

RENISON ACADEMIC STUDENT COUNCIL

WHAT IS RASC?

The **Renison Academic Student Council (RASC)** is a student leadership committee comprised of undergraduate Renison-registered students. The goals of RASC is to provide service-learning and student leadership opportunities to all Renison students that seek to enhance the overall Renison student experience while at university. RASC seeks to engage members in providing a student perspective to the daily life and development of Renison University College.

The **RASC Executive** is comprised of the following positions:

- Co-Presidents
- RASC Representatives

Specific goals of RASC include:

1. Initiate events that connect the student body together, with a focus on Renison-registered degree students; events may be academic or social in nature.
2. Fundraise for an organization of RASC's choice, including the Renison Student Urgent Needs Bursary.
3. Arrange volunteer and service-learning event opportunities in the community with the objective to develop leadership experience and enhance community belonging via active contributions.
4. Use student fees paid to RASC in appropriate and accountable ways to benefit the student body.
5. Build a strong, inclusive community of student leadership within RASC that is committed to student belonging, growth, and personal development.
6. Provide a student perspective on Renison's Board of Governors and Academic Council.

WHAT DOES RASC DO?

Several functions are shared among the **RASC Executive**.

1. Meet at least twice per month as a group to share information, plan events, and bring feedback related to event programming and supports from the student body. The Peer Leaders will also attend these meetings (Student Experience Peer Leader, SDS Peer Leader, SDS LLC Peer Leader, Student Experience Peer Leader, Mature/Transfer/Online SDS Peer Leader).
2. Initiate service-learning through academic and social events at least once per month, supported when necessary by the RASC budget. The Student Experience Coordinator and Student Experience Peer Leaders will provide logistics support in organizing the events and purchasing supplies. See **Appendix A and B** for examples of events run in previous years.
3. Keep Student Experience & Housing team apprised of planned activities to ensure minimal overlap.

4. Connect with students through social media channels (e.g., WhatsApp texting groups, @RenisonExperience Instagram), Renison Connection monthly newsletter, and bulletin board located in the Academic Centre.

Other functions specific to the **Co-Presidents**:

1. Meet with the Student Experience Coordinator bi-weekly to communicate event ideas or supports required.
2. Serve on Renison University College's Board of Governors and Academic Council as voting members to provide a student perspective.

HOW DOES RASC COMMUNICATE WITH STUDENTS?

RASC may submit content to various social media channels and the Renison Connection newsletter to connect with the student body and advertise events. Usernames and passwords are stored within the Student Experience and Housing team's drives, specifically maintained by the Student Experience Coordinator.

RASC maintains their own email address, monitored by the RASC Executive: rasc@uwaterloo.ca.

RASC may wish to send a survey to academic students at the start of each term gathering information such as programs students are enrolled in, event recommendations and, preferred time of day for events. Students could be rewarded for completing the survey with entry into a draw to win a gift card.

HOW DO THE STUDENT EXPERIENCE PEER LEADERS PROVIDE SUPPORT?

RASC is a student leadership committee comprised of volunteer positions. The Student Experience Peer Leaders (SEPL) are paid positions to facilitate student-focused events. The SEPL will attend the RASC meetings, find out what events RASC wants to run, and share this information with the Student Experience and Housing team. RASC members are encouraged to attend events but are not responsible for their full execution. Rather, the SEPL will assist in a paid leadership capacity. Examples of the SEPL's responsibilities may be: placing phone calls ordering food, picking up food or supplies, setting up the day of the event, being present during the event to help as needed, and cleaning up. RASC members are encouraged to mingle with students during the event and leave the "behind the scenes" tasks to the SEPL.

The SEPL reports to the Student Experience Coordinator. This person oversees the SEPL, ensures the SEPL are scheduled to attend RASC meetings, and reports to Assistant Director, Student Experience & Housing to sign off on RASC events. The Student Experience Coordinator will contact the Registrar and/or SDS Program Coordinator when RASC requires the direct support of SDS students or professors.

WHAT IS RASC'S BUDGET AND HOW IS IT USED?

RASC can use their budget to cover costs for refreshments for events, rental equipment, honoraria for guest speakers (following Renison's Honourarium Policy), etc. Typically, RASC will ask the SEPL to arrange for purchasing. The RASC Co-Presidents may also purchase goods through their personal funds and submit receipts to the Finance Office for reimbursement. However, it is encouraged that the Student Experience Coordinator and SEPL place the majority of purchases in order to minimize or eliminate any undue financial stress on RASC Co-Presidents.

