="list-style-type: none"> <li>- Students who find community in events will interact more with our outreach.</li> <li>- Comparing instagram engagement, event attendance, and volunteer numbers for similar events between years will give us a sense of</li> </ul>	The nature of events is that all major goals are ongoing — if each event itself is a singular goal, these goals represent overarching themes we try

	<p>and catering for other events.</p> <p>ii. Ensure contracts are signed if needed, social media posts are ready to go and room bookings are all done.</p>	<p>3. Mid-sized parties offer a sense of a larger community</p> <p>4. Spectacular events give a sense of excitement, coolness.</p>	<p>how well we succeed at this</p>	<p>to achieve with the completion of each goal. Unlike other portfolios, there is little room for singular major goals in events, due to the discrete goals being smaller and more numerous.</p>
<p>Promoting causes such as sustainability, empowerment, food security among others.</p>	<p>1. Host events like second hand shuffle and hot lunches.</p> <p>2. support events such as SEXPO and Rent with rights workshops</p>	<p>1. Expected outcomes include encouraging sustainability initiatives and UVSS values.</p> <p>2. Advocating for students.</p>	<p>- The success of these events comes down to the enthusiasm of the students/participants.</p> <p>- Compare SM engagement and event attendance to previous years.</p>	<p>- Goal is ongoing</p>
<p>Collaborate with other portfolios</p>	<p>1. Collaborate with Director of Campaigns to host renter's rights workshops</p>	<p>1. Supporting other portfolios to host better events and increase outreach</p>	<p>The success of these events (yet again) comes down to the enthusiasm of the community. To measure this, we can compare social media engagement and event attendance.</p>	<p>- Goal is ongoing</p>

<p>Volunteer recruitment, retention, and appreciation</p>	<ol style="list-style-type: none"> <li>1. Update the system for recruiting volunteers embedded into the website</li> <li>2. acknowledge volunteer support with handwritten thank you notes along with some cinecenta tickets</li> </ol>	<ol style="list-style-type: none"> <li>1. Volunteers feel acknowledged for helping us out</li> </ol>	<p>- We can compare volunteer numbers/retention as the year goes on to measure the success of this piece of the plan.</p>	<p>- Goal is ongoing.</p>
<p>Electoral events</p>	<ol style="list-style-type: none"> <li>1. Meet the candidates</li> <li>2. Pizza and Q&amp;A</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase voter turnout and focus on student engagement with UVSS elections</li> </ol>	<p>- We can measure student electoral engagement through the amount of votes we receive, as well as the amount of interested candidates.</p>	<p>- This goal ends when each election cycle ends, at which point we can reassess our strategy moving forward.</p>

## Campaigns and Community Relations

Cleo Philp (they/she) - Director of Campaigns & Community Relations

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Alisa Atanackovic (she/her) - Director at Large

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Introduction to portfolio:

- Campaigns and Community Relations portfolio maintains the UVSS's stance and actions on housing, food insecurity, sexualized violence, accessibility, affordability, and any other issue that students find important. This may include lobbying, protests, statements or press coverage. We also work with organizations in the community and UVic itself to support students on and off campus through various measures that include education. Recent successes include the legalization of secondary suites in oak bay, UVic Divestment, etc.
- The Campaigns portfolio drives change demanded by students within the University and the communities in which they live. The main stakeholders for each campaign are students. That means YOU are the owner of the UVSS's campaigns, and have a say in their direction, strategy, and even what we advocate for. Further partnerships and stakeholders for specific campaigns are recognized below:
  1. Shift Our Campus (SOCC and PRIDE?)
  2. Rent With Rights/ Housing Now!
  3. Access4All (SSD)
  4. Let's Get Consensual (Partnered with the Anti-Violence Project and Gender Empowerment Centre)
  5. Make Transit Work (Partnered with the Victoria Regional Transit Coalition)
  6. ReThink Mental Health (Partnered with the Peer Support Centre, UVIC Office of Student Life (OSL), Student Wellness Centre)
  7. Safer Use (Partnered with Harm Reduction Centre.)
  8. Get Out The Vote!
- Decisions are made in consultation with the campaigns committee, where students and advocacy groups can raise issues.

