



**School of Business Set Rep Meeting Agenda
SA Council Chambers**

**30 January 2020
Group 2 & 3, 5:30pm – 6:30pm**

1. *Welcome Back*

- a. Introduce new set-reps

2. *IxL Volunteer Discussion*

3. *BCIT Cannabis Use Policy Feedback - Information*

- a. Link to policy - <https://www.bcit.ca/safetyandsecurity/cannabispolicy.shtml>

4. *Part-Time Studies Liaison/Town Hall - Ardyn Lloyd*

5. *Open Forum Discussion*

6. *Reminders*

- a. Next set-rep meeting date TBD

IxL Volunteer Roles and Responsibilities

1. **8:00 am – 12:30 pm (4hrs)** (10 people)

Main duties:

- registration desk,
- coat rack,
- Pop-up directions,
- breakout room lead and speaker support,
 - Breakout Room Attendants will be put into pairs (8ppl total needed – there's 4 sessions)

Volunteer A (6 people)	Volunteer B (4 people)
<p>8:00 am – 10:30 am</p> <ul style="list-style-type: none"> · Registration Desk (6ppl) <p>10:30 am – 12:30 pm Breakout Room Attendant (2 ppl)</p> <p>OR</p> <p>10:30 am – 12:30 pm</p> <ul style="list-style-type: none"> · Registration desk continues at coat rack until 12:30 pm (2ppl), · Pop-up directions, (2ppl) <p><i>[shift ends]</i></p>	<p>8:00 am – 10:30 am</p> <ul style="list-style-type: none"> · Coat rack (2ppl) · Pop-up directions, (2ppl) <p>10:30 am – 12:30 pm</p> <ul style="list-style-type: none"> · Breakout Room Attendant (4 ppl) <p><i>[shift ends]</i></p>

2. **11:00 am – 3:30pm (4.5 hrs)** (6 people)

Main duties:

- food and beverages (assisting in set-up, prep, and serving lunch catering),
- breakout room lead and speaker support
- there's a break for them of 20-minutes between 1 pm – 1:20 pm to have their lunch

Volunteer A (6 people)

<p>11:00am – 1:00 pm</p> <ul style="list-style-type: none"> · Lunch Assistant (6ppl) <p><i>(1 pm – 1:20 pm: they'll have lunch)</i></p> <p>1:20pm – 3:30pm</p> <ul style="list-style-type: none"> · Breakout Room Attendant (6ppl) <p><i>[shift ends]</i></p>

3. **1:00 pm – 5:00 pm (4hrs)** (4 people)

Main duties:

- lunch take down/clean up,
- breakout room lead and speaker support,
- cleaning up after Fireside Chat and prep for keynote,
- give out take-a-ways available at coat rack

Volunteer A (2 people)	Volunteer B (2 people)
<p>1:00pm – 3:30pm</p> <ul style="list-style-type: none"> · Breakout Room Attendant (2ppl) <p>3:30pm – 5:00pm</p> <ul style="list-style-type: none"> · Gift pickup at coat rack, · Tear down support (2ppl) <p><i>[shift ends]</i></p>	<p>1:00pm – 2:00 pm</p> <ul style="list-style-type: none"> · Lunch Assistant (take down/clean up) (2ppl) <p>2:00 pm – 3:00 pm</p> <ul style="list-style-type: none"> · Coat rack, · Setup gift pickup at coat rack, (2ppl) <p>3:00 pm – 5:00 pm</p> <ul style="list-style-type: none"> · Tear down support (2ppl) <p><i>[shift ends]</i></p>

4. **Personal Assistant (4-5 hrs) (2 people)** – we need to vet these people

Main duties:

- Ensure coffee, water and tea are fully stocked throughout the day, prepare more if needed

- Support Laurie/Wafaa with any duties as required – gifts for speakers, emergencies, messages, etc?
- Welcoming/assisting guest speakers?
- Works on 4-5 hrs shift: can attend the rest of the conference as attendee

Volunteer A (1 person)	Volunteer B (1 person)
<p>8 am – 1 pm (5 hrs): Assistant #1</p> <ul style="list-style-type: none"> · 12:00 pm – 12:20pm: prep assistant 2 for catering (coffee) takeover & assist Laurie/Wafaa if needed · 12:20 pm – 1:00pm: coat rack <p><i>[shift ends]</i></p>	<p>12:00 pm - 5 pm (5 hrs): Assistant #2</p> <ul style="list-style-type: none"> · 12:00 pm – 12:20pm: prepped by assistant 1 for catering (coffee) takeover & assist Laurie/Wafaa if needed · 12:20 pm – 2 pm: coat rack <p><i>[shift ends]</i></p>

5. **Volunteer Centre Assistant** (4-5 hrs) (2 people) **7:50 am – 5 pm** – we need to vet these people

Main duties:

- Manages signing in of volunteers when they check in for their shifts and give them their envelopes with shift schedule reminder, nametag, snackbar, etc.
- Ensure snacks in GH and Volunteer/Speaker room are stocked and replenish when needed
- Support Tania with any duties as required – gifts for speakers, emergencies, messages, etc?
- Works on 4-5 hrs shift: can attend the rest of the conference as attendee
- Suggested end/start time is at 12:45 pm for volunteer B to ensure they both have time to have lunch themselves (lunch is from 12:20 am – 1:20 PM)
- Cleanup/teardown of volunteer centre

Volunteer A (1 person)	Volunteer B (1 person)
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7:50 am – 12:50 pm (5 hrs):

Assistant #1

- Checking in volunteers that arrive for their shift
- Ensure snacks in GH and Volunteer/Speaker room are stocked
- Support Tania with any duties

[shift ends]

12:45 pm - 5 pm (4.15 hrs):

Assistant #2

- Ensure snacks in GH and Volunteer/Speaker room are stocked
- Checking in volunteers that arrive for their shift
- Support Tania with any duties
- Cleanup/Teardown of Vollie Centre

[shift ends]