



Councillor Role Information 2023-2024

Introduction

Councillors are the voice of the students. They have the power to guide BCITSA decisions through Council and hold the majority of votes over the Executives. Councillors are key to disseminating information amongst students and voicing their concerns.

It is essential that Councillors stay in touch with how students in their Schools feel. BCITSA Councillors, Executives, and staff are a network that represents and supports students unconditionally through, but not limited to, academics, student services, and other campus services.

Councillor Selection

In accordance with Bylaw 7.1, Chairs are to select Councillors so that each school year and program is represented as evenly as possible. Each Chair will be able to select one Councillor per every 300 full-time students in their School. VPs select Councillors in accordance with Bylaw 7.1.

Training for new Councilors is on September 27th & 28th, 2023; attendance at 1 session is required.

Councillor Role Description

Councillors are a primary line of communication with students and represent the student body. Councillors bring student issues to the attention of the Council. Councillors must adhere to the BCITSA Bylaws, student Policies & Procedures, and endorsed guidelines as representatives of the student body and the BCITSA. Councillors hold the Executive team accountable and through Council, guide the SA in enhancing student life.

Responsibilities

- Attend all Council meetings and arrive on time. Absences, with reasonable cause, need to be submitted in writing prior to the meeting to their Chair/VP. If more than two consecutive meetings are missed, the Chair may put the matter to Council. [Bylaw 9.8 (b)(i)];
- Participate in at least one committee, as requested. We request that you attend relevant Set Rep meetings as they are the direct communication channel to all students;
- Read agenda package prior to Council meetings and propose changes/additions if required;
- Actively participate in meetings;
- Attend training session(s); and
- Be willing to help organize and run extracurricular activities (i.e., school events, networking events, etc.).

Benefits

Councillors will:

- Gain leadership experience by proactively participating on BCITSA committees and representing the student's voice;
- Receive an honorarium of \$40 per meeting based on the Council meetings they attend and participate in; and
- Have opportunities to volunteer throughout the year



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Councillors commuting from satellite campuses to the Burnaby campus for in-person Council meetings are compensated for their mileage when an expense reimbursement form is submitted.

A reference letter is available for active members on request at the end of the year.

Bylaw Reference

The [BCITSA Bylaws](#) govern Councillors; according to Bylaw 7.2, the duties of a Councillor are as follows:

7.2 Councillors shall be appointed in accordance with Bylaw 7.1, and shall:

- (a)** be entitled to participate fully in all Council meetings, which may include proposing motions and voting on any motion coming before Council;
- (b)** provide direct communication between the Council and their respective Schools or Satellite Campuses, as applicable, and the community (i.e. students, faculty, and staff);
- (c)** assist other Council members in the performance of their duties;
- (d)** attend all Council meetings and be willing to sit on at least one Association or BCIT committee as requested;
- (e)** receive a meeting fee for each Council meeting attended;
- (f)** read, understand and act in accordance with the Constitution, these Bylaws and any regulations of the Association;
 - (i)** failure by a Councillor to abide by the Constitution, these Bylaws and/or any regulation of the Association shall lead to a verbal warning, followed by a written warning, before being terminated from the position of Councillor by and at the discretion of the Executive responsible for such Councillor's appointment;
 - (ii)** serious offences by a Councillor are subject to immediate termination at the discretion of the Executive responsible for such Councillor's appointment; and
- (g)** attend all Annual General Meetings and Special General Meetings.