WHO WE ARE

Student Senate Mission Statement:

We are the representing student voice in the UCDSB.

Contact Us:

225 Central Avenue West
Brockville, Ontario - Canada
K6V 5X1

Olivia Pereira olivia.pereira@ucdsb.on.ca 343-576-8364
Janevra Pier janevra.pier@ucdsb.on.ca 613-213-3770

📞 **613-342-0371**

✉ **lisa.workman@ucdsb.on.ca**

🌐 **www. ucdsb.on.ca/studentsenate**

f **@ucdsb**

📷 **@uppercanadadsb**

🐦 **@ucdsb**

▶ **Upper Canada DSB**

2022-23 STUDENT SENATE HANDBOOK

Upper Canada District School Board

September, 2022

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The Upper Canada District School Board is situated on traditional Anishinaabe and Haudenosaunee territory.

Student Senate Mission Statement: We are the representing student voice in the Upper Canada District School Board.

Congratulations on your election! We are certain that your dedication to quality student governance and the promotion of student voice will enable you to excel throughout your term as Student Senator of your school. Perhaps you already know "the ropes" and are fully prepared to jump into your new leadership position. Perhaps you have some uncertainty as to what the job entails. In any case, this handbook has been created by the Upper Canada District School Board (UCDSB) for UCDSB Student Senators. It covers a wide variety of topics that are relevant to your new position. This resource document highlights the key aspects of navigating through a year as a member of Student Senate. We wish you the best of luck during the school year and we hope that this handbook will be helpful to you throughout your term.

BY-LAWS, POLICIES AND PROCEDURES

Student Senate Structure and By-Laws

Scan the QR code with a phone or find the by-laws on www.ucdsb.on.ca/studentsenate

Student Trustee Policy

Scan the QR code with a phone or find the policy on www.ucdsb.on.ca/studentsenate

Student Trustee Procedure

Scan the QR code with a phone or find the procedure on www.ucdsb.on.ca/studentsenate

Roles and Responsibilities of Student Senate

Allies and Outreach

Refer to your school administration for your Student Council Procedure.

Members of Student Senate

- 🍁 **Chair**
- 🍁 **Vice-Chair**
- 🍁 **iLead Representative**
- 🍁 **Senators**

UCDSB Policies and Procedures

Scan the QR code with a phone or find the resource on http://bit.ly/3F6npJG

Chair's Responsibilities

- Represents student body
- Acts as a liaison between Senate members/student voice and the Board of Trustees
- Plans/implements meetings
- Presents/hosts (as emcee) at Senate meetings

UCDSB By-Laws

Scan the QR code with a phone or find the resource on http://bit.ly/3Y51Ly0

Vice-Chair's Responsibilities

- Aids the Chair in the running of the meeting
- Fills in as Acting Chair if the Chair is unable to attend a meeting
- Acts as an equal liaison with the Chair between members/student voice and the Board of Trustees

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Ontario Ministry of Education

Scan the QR code with a phone or find the resource on www.ontario.ca

Indigenous Student (iLEAD) Rep's Responsibilities

- Keeps track of the attendance at meetings
- Records meeting minutes and/or creates meeting agendas and supports the facilitation of Senate Meetings along with the Chair and Vice-Chair.
- Elected, through ILEAD (the Indigenous student leadership council in our school district) as an executive Student Senate member

Collective Responsibilities as a Student Senate

- Takes active leadership roles in running and promoting student council events
- Runs and organizes opportunities that draw students together as a school community
- Must set a good example, reflecting the values of the school, and at the same time demonstrating what it means to be "spirited"

Student Senators – "General Duties"

- Read over agenda items and share important information with peers and school contact to gather information or ideas to bring to the meetings
- Brings forward questions and concerns of ones Students Council Liaison between the UCDSB Student Senate meetings and your school
- Attends all 4 Student Senate meetings
- Assist Student Trustees in determining student issues, gathering student opinion and communicate with students so they can better represent your school community at the board table
- Try to attend school council meetings to share student voice by reporting on Student Senate meetings
- Be a positive ambassador and leader