The budget will be confirmed by September 1 based on last year's fees paid. Additional funding for special events may be available upon approval by Renison's Vice President of Student Affairs and Community Education. RASC may also apply for additional funding support from the [Arts Endowment Fund](#).

WHO DOES RASC REPORT TO?

RASC is a student leadership committee that is supported by Renison's Student Experience and Housing team. RASC Executive may seek input from Renison staff, including the Student Experience Coordinator and or the Assistant Director, Student Experience and Housing. These two staff members will provide support and guidance as requested by RASC. The office of the VPSACE is ultimately responsible for matters of student leadership committees at Renison and will be consulted regularly.

HOW IS RASC ELECTED?

At the beginning of each academic year, the RASC Executive Council Co-Presidents and Executive Student Reps are elected from amongst the Renison-registered student body by signing up through an online form on the Student Experience and Housing web page and through attendance at the first team meeting of the academic term. See **Appendix C** for sample recruitment materials.

By the end of the second week of classes, interested students must complete an online form to join RASC ([Renison Academic Student Council](#)). The RASC Executive will be announced at the end of the third week of classes.

IMPORTANT RASC CONTACTS

Title	Name	Role with RASC	Contact Info
Student Experience Coordinator	Stefany Kraft	- Advisory and support role with RASC - Supervisor of Student Experience Peer Leaders (SEPL) - Coordinates orders and purchases of food and supplies for RASC events - Maintains an organized spreadsheet detailing the RASC budget	s2kraft@uwaterloo.ca 519-888-4567 x28713 REN 2906
Assistant Director, Student Experience and Housing	Ryan Connell	- Approves/signs off on all RASC expenses - Provides mentorship/guidance to RASC upon request	ryan.connell@uwaterloo.ca 519-888-4567 x28739 REN 1108
SDS Academic Advisor and Program Coordinator	Jennifer Andrews-Coffey	- Can contact all SDS professors on behalf of RASC for events	jennifer.andrews-coffey@uwaterloo.ca 519-884-4404 ext. 28714 REN 1608
Registrar	Shari Schultz	- Point of contact for Renison students - Can contact all Renison students or professors on behalf of RASC	shari.schultz@uwaterloo.ca 519-884-4404 x28627 REN 1609
Manager, Accounting	Brenda Doyle	- Arranges for reimbursement of purchases by RASC members	brenda.doyle@uwaterloo.ca 519-884-4404 ext. 28618 REN 2612

POSITION DESCRIPTIONS

Co-Presidents

The primary role of the Co-President is to oversee all RASC activities, liaise with academic and Student Experience and Housing contacts, and provide a student perspective on the Board of Governors and Academic Council committees.

Responsibilities:

- Oversee all activities of RASC.
- Prepare agenda for RASC meetings.
- Run RASC meetings and share any updates, ideas, or information gathered.
- Participate in RASC event planning and execution.
- Be present at RASC events.
- Collect any questions or concerns from the RASC email and report back to RASC.
- Keep Student Experience and Housing team apprised of planned activities to ensure minimal overlap.
- Provide a student perspective Board of Governors or Academic Council (attend monthly meetings).



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RASC Representatives

The primary role of the RASC Representatives is to be an active participant in event planning and execution of events or fundraisers.

Responsibilities:

- Attend RASC meetings and share any updates, ideas, or information gathered.
- Participate in RASC event planning and execution.
- Be present at RASC events.
- Organize fundraising event for chosen charity.
- Arrange to volunteer as a group with local organizations.