Background:

- Review and evaluate the relevance of pre-existing campaigns: Review LGC, Rent with Rights, and the other existing campaigns to ensure they are serving student needs, and are a worthwhile use of money and time. This may mean decreasing support for certain campaigns as their action items are achieved, or reframing them. Reframing will be most necessary for Rent with Rights, which has now become Housing Now!, as rental rights advocacy must now incorporate affordability and supply advocacy as well.

LGC, historically, has been a multi-campus campaign and has resulted in high demands of UVSS resources and personnel. In combination with decreased capacity in the AVP, a key contributor to LGC, the multi-campus approach has become unviable. To address this issue LGC should return as a UVic-specific campaign. EQHR shortcomings on campus necessitate more attention to be paid to UVic policy and procedure, which will become a central focus of LGC. *In line with this, bringing the EQHR and their policy into the UVic conversation is an important first step to improving the landscape around gender based and sexualized violence.*

- *Transit, accessibility, harm reduction and safe consumption, EDI and student mental health all also have existing campaigns, which will be supported insofar as capacity can allow. Minor adjustments will be made as the advocacy landscape develops, but these will be nominal for the coming year.*
- Lobby for affordability: Historically, affordability advocacy at the UVSS has traditionally centered around textbooks and occasionally rent and tuition. These are now among other large challenges to affordability. Rent, food and transportation are among the most prohibitive expenses, alongside tuition - especially for international students. Rent, as already noted, will be a Housing Now! Provincial lobby goal. Food insecurity will be addressed by a new campaign - Fed Up! - which will attempt to address high food costs in supply, while also providing alternative options to the grocery store. Tuition will also be a lobby goal, but capacity to start two new campaigns is not available, and food insecurity is likely a more viable advocacy goal due to its widespread notoriety.
- Food insecurity is primarily an issue caused by insufficient incomes and high costs, which means that alternative food supply can only be so effective. Therefore, grants and bursaries for low-income students are a provincial lobby goal. However, more readily achievable is community food security. This is an important transitional step away from dependence on corporate farming and the markups associated with it. This option allows for communities to provide for themselves, decreases transportation costs and increases food quality.
- Transit is another issue that bridges affordability and accessibility. Victoria's regional transit system is inadequate for regional transit, as the 76 route - direct to the ferry - has been removed, and routes to the airport and up island are insufficient. Ongoing demands for transit improvement are easily made due to the Campaigns director sitting on the directional body of the Victoria transit system.
- Collaborate with other student unions for a greater impact: Outside of the UVic community, engaging other student unions to coordinate provincial advocacy around prevalent topics is a great way to make student voices heard. These events would be collaboratively determined, and likely around the most salient issue of the moment. Foreseeably, housing or general affordability will be the issue to tackle. In collective lobbying, however, SVP, housing and affordability are central topics.

goals	Key action steps	Expected outcomes	Measurable target?	Expected goal completion date
Review, Revise and Adapt Existing Campaigns	<ol style="list-style-type: none"> <li>1. Remove multi-campus LGC support</li> <li>2. Increase LGC's outward focus on policy through direct engagement with community leaders &amp; ensure consultation is adequate</li> <li>3. Lobby in conjunction with other student unions provincially to expand government spending and regulation on housing</li> </ol>	Increased awareness of the student housing predicament, as well as increased provincial advocacy around housing policy such as vacancy controls and university residence debt capacity.	Vacancy Control implementation / discussion in provincial leadership election  GV0245 and/or	Ongoing / long term  By end of term



	<p>4. Rename and refocus Rent with Rights to Housing Now! for broader housing advocacy</p>	<p>Bring EQHR policy to students who are most impacted for consultation, and ensure that students are adequately equipped to make good comments.</p>	<p>GV0205 (sexualized violence and harassment policy) brought to students.</p>	
<p>Affordability and Accessibility</p>	<p>1. Government lobbying to extend funding supports  2. Develop a food insecurity campaign in conjunction with important stakeholders  3. Support advocacy groups in their advocacy goals</p>	<p>Increase scope of BC Access Grant so more students experiencing food insecurity can afford to eat.</p> <p>Develop a larger community around growing and maintaining low &amp; no-cost food options.</p> <p>Bring back late night service and the 76 route, while remaining responsive to student needs as BCT service changes.</p> <p>UVic mandatory attendance policy is not implemented so that students with disabilities are able to take classes without being unfairly penalized.</p>	<p>BCAG expanded.</p> <p>Increased use of free lunches, CCG, free markets, etc.</p> <p>Late night service</p> <p>76 reinstated</p>	<p>By bc election</p> <p>End of term</p> <p>September</p> <p>January</p>