General Tips and Tricks

- Be able to motivate by choosing to run what students are passionate about
- Ensure that members know their responsibilities, and check in regularly to ensure they are fulfilled
- Write down your Student Council goals at the beginning of the year (go through them periodically)
- Don't be afraid to try new things and build on previous ideas
- Plan things way in advance, if you think you have started planning too early then you should have started the week before!
- Hold open meetings when possible, sometimes the best ideas come from outside of Student Council
- Delegate, delegate, delegate!
- Make meeting minutes & agenda accessible to everyone
- Outsource tasks to dedicated and talented members of the school population whenever applicable

Student Senate
UCDSB

SECTION 3

Allies and Outreach

Allies and Outreach

- As a Student Senator it is important to understand that your responsibilities go beyond attending meetings. You are responsible for informing your school about opportunities for students at the school and facilitating "Student Voice" by being a liaison between student population and Student Senate.

Allies at School

- It takes a village to run a Student Senate successfully! While it is important to ask for help when you need it, it is also important to remember that help should always be appreciated and should never go unacknowledged. This is an integral part of creating a strong relationship with your Student Council allies. Examples of possible allies include:

🍁 **Administration**

🍁 **Office Staff**

🍁 **Student Council Staff Advisors**

🍁 **Care Crew**

🍁 **Tech Crew**

🍁 **Other Clubs/Council Members**

SECTION 2

Running a Student Senate Meeting

Setting Location and Time

- Easier when participants understand a consistent time and location for Council meetings. Consider a permanent spot for meetings and a regular meeting time.

Attendance

- Make sure everyone is on time and punctual!
- Starting on time requires that participants show up on time

Making an Agenda

- Making an agenda is an amazing way to keep notes for other members, to stay on task, and get everything done on time
- An attendance sheet can be included on the agenda
- Meetings can be as formal or informal as you would like
- Have the agenda approved by a Staff Adviser

Meeting Minutes

- Should be kept by the iLead representative on Senate
- Posted after meetings, online or where it is easily accessible to all members
- Use email, social media (Twitter, Facebook)
- Previous senate minutes should be referred to prior to the start of a new meeting
- Continue discussions online if more time is required to complete the discussion. Or, "carry-over" the item into the next meeting.

Voting during Meetings

- Propose the idea at a Senate meeting (have a basic idea of the event before raising the topic for discussion)

How to Run a Superb Meeting! Tips and Tricks:

- Keep everyone engaged in the discussion
- Group work and group discussions are high engagement strategies
- Allow for time for meeting participants to settle into the meeting for 5 minutes (ex: schedule the meeting at 10:00 am but officially start the meeting at 10:05 am)
- Keep track of time and stick to the agenda (ie: don't let a brainstorming session that seems to be getting nowhere, carry on too long)
- Recap everything at the end – especially about tasks/action items that people have committed to do
- Be inclusive during discussions and give everyone the chance to voice their ideas
- Know the difference between a planning meeting and a discussion meeting
- Be democratic, be visible (consider to what extent you want to be open to the public)
- Common meeting types: all open meetings, one open and one closed meeting for planning purposes, per term. Planning sessions should be restricted to only members of the Student Senate executive.

SAMPLE SENATE AGENDA

STUDENT SENATE MEETING AGENDA

Date
TIME
via Microsoft Teams (if applicable): Click here to join the meeting

Student Trustees Janevra Pier and/or Olivia Pereira will lead the conversation unless otherwise noted

1. 12:00 PM: Join Teams Meeting
2. 12:05 PM: Call to Order
3. 12:10 PM: Land Acknowledgement (iLead representative)
4. 12:15 PM: Introductions and Overview of Student Senate
5. 12:25 PM: "Get to Know Your Senators" – icebreaker Kahoot
6. 1:00 PM: Period of Discussion
   a. How do we make school more meaningful?
   b. |
7. 1:30 PM: Student Senate Merchandise
8. 1:50 PM: Conclusion & Adjournment