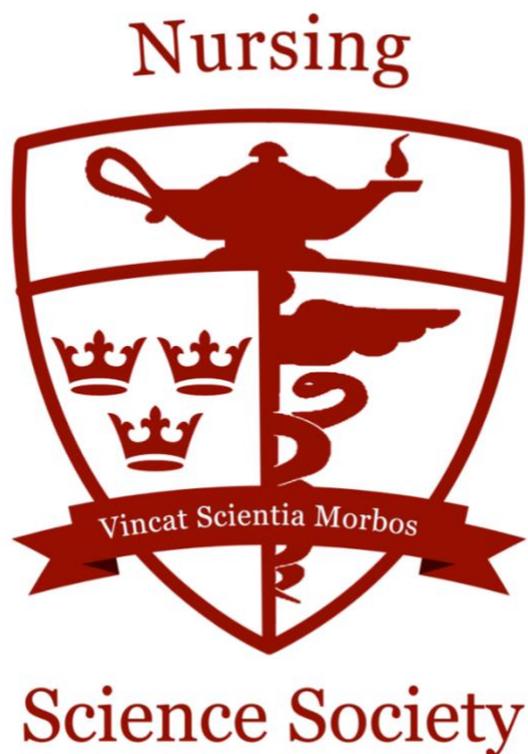


Society Composition



The Society Composition of the Queen's Nursing Science Society
Amendments
[Last Revised: January 22nd, 2021]

TABLE OF CONTENTS

Part 1: Composition of the Society	- 3 -
SECTION 1.01 The Executive Board	- 3 -
SECTION 1.02 Society Assembly	- 3 -
SECTION 1.03 Assembly Commissioners	- 4 -
SECTION 1.04 Assembly Speaker	- 7 -
SECTION 1.05 First Year Interns	- 7 -
SECTION 1.06 Faculty Advisor	- 9 -
SECTION 1.07 Webmaster	- 9 -
SECTION 1.08 Advocates and Representatives	- 9 -
Part 2: Committees	- 11 -
SECTION 2.01 Academic Affairs Committee	- 11 -
SECTION 2.02 Operations Committee	- 11 -
SECTION 2.03 Social Committee	- 12 -
SECTION 2.04 Awards Committee	- 12 -
SECTION 2.05 Appeals Committee	- 13 -
Part 3: Services	- 14 -
SECTION 3.01 Nursing Orientation Committee	- 14 -
SECTION 3.02 Kingston Nursing Student Conference (KNSC) Committee	- 17 -
SECTION 3.03 Study Buddies	- 20 -
SECTION 3.04 Nursing Games	- 21 -

Part 1: Composition of the Society

SECTION 1.01 The Executive Board

1.01.1

The Executive Board shall be as described in Part 3 of the NSS Constitution.

1.01.2

Duties of the Executive Board shall be as outlined in section 3.02 of the NSS Constitution.

SECTION 1.02 Society Assembly

1.02.1

The Society Assembly shall be composed as described in section 2.04 of the NSS Constitution.

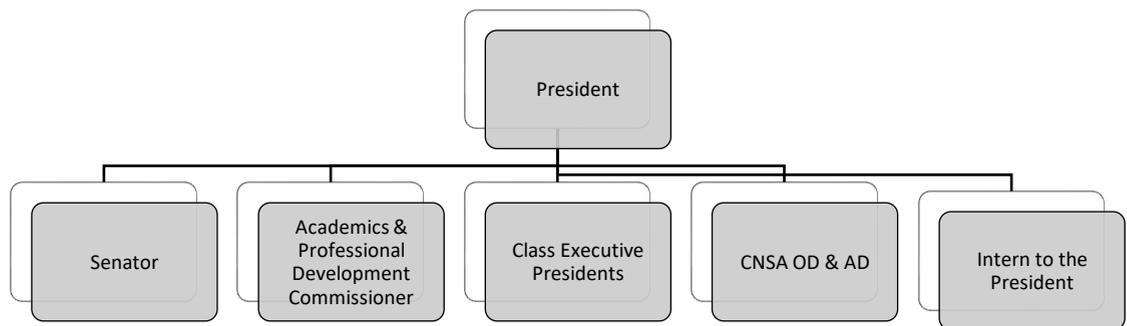
1.02.2

Duties of elected and voting Assembly members shall be as described in sections 3.02 and 7.03 of the NSS Constitution.