<p>University Community Engagement</p>	<ol style="list-style-type: none"> <li>1. Outreach, community-based research, and communications through student focus groups, surveys and social media.</li> <li>2. Create and present resources for students</li> <li>3. Develop inter-campus relationships with student unions through BC and Canada</li> </ol>	<p>Collaboratively organize events with advocacy groups that serve the students who identify with them. Ideally this would allow for people of intersectional identities to be served more than would be possible otherwise.</p> <p>Run educational events to ensure that students are prepared to tackle difficult issues like rental rights, toxic drug supply and sexualized violence.</p> <p>Engage in collective action with other student unions to amplify student voices in advocacy!</p>	<p>Any collaborative events run?</p> <p>Expansion of educational events run over last year.</p> <p>Attend provincial lobbying / start organizing collective protest.</p>	<p>Regularly / end of term</p> <p>End of term</p> <p>End of term</p>
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Member Outreach and University Relations

Lane O'Hara Cooke - Director of Campaigns & Community Relations

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Introduction to portfolio:

High priority to connect with students. We advocate for students on multiple avenues so we need to hear what they think and need. Getting that input and ensuring that students know what services are available to them is my job. Uni relations: I also work as the key lobbyist for students in relation to university matters.

SWAG, annual general survey, volunteer recruitment and organization, policy development, AGM/SAGM matters, referenda/election promotion, university lobbying, organizational direction, Chair of the Ombudsperson Advisory Committee

We presented to over 30 classrooms this year to promote a variety of initiatives. We helped in planning the UVIC student welcome, hosted 3 workshops, gave a speech to 1500 first-year students, and provided information and UVSS branded SWAG. We doubled the UVSS voter turnout. Released the governance review to our student membership during the Semi-Annual General Meeting.

What committees do you chair: Outreach and member engagement (Zoom), Policy Development (Zoom)

Goal is consistency, regular contact with students, establish strong working relationships with university admin so they reach out to us

Stabilize and build capacity within the ombuds advisory committee - looks like properly orienting new ombuds and making sure it's a long term fit. Means having regularly scheduled meetings with reps. Hold committee members accountable, ensure attendance. Regain trust with members of committee. Emphasize newness, revitalization, regain credibility with students on where ombuds can help

goals	Key action steps	Expected outcomes	Measurable target	Expected goal completion date
rebranding	<ol style="list-style-type: none"> <li>1. Revamping UVSS 101               <ol style="list-style-type: none"> <li>a. working on new SWAG, new colors to add to our aesthetic, increasing focus to student solidarity and collective action</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>- We pass all referenda questions in the</li> </ul>	<ul style="list-style-type: none"> <li>- We reach our quorum and</li> </ul>	April 2024

	<ul style="list-style-type: none"> <li>b. New advertising for the referenda questions.</li> </ul>	<p>upcoming election</p>	<p>there is a higher voter turnout than last elections.</p>	
<p>Awareness on UVSS work</p>	<ul style="list-style-type: none"> <li>1. Changing the idea of non-profit social justice to a student union. <ul style="list-style-type: none"> <li>a. Changed the decals and handbills on what UVSS is.</li> <li>b. Speech at Territorial/Presidential welcome. Will address student body as well.</li> <li>c. Address students in movie night</li> <li>d. Worked with graphics on the new decals and handbills and explored speaking opportunities.</li> </ul> </li> <li>2. Rebranded language and imagery to reflect the change <ul style="list-style-type: none"> <li>a. UVSS 101 presentation to business school and other</li> </ul> </li> <li>3. #wednesdayswithlane UVSS series - weekly episode coming out every wednesday for the term. <ul style="list-style-type: none"> <li>a. Key messages: <ul style="list-style-type: none"> <li>i. we're your Student Union and we are <b>for students by students.</b></li> <li>ii. Shedding light on what UVSS Board is up to and what UVSS offers.</li> </ul> </li> </ul> </li> </ul>	<p>-increased recognition of the UVSS and what it offers to the student body.</p>	<p>- we see a 5% increase in our social media statistics as compared to last year.</p>	<p>Monthly updates with staff.</p>
<p>Meeting quorum/closing the chase</p>	<ul style="list-style-type: none"> <li>1. re-brand: Attach a person/personality to the UVSS <ul style="list-style-type: none"> <li>a. Related to the referenda - show up as proponent to the question.</li> <li>b. Ensure that people know that she is running it, and lend name recognition to the cause. Put a name and ensure there is</li> </ul> </li> </ul>			