APPENDIX A: EVENTS & ACTIVITIES RUN IN 2022-2023

Events and activities run in 2022-2023

- Weekly Refuel with RASC (September – April)
- Supported with Succulents & Ice Cream Event (in-person, September)
- Mel's Breakfast (September)
- Trick-or-Eat with RASC (October)
- De-Stress: Pinata Bash (October)
- Pizza with Profs (October)
- SDS Virtual Study Hall x2 (Nov)
- SDS Social Hour (Nov)
- SDS DYI Study Kits (Nov)
- SDS Social Hour x2 (Jan)
- SDS Family Dinner (Jan)
- SDS Study Hall for SDS 150R (Feb)
- Valentine's Day with RASC (Feb)
- Book and Bake Sale (Feb)
- SDS Study Hall for SDS 150R (March)
- SDS Ask a Grad (March)
- Krispy Kreme Fundraiser (March)
- Poutine with Profs (March)
- Supported the Racialized Students of Renison Workshop and Pannel Discussion (March)
- End of term RASC celebration (March)

APPENDIX B: EVENTS & ACTIVITIES RUN IN PREVIOUS YEARS ON CAMPUS

Examples of events run in previous years on campus

- Refuel with RASC (Weekly table set up with free snacks for academic students, \$25/week)

One-time

Social

- Meet and Greet (September and January- over lunch hour in cafeteria, table with food and drinks, gathered feedback about what events student would like to see)
- Halloween treat bags and costume contest
- Make holiday cards for local retirement home
- Love Yourself Day (Feb 14 – gave out goodie bags)
- St. Patrick's Day (served green milkshakes)
- Movie and popcorn night
- Pizza with profs
- Exotic animals
- Waffle event
- Cookie decorating
- Supported Remember Me, Remember Us Walk for National Day for Truth and Reconciliation (in-person, September)

Academic

- Resume skills workshop
- Alumni panel

Service-Learning

- Haircuts for Hope (teamed up with local business to provide inexpensive haircuts for students)
- Charity bake sale
- Trick or Eat (with main campus)
- Food not Bombs

APPENDIX C: RECRUITMENT MATERIALS

From [Renison Academic Student Council](#) webpage:

What is RASC?

The Renison Academic Student Council (RASC) is a student government composed of undergraduate Renison co-registered students who take courses on campus. The goals of RASC are to advocate for the needs of its members; enhance members' academic and social experience while at university; and engage members in democratic participation in the daily life and development of Renison University College.

In addition, RASC fundraises, organizes events, and works within the community.

Have a question for RASC? Contact us!

E-mail: General inquiries can be sent to rasc@uwaterloo.ca

Events you've seen from us:

- Re-fuel with RASC
- RASC Breakfast with Mel's Diner
- Rally with RASC
- Charity fundraisers, including Trick-or-eat for Stock the Bank (Food Drive), Krispy Kreme Fundraiser for the Student Urgent Needs Bursary, Bake & Book Sale
- Poutine/Pizza with Profs
- Thrive week - hot chocolate kit give-away

Join RASC this Fall 2023!

RASC is looking for enthusiastic student leaders who want to help make a difference in their Renison community.

Complete the registration form below and we will contact you when we have our next RASC meeting.

APPENDIX D: RASC CO-PRESIDENT JOB DESCRIPTION

RASC Co-President Job Description

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Specific goals of RASC include:

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2. Fundraise for an organization of RASC's choice, including the Renison Student Urgent Needs Bursary.
3. Arrange volunteer and service-learning opportunities in the community with the objective to develop leadership experience.
4. Use student fees paid to RASC in appropriate and accountable ways to benefit the student body.
5. Build a strong, inclusive team within RASC.
6. Provide a student perspective on Renison's Board of Governors and Academic Council.

Co-President's Responsibilities

The primary role of the Co-President is to oversee all RASC activities, liaise with academic and student life contacts, and provide a student perspective.

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- Run RASC meetings and share any updates, ideas, or information gathered.
- Participate in RASC event planning and execution.
- Be present at RASC events.
- Collect any questions or concerns from the RASC email and report back to RASC.
- Keep Student Experience and Housing team apprised of planned activities to ensure minimal overlap.
- Provide a student perspective Board of Governors or Academic Council (attend monthly meetings).

Role Model Behaviour

- Abide by residence rules and regulations, and policies of the University of Waterloo and Renison University College.
- Maintain balance between your role as RASC President and your academic and personal life.



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- Maintain professionalism online and be aware of any information posted in a public setting or online.

Qualifications

- Undergraduate Renison-registered student who attends classes on campus.
- Demonstrated leadership and communication skills.
- Strong ability and good judgment to work as a member of a team.
- Good judgement.

Time Commitment

On average, 2-4 hours per week are required to fulfill the position's responsibilities.

Last Updated: October 2023

Renison Student Experience & Housing