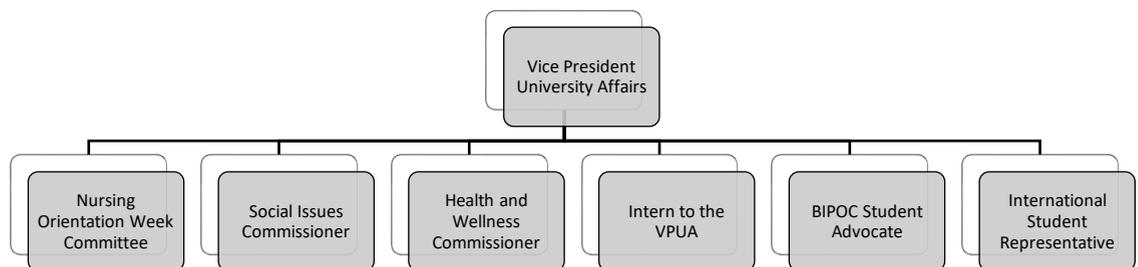
1.02.3

The Assembly reporting structure has been put in place to ensure efficient communication between members, the reporting structures will be as follows:

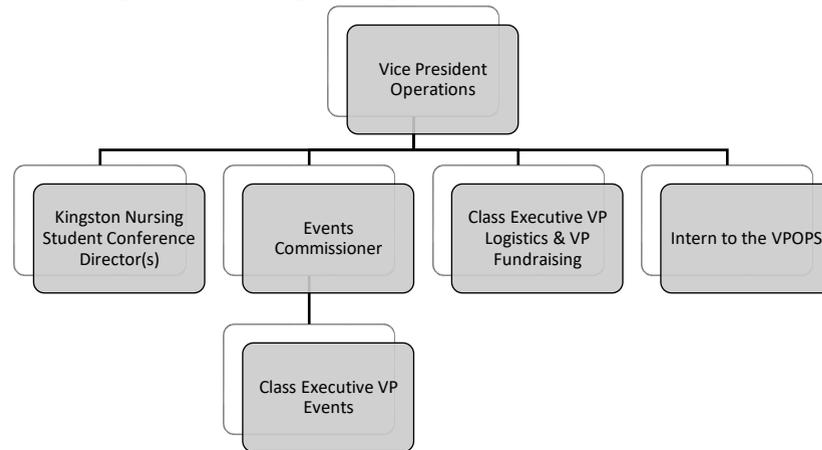
- i. Presidential Reporting Umbrella:



- ii. Vice President University Affairs Reporting Umbrella:



iii. Vice President of Operations Reporting Umbrella:



SECTION 1.03 Assembly Commissioners

1.03.1

There shall be non-voting Internal Commissioners, who represent the Society's internal committees and organizations, who are members of the Society Assembly, subject to the hiring guidelines set forth by the NSS Hiring Policy.

1.03.2

Commissioners will be hired from years I, II, III, and AST III. The term of each commissioner will begin on December 1st and will continue for a period of one year (12 months).

1.03.3

Academics & Professional Development Commissioner

The duties of the Academic & Professional Development Commissioner shall include the following but shall not necessarily be limited herein:

- i. To report to the President;
- ii. To be responsible for all matters of an academic nature affecting members of the Society;
- iii. To organize a minimum of two (2) major events, one (1) for each semester of office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing.
 - b. The events must be oriented around the topic of Academics or Professional Development.
 - c. The Annual Nursing Formal does not represent one of the events.
- iv. To serve as a liaison between the Society and the School of Nursing by sitting on the following committees:
 - a. Undergraduate Curriculum Committee;
 - b. Faculty Board;
 - c. Academic Caucus of the Alma Mater Society of Queen's University;
 - d. School of Nursing Academic Council;

- e. To serve on other committees of an academic nature within the School of Nursing and the University as delegated by the President of the Society.
- v. To act as Chair of the Academic Affairs Committee;
- vi. To act as Chair of the Awards Committee;
- vii. To facilitate the Study Buddies Program; and
- viii. To produce a written transition report/manual to the incumbent Academic & Professional Development Commissioner.