	<p>a rep to the cause. Make sure students know who their elected official is.</p> <p>c. Make contact with social media - change practices in social media, make sure lead is always introduced.</p> <p>d. Go hard on classroom talks and 1:1 referenda</p>			
<p>Creating a better student support system</p>	<p>1. Stabilize and build capacity within the ombuds advisory committee</p> <p>a. Hire a new ombudsperson:)</p> <p>b. Hold regularly scheduled meetings and create accountability. Hold committee members accountable, ensure attendance.</p> <p>c. Regain trust with members of committee.</p> <p>d. Emphasize newness, revitalization, regain credibility with students on where ombuds can help</p>	<p>- We see an increase in the number of undergrad students asking for support from the ombudsperson.</p>	<p>- At least 5 more undergrad students visit the ombudsperson for help</p>	<p>January 2024</p>

## Student Affairs

Bunni Williams- Director of Student Affairs

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### Introduction to portfolio:

The Student Affairs portfolio exists to foster student community on the UVic campus through Advocacy Groups, Clubs, Course Unions, Affiliated Groups, and Faculty Student Societies. The work is led by the Director of Student Affairs in collaboration with Directors-At-Large, and Advocacy Group Representatives. However, decisions are supported and implemented with the guidance and professional opinion of the Executive Director, General Manager, Accounting Manager and Technician, Affiliated and Advocacy Group Coordinators, and the General Office staff.

Decisions are reached through consensus by the affected group (i.e. Club Council, Course Union Council, or Advocacy Relations Committee), which are then recommended to the Board, and must always be finally approved by the smaller, initial, relevant groups. The result is a functional feedback loop that requires intense collaboration and clear communication. The Director of Student Affairs acts as a collaborative support for Clubs, Course Unions, Faculty Student Societies and Advocacy groups between these groups, the UVSS and UVIC. The Director of Student Affairs upholds and executes the values of the UVSS to the best of their abilities and ensures that their respective groups are following UVSS policy.

Committees: Clubs Council, Course Union Council, Advocacy Relations Committee (ARC)

### Background:

1. Workload and Capacity: It is important because the Director of Student Affairs have historically been raising concerns regarding workload and most of it being because of the amount of admin work that goes in during ratification and ensuring that a large number of clubs and course unions are operating in line with the UVSS. Disseminating the workload would allow the Director of Student affairs to efficiently run events for clubs and course unions, follow up on monthly banking statements for clubs and course unions and be more hands on in helping clubs and course unions navigate their experience.

There has been a noticeable increase in confusion and questions regarding policy for clubs and course unions. In order to address frequently asked questions and to ensure that clubs and course unions executives are well versed in policy having a larger capacity to support the clubs and course union will hold up the UVSS policies and ensure the Student Union is functioning at its healthiest while being able to note key policy issues that restrain the Director of Student affairs, Clubs and Course Unions from functioning at its best.

2. Policy Comprehension: The policy handbook is intended to be a cheat sheet including all information clubs and course unions need to effectively run their club in alignment with UVSS bylaws and policy. This will help create more clarity for everyone involved in the process and reduce the number of redundant questions. This will also streamline historical information about the respective Clubs, Course Unions and Faculty Student Societies between executives that are elected each year. This will make the new executives feel more supported in their roles and organize the respective club, course union or Faculty Student Societies documents and affairs.

3. Awareness and Visibility: Using UVSS social media platforms and website to promote clubs and course unions.
  - a. Keeping active clubs list updated and legible.
  - b. Use the monthly lead director blurbs on the UVSS website to highlight clubs.
  - c. Creating a calendar on the UVSS website with a comprehensive list of clubs and course union events.
    - i. Asking clubs and course unions to fill out a google form monthly with all their events for the month and relevant information.
  - d. Creating content for clubs and course unions and using UVSS platform to boast our groups
    - i. Highlights on Instagram stories of Club meetings and events
    - ii. Interviews with clubs and course unions that we post on Reels
    - iii. Club and Course Union Features on the UVSS Clubs and Course Union Website
  - e. Creating a Clubs and Course Union shared space
    - i. Add an exclusive pin board for clubs and course unions to add their information and posters.
      1. This space will be bookable for all clubs and course unions to hold events and meetings but during specific hours only- Clubs and Course Unions have expressed frustration around room bookings. Having a space for only clubs and course unions will alleviate that frustration. It will also center the clubs and course unions back to the UVSS and create an environment of fun here
      2. Clubs and Course Unions have requested to have more “community” amongst each other and more specifically the executives. Having a shared space will encourage that and will be a great place to ask questions and seek support amongst each other
      3. Having a physical space for Clubs and Course Unions will reach more prospects and make it easier for Clubs and Course unions to reach potential members.
  