1.03.4

Events Commissioner

The duties of the Events Commissioner shall include the following but shall not necessarily be limited herein:

- i. To report to the VPOPs:
 - a. Records and receipts of the Events Commission must be submitted to the VPOPs at the latest, January 1st of every year for audit.
- ii. To act as Chair of the Formal Committee;
- iii. To act as Chair of the Events Committee with representation from each Class Executive VP Events; and
- iv. To produce a written transition report/manual to the incumbent Events Commissioner.

1.03.5

Health & Wellness Commissioner

The duties of the Health & Wellness Commissioner shall include the following but shall not necessarily be limited herein:

- i. To report to the VPUA;
- ii. To promote university-wide health and wellness events/resources to Nursing students and act as a liaison between the NSS and other health and wellness groups on campus;
- iii. To promote mental health events/resources throughout the year to Nursing students and act as a liaison between the NSS and other mental health groups on campus;
- iv. To organize a minimum of two (2) major events, one (1) for each semester of office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing.
 - b. The events must be oriented around the topic of health and wellness.
- v. To conduct two (2) end-of-semester student surveys regarding the health and wellness needs of Nursing students:
 - a. These results will be anonymous.
 - b. The results will be presented to NSS Assembly for future strategic planning.

- vi. To hire the Nursing Games Team Captains according to NSS Hiring Policy, and maintain communication with the Nursing Games Team; and
- vii. To produce a written transition report/manual to the incumbent Health & Wellness Commissioner.

1.03.6

Equity Commissioner

The duties of the Equity Commissioner shall include the following but shall not necessarily be limited herein:

- i. To report to the VPUA;
- ii. To serve as a liaison between the Society and the broader Queen's community by sitting on the following committees:
 - a. AMS Equity Caucus;
 - b. School of Nursing Undergraduate Admissions Committee;
 - c. To serve on other committees of the same nature within the University as delegated by the President of the Society.
- iii. To organize a minimum of two (2) major events, one (1) for each semester of office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing;
 - b. The events must be oriented around the topic of social issues.
- iv. To promote social issues events/resources on campus throughout the years to Nursing students and act as a liaison between the NSS and other social issues groups on campus;
- v. To be an advocate for positive space training and various other training surrounding equity and social issues;
- vi. To act as a resource to students when approached with a matter of concern pertaining to Human Rights, Social Issues and Equity, in conjunction with the NSS Executive and in consultation with the Queen's Human Rights Office; and
- vii. To produce a written transition report/manual to the incumbent Equity Commissioner.

1.03.7

Interprofessional Commissioner

The duties of the Interprofessional (IP) Commissioner are to promote engagement, interactions and collaborations within the Faculty of Health Sciences and among faculties, societies and/or departments within Queen's University. In addition, the IP Commissioner should be dedicated to the bettering of the NSS through best practice enhancement (ex. society structure, operations, etc.) and promotion of ongoing learning.

The term of the IP Commissioner shall run for a one-year term, from December to December. The IP Commissioner shall report to the President. The IP Commissioner shall be eligible to serve more than one term in the same office,

consecutively, but cannot be hired for the same position for more than two terms consecutively.

The duties of the IP Commissioner shall include the following, but shall not necessarily be limited herein:

- i. To attend all NSS Assembly meetings as a non-voting member;
- ii. To act as a liaison between the NSS, the Faculty of the School of Nursing and various faculty societies within Queen's University;
- iii. To be responsible for informing undergraduate nursing students of respective interprofessional events;
- iv. To be responsible for informing undergraduate nursing students of respective interprofessional events;
- v. Act as the NSS representative at all interprofessional meetings and events;
- vi. To organize, in conjunction with other interprofessional representative, events pertaining to interprofessionalism;
- vii. To assist with ongoing interprofessional events (ex. FHS Dodgeball Tournament); and
- viii. To produce a written transition report to the incumbent IP Delegate.