4. Turnover and Continuity: policy to have clubs/course unions to have a specific email: due to the high turnover in club executives, it causes club executives to not have access to previous communication or information about the club that had been shared. This causes gaps and more repetitive questions. This will help keep track of Financial documents, Insurance information, event planning and collaboration/relationship building between clubs and course unions.

goals	Key action steps	Expected outcomes	Measurable target?/ deliverable	Expected goal completion date
Increase operational capacity of clubs and	1. create a administrative staff position for clubs and course unions <ol style="list-style-type: none"> <li>a. Procedure for the above action step will include:</li> </ol>	1. - Better operational outcomes	Meeting requests of clubs and course unions	End of term

<p>course unions</p>	<ul style="list-style-type: none"> <li>i. Go over budget for the position, create a job description and present it to the personnel committee.</li> <li>ii. Once the personnel committee gives the approval, follow the procedure to hire the right person. (process includes union approval, board approval and the hiring process)</li> <li>iii. Preference would be to make it a part-time/ contract based student position.</li> </ul> <p>b. The administration position would start with training in August to prepare for september.</p> <ul style="list-style-type: none"> <li>i. Potential job duties include: going over cheque requisitions, updating finances and website for the clubs and course unions, provide support on council meetings, verify clubs and course unions ratification form information (including but not limited to signing authorities,</li> </ul>	<ul style="list-style-type: none"> <li>- More capacity to focus on clubs and course unions</li> <li>- More efficient response rate to emails</li> <li>- Role clarity and more balanced workload.</li> </ul> <p>2. Decreased number of repetitive questions.</p> <p>3. Better understanding of policy and operations at all levels of clubs and course unions.</p>	<p>More operational awareness for students, clubs and course unions</p> <p>Clarifying and Concising responsibilities and roles of clubs and course unions at the UVSS</p> <p>Creating more of a community around clubs and course unions to achieve more fun at the UVSS and to support each other.</p>	
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	<p>sexualized violence prevention certificates &amp; constitutions).</p> <ol style="list-style-type: none"> <li>2. Create and distribute clubs handbook of policy <ol style="list-style-type: none"> <li>a. The handbook would entail policy, procedure, due dates, FAQ and a comprehensive contact list</li> <li>b. It will be available to clubs and course unions executives and will be limited to 1 copy per club.</li> </ol> </li> <li>3. Add an exclusive pin board for clubs and course unions to add their information and posters. <ol style="list-style-type: none"> <li>a. This space will be bookable for all clubs and course unions to hold events and meetings but during specific hours only</li> <li>b. The space will also follow UVSS poster guidelines and A4 size posters will be encouraged to add their information</li> </ol> </li> </ol>			
Policy development	<ol style="list-style-type: none"> <li>1. Mandatory policy on reviewing policy before ratifications <ol style="list-style-type: none"> <li>a. Implement a policy that clubs and course unions must review clubs and course union policy and attend a workshop. <ol style="list-style-type: none"> <li>i. The workshop will be set up in the beginning of the term</li> </ol> </li> </ol> </li> </ol>			End of term