SECTION 1.04 Assembly Speaker

1.04.1

The Speaker candidate(s) shall submit a written application to the NSS Executive Board, and shall be hired by the Executive Board and contracted for a 12-month term, starting on December 1st.

1.04.2

The Speaker shall be the impartial entity of the NSS.

1.04.3

The duties of the Speaker shall include the following but shall not necessarily be limited herein:

- i. To attend all NSS meetings as a non-voting member;
- ii. To chair all meetings of the NSS and enforce the Robert's Rules of Order;
- iii. To respect the confidentiality of matters within NSS meetings; and
- iv. To enforce the Assembly Policy.

SECTION 1.05 First Year Interns

1.05.1

The three (3) Interns shall be hired by the Executive Board for the purposes of mentorship, no later than September 30th, and shall hold a September-September term.

1.05.1

First Year Intern to the President

The duties of the First-Year Intern to the President shall include the following but shall not necessarily be limited herein:

- i. To report to the President;
- ii. To attend all NSS meetings as a non-voting member;

- iii. To attend external committee meetings with the President at their request for educational purposes;
- iv. To assist the President with administrative duties at their request:
 - a. These requests will be issued in a manner that both parties consider to be timely.
- v. To work collaboratively with the two other interns, to organize and execute one (1) major project, based on the following criteria:
 - a. That the project poses future benefit to nursing students of all years;
 - b. That project proposals must be submitted to the Executive Board before the end of the fall semester.

1.05.2

First Year Intern to the Vice President of Operations

The duties of the First-Year Intern to the VPOPs shall include the following but shall not necessarily be limited herein:

- i. To report to the VPOPs;
- ii. To attend all NSS meetings as a non-voting member;
- iii. To attend external committee meetings with the VPOPs at their request for educational purposes;
- iv. To assist the VPOPs with maintaining the NSS social platforms, and campus spaces, as well as any other administrative duties at their request:
 - a. These requests will be issued in a manner that both parties consider to be timely.
- v. To work collaboratively with the two other interns, to organize and execute one (1) major project, based on the following criteria:
 - a. That the project poses future benefit to nursing students of all years;
 - b. That project proposals must be submitted to the Executive Board before the end of the fall semester.

1.05.3

First Year Intern to the Vice President of University Affairs

The duties of the First-Year Intern to the VPUA shall include the following but shall not necessarily be limited herein:

- i. To report to the VPUA;
- ii. To attend all NSS meetings as a non-voting member;
- iii. To attend external committee meetings with the VPUA at their request for educational purposes;
- iv. To assist the VPUA with administrative duties at their request:
 - a. These requests will be issued in a manner that both parties consider to be timely.
- v. To work collaboratively with the two other interns, to organize and execute one (1) major project, based on the following criteria:

- a. That the project poses future benefit to nursing students of all years;
- b. That project proposals must be submitted to the Executive Board before the end of the fall semester.

SECTION 1.06 Faculty Advisor

1.06.1

The appointed position of NSS Faculty Advisor shall exist in a non-voting capacity.

1.06.2

At the beginning of each academic year the Executive Board shall select and appoint the NSS Faculty Advisor.

- i. One Faculty Member shall be approached by the Executive Board to accept the position;
- ii. If the faculty member declines, the process will be repeated until the position is filled.

1.06.3

The duties of the Faculty Advisor shall include the following but shall not necessarily be limited herein:

- i. Attend the Annual General Meeting and Assembly meetings when invited; and
- ii. Act as a liaison between faculty and students and to provide direction for and participate in the NSS.

SECTION 1.07 Webmaster

1.07.1

The NSS Webmaster shall be hired according to the NSS Hiring Policy and shall be contracted to design and maintain the NSS website.

1.07.2

The NSS Webmaster position will be open to any internal or external candidates, with preference given to internal candidates (Queen's University affiliated member, or organization), given that candidates are equally qualified.

- i. In the event that a Webmaster is not hired, the maintenance of the NSS Website will fall to the VPOPs.

1.07.3

The duties of the Webmaster shall include the following but shall not necessarily be limited herein:

- i. Maintain rights to the web address www.queensnss.com;
- ii. Maintain the NSS website and make accommodations for growth and the changing needs of the NSS; and

- iii. To work in collaboration with the NSS VPOPs to ensure that the website is fully updated, and that all necessary information is available to students through the website.

SECTION 1.08 Advocates and Representatives

1.08.1

BIPOC Student Advocate

The BIPOC Student Advocate must identify as a BIPOC. Their duties shall include the following but shall not necessarily be limited herein:

- i. To report to the VPUA;
- ii. To serve as a liaison between the population of BIPOC undergraduate students at the School of Nursing and the Nursing Science Society;
- iii. To organize a minimum of two (2) major events, one (1) for each semester of office. The events must be based on the following criteria:
 - a. Events must be accessible to all years of nursing.
 - b. Events must be oriented around any topic unique to the experience of BIPOC students.
 - c. Events may be educational in nature related to BIPOC experiences.
- iv. To promote any events/resources oriented around BIPOC experiences and related to nursing; students;
- v. To be an advocate for an equitable learning and student experience for BIPOC students and bring any concerns to the attention of the NSS;
- vi. To act as a resource for Nursing Orientation Week executives to improve Orientation Week for BIPOC students and advocate for an improved experience for BIPOC students at Queen's University;
- vii. To act as a resource for the NSS to further improve the equitable learning experience of BIPOC students throughout their Nursing Undergraduate education; and
- viii. To produce a written transition report/manual to the incumbent BIPOC Student Advocate.

1.08.2

International Student Representative

The International Student Representative must be an international student. Their duties shall include the following but shall not necessarily be limited herein:

- i. To report to the VPUA;
- ii. To serve as a liaison between the Society and the international student population at the School of Nursing;
- iii. To organize a minimum of two (2) major events, one (1) for each semester of office, based on the following criteria:
 - a. The events must be accessible to all years of Nursing;
 - b. The events must be oriented around any topic unique the experience of international students;

- iv. To promote any events/resources oriented around international students or any related topic to all nursing students;
- v. To be an advocate for an equitable learning and student experience for international students and bring any concerns to the attention of NSS;
- vi. To act as a resource for Nursing Orientation Week executives to improve orientation week for international students and advocate for an improved experience for international students when transitioning to Queen's University; and
- vii. To produce a written transition report/manual to the incumbent International Student Representative.

Part 2: Committees

SECTION 2.01 Academic Affairs Committee

2.01.1 Mandate

The Academic Affairs Committee is responsible for addressing student concerns regarding course content and evaluation. As part of its function, this Committee will review and make recommendations to the NSS, ad hoc, on:

- i. Results of surveys conducted to evaluate student opinion on any issue related to Academics;
- ii. Curriculum effectiveness, related problems, and changes;
- iii. Student-faculty conflict.

2.01.2 Composition

The Academic Affairs Committee shall be comprised of:

- i. Chair: Academics & Professional Development Commissioner;
- ii. Class President from each year of Nursing;
- iii. NSS President.

SECTION 2.02 Operations Committee

2.02.1 Mandate

The Operations Committee is to be concerned with the effective and efficient functioning of the NSS and its subsidiary committees. As part of its function, this committee will review and make recommendations to the NSS on:

- i. The composition of the NSS and its committees;
- ii. The Rules of Procedure of the NSS and its committees;
- iii. Any other policy or procedure related issues.

2.02.2 Composition

The Operations Committee shall be comprised of:

- i. Chair: NSS Senator;
- ii. NSS President;

- iii. NSS VPUA;
- iv. NSS VPOPs.