	<p>with focus on clubs and course union policy and financial accounts. This workshop will be run by accounting and director of student affairs and would potentially be 1 hour long via zoom. It will be similar to the nature of sexualized violence prevention workshop requirements. (ie. the training is valid for 2 years per exec)</p> <p>ii. In case the club/course union cannot fulfill the requirement, they can be offered conditional ratification by the Director of Student Affairs on their discretion. The condition being that the execs have to complete training in the following term.</p> <p>iii. As a future vision this workshop could be converted into a brightspace course for clubs/course union execs to finish.</p> <p>iv. The execs will be asked to verify that</p>			
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	<p>they attended and completed the workshop via the registration form.</p> <p>2. Policy to have clubs/course unions to have a specific email instead of their personal emails in order to retain historical data and ensure better succession planning.</p>			
<p>Club + Advo reps visibility outside of clubs and course unions days</p>	<p>1. Using UVSS social media platforms and website to promote clubs and course unions.</p> <ul style="list-style-type: none"> <li>a. Keeping active clubs list updated and legible.</li> <li>b. Use the monthly lead director blurbs on the UVSS website to highlight clubs.</li> <li>c. Creating a calendar on the UVSS website with a comprehensive list of clubs and course union events. <ul style="list-style-type: none"> <li>i. Asking clubs and course unions to fill out a google form monthly with all their events for the month and relevant information.</li> </ul> </li> <li>d. Creating content for clubs and course unions ex: interview style tik-toks to answer some simple questions <ul style="list-style-type: none"> <li>i. And adding said videos to UVSS Instagram highlights</li> </ul> </li> </ul>			<p>End of term</p>

	e. Work with comms and clubs- interview each club and ask what they do etc.			
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## International Student Relations

Nico Capras (he/him) - Director of International Student Relations (DISR)

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### Introduction to portfolio:

- The International Student Relations Portfolio revolves around improving relations with International Students at UVic and addressing their needs in the form of services, dissemination, events, etc.
- Past projects of previous DISR include:
  - a. Collaborations with campus partners for events
  - b. Made the DISR a half-time paid position
  - c. Campaigning and petition for lower international MSP and tuition rates
  - d. Successful lobbying effort to increase international student bursaries
- The role of the DISR are, but not limited to, collaborating with on campus partners such as Global Community for events, reaching out to Culture club heads, and promoting UVSS and on-campus services that would best assist international students.
- The International Student Relations (ISR) portfolio, representing the international student body at UVic, advocates for necessary changes within the University and UVSS while growing and fostering an empowering, enriching, and welcoming international community at the University of Victoria.
- The main stakeholders for the ISR portfolio and committee are international students, UVic's International Student Services/Global Community, clubs and course unions, and advocacy groups. Further partnerships and stakeholders include the Society for Students with a Disability, Anti-Violence Project, and PeerSupport Centre.
- The work of this portfolio is supported by UVSS Graphics And Communications departments, Excluded Managers, and the Lead Directors of the UVSS.
- Decisions are made via internal portfolio discourse and within the ISR Committee. Decisions can be member-driven, in that students internal or external of the ISR Committee May contribute ideas and concerns which will be fairly considered and acted upon. Decisions can also be portfolio-driven, in that an issue has been predetermined, persistent, and/or structural in nature. A member-driven or portfolio-driven issue is to be presented to the Director of International Student Relations and assisting Director at Large which will then be discussed in ISR Committee where the process includes: reviewing UVSS values and/or relevant policy, collaborating with those affected by or assisting with the issue, continuous communication between the DISR and DAL, followed by a discussion involving the ISR portfolio.

Committees: International Student Relations Committee

Background / Context:

1. Better succession planning and role clarity: International student relations (ISR) is crucial for the UVSS because it promotes diversity and inclusivity and brings unique perspectives to important discussions. In order to ensure smooth operations of the ISR faction of the UVSS, amendments must be made to the very policies and rules put in place for the position of the Director of International Student Relations (DISR) and the ISR Committee. The DISR position has undergone a few changes over the years, and it is necessary to update some policies to align more effectively with changes that have occurred. Additionally, the ISR Committee has encountered situations where quorum was not met due to technicalities i.e. directors not being an international student by the definition stated in the bylaws.
  
2. Lobby for issues affecting international students: The struggles of international students are undeniably significant with ever rising tuition, adapting and adjusting to a new environment, language barriers, and mental health issues being only some of the many problems that international students face daily. The reality is that numerous on-campus services and those offered by the UVSS are often overlooked by many international students. There have been situations where upper-year international students who have been at UVic for quite some time are only finding out about valuable resources that they were previously unaware of. Whether it be due to insufficient dissemination or just the lack of awareness, addressing this issue would undoubtedly benefit the entire international student community. Therefore, specific goals must be set to reinforce international student relations within the entire student body. The following goals align the UVSS's overarching priorities comprising outreach and engagement (with focus on international students), affordability, community, and financial sustainability.

Goals	Key action steps	Expected outcomes	Measurable target?	Expected goal completion date
Revise and clarify policies and rules surrounding the DISR position and the ISR Committee	<ol style="list-style-type: none"> <li>1. Create a Guide for the next ISR Director               <ol style="list-style-type: none"> <li>a. better succession planning for DISR</li> <li>b. As the year goes on all events, projects, and roles will be noted down as a guide for the next ISR director to follow</li> </ol> </li> <li>2. Put in motions to the board for changing policies that will be discussed and rationalized in ISR Committee Meetings</li> </ol>	The first of many, being amending and revising some policies and roles surrounding the position of the Director of International Student Relations, as well as, the International Student Relations Committee (ISR Committee).	The amount of loopholes or gray areas there are in the policy.	End of the year (April 2024)

		At the end of the year, there should be a detailed guide about the DISR position and ISR Committee.		
Educate and inform students of services available to them	<ol style="list-style-type: none"> <li>1. Target new international students (reach out to them right away and inform them about the UVSS) <ol style="list-style-type: none"> <li>a. Update the ISR Section of the UVSS website (make it more accessible, informative, and up to date)</li> <li>b. International Student Welcome (ISW) Tabling</li> <li>c. Tabling opportunities during international student events</li> <li>d. Handbills that lead to the UVSS Website ISR Section to be given out during the next ISW.</li> </ol> </li> </ol>	International Students use the services available to them since they are more aware of the importance of these	Measurable increase of international students who access services	Year-long (and may be continued for the coming years)
Increase UVSS's Social Media Presence for International Students	<ol style="list-style-type: none"> <li>1. Utilize IG / Facebook <ol style="list-style-type: none"> <li>a. Use social media to advertise the ISR section and any events</li> <li>b. Plan to post new information helpful to new international</li> </ol> </li> </ol>	Make students fully aware of the international events and services by constantly popping up on their For You Page in social media accounts.	Amount of activity in the social media post (likes, reactions, comments, shares)	Year-long (and may be continued for the coming years)

	students on UVSS IG / Facebook			
Hold events where international students can come together and meet more people	<ol style="list-style-type: none"> <li>1. Host events so students become engaged with the UVSS.</li> <li>2. Reach out to advocacy and affiliated groups as well as on campus partners for collaborations <ol style="list-style-type: none"> <li>a. Priority goes to welcome events i.e. International Student Welcome</li> <li>b. Possibility of an open forum event where we give international students the opportunity to voice out concerns in collaboration with SOCC</li> </ol> </li> <li>3. Reach out to Culture club heads to discuss collaborations, as well as, their needs</li> <li>4. Support the Events portfolio in any possible way</li> </ol>	Create spaces that promote international student unity and togetherness.	Attendee turnout and feedback	Multiple dates throughout the year depending on the event
Advocacy for International Students with focus on food insecurity and housing issues	<ol style="list-style-type: none"> <li>1. Support Campaigns for food &amp; housing issues <ol style="list-style-type: none"> <li>a. work with director of campaigns to discuss further course of action</li> <li>b. invite students to campaign with us via social media</li> </ol> </li> </ol>	UVic and BC provincial government makes significant changes for housing and food insecurity	Substantial assistance provided to campaigns portfolio in any of their needs	Year-long (and may be continued for the coming years)



## **Conclusion:**

The UVSS is a not-for-profit social enterprise that seeks to provide a common framework within which students communicate, exchange information, and share experiences, skills or ideas. Although the mission, vision and values of the organization remain unchanged, each Board develops unique yearly priorities and initiatives. However, no matter who is elected, the goals always remain intrinsically connected to the concept of effective student governance — that the UVSS is run by and for students.

This year, the UVSS Board has a wide range of priorities. However, none of them can be achieved without active members. The Board intends to increase student involvement at every level of our decision-making process to expand the effectiveness of the work that we do. The work plan is an external document that seeks to demonstrate the commitment each portfolio lead has to involve all students. The UVSS can accomplish its goals if all stakeholders work together to execute and realize this plan.

The responsibility to follow-up with the Lead Directors falls on the Director of Finance and Operations as well as the Executive Director, as per the Board of Directors Policy. The Work Plan serves as a platform where our members hold us accountable. A report on progress is published in December, and a final summary of goals will be included in the Annual Report at the end of the Board term.

If you have any questions or comments about the UVSS' Work Plan, or are interested in receiving updates on our progress, follow us on social media (Facebook and Instagram), or email the Director of Finance and Operations at [finance@uvss.ca](mailto:finance@uvss.ca).