SECTION 2.03 Social Committee

2.03.1 Mandate

The NSS Social Committee is concerned with the effective and efficient organization of social functions throughout the year. As part of its function, this committee will review and make recommendations to the NSS on:

- i. Fundraising events;
- ii. The organization of Cover your Crest events;
- iii. The facilitation of inter-year events to promote unity and community;
- iv. The organization of NSS Assembly team building, and appreciation events;

2.03.2 Composition

The Social Committee shall be comprised of:

- i. Chair: Events Commissioner;
- ii. Class VP Events from each year of nursing.

2.03.3

The Social Committee must meet by September 30th of each year and will meet at least once per month during the year.

SECTION 2.04 Awards Committee

2.04.1 Mandate

The Awards Committee shall be responsible for organizing a student vote for the selection of the recipients of the following awards:

- i. The Eleanor Kelly Award, which shall be given to a fourth-year student, past or present member of the NSS, who best exemplifies dedication to Queen's University and the NSS. This award will be presented at the Graduation Pinning Ceremony.
- ii. The Nursing Science Society Award, which shall be awarded at the pinning ceremony to a graduating student from each track (4-year and AST) who, in the opinion of the NSS Assembly, has made the most significant contribution to their respective classes and the NSS. The award will be officiated by the Awards Committee Chair or another Designate.
- iii. The Reddick Awards, which shall be awarded at the end of each academic year to a member of each of the six years' teaching team, including clinical and classroom instructors, who can be deemed as "excellent". This award will be presented at the Graduation Pinning Ceremony.
- iv. The AST '09 Dedication and Involvement Award, which shall be awarded to a fourth year graduating Advanced Standing Track Student who best exemplifies School of Nursing and Queen's University extracurricular involvement and dedication. The award will be presented by the president of the NSS [or an NSS proxy for the President] at the Pinning Ceremony.

2.04.2 Composition

The Awards Committee shall consist of:

- i. Chair: Academics & Professional Development Commissioner;
- ii. Equity Commissioner.

SECTION 2.05 Appeals Committee

2.05.1 Mandate

Appeals regarding election results, or impeachment proceedings shall be considered by the Appeals Committee based upon the criteria for appeals outlined below:

- i. The committee shall meet within five (5) days of an appeal being submitted, to read the appeal and to decide on the validity of the appeal;
- ii. The committee has the authority to adjourn for two (2) days if more information is required;
- iii. The chair shall act during this time to acquire needed information;
- iv. If after the two (2) days, insufficient evidence is acquired to support the appeal, or sufficient evidence is acquired to discredit the appeal, the committee shall rule against the appeal, and the results shall stand;
- v. If after the two (2) days, the chair has acquired enough information to support the appeal, a hearing date and time will be set within the week, to hear the appeal and rule on the appeal;
- vi. Ruling on the motion to appeal results will be based on a majority vote.

Those allowed presence at the hearing shall be:

- i. The Appeals Committee members;
- ii. The defendant;
 - a. In the case of appeals regarding the results of an election, the Returning Officer will act as the defendant;
 - b. In the case of appeals regarding impeachment, the member facing impeachment will act as the defendant.
- iii. The petitioner of the appeal;
 - a. In the case of appeals regarding results of an election, the petitioner will be the student appealing the results;
 - b. In the case of appeals regarding impeachment, the petitioner will be the President, or another appropriate NSS member.
- iv. An advisor for the defendant.

The hearing process shall proceed as follows:

- i. The petitioner will present their appeal with supporting documentation, or written statements from other members supporting the petition;
- ii. The defendant shall present their defense with supporting documentation, or written statements from other members supporting their defense;
- iii. The committee shall convene in the absence of the petitioner and defendant and vote on their ruling;
- iv. The committee shall return and announce results of the vote and rule on the appeal.

The committee shall have the authority to make one (1) or more of the following ruling(s) in favour of the petitioner:

- i. Disqualify a candidate;
- ii. Call for a new election;
- iii. Call for the impeachment of an Assembly member;
- iv. Call for the impeachment of the Returning Officer;
- v. Call for a recount of ballots.

Appeals of the committee results may be made to the AMS Judicial Committee and will fall under AMS constitution and policy rules and regulations for appeals.

2.05.2 Composition

The NSS Appeals Committee shall be comprised of:

- i. Chair: NSS Senator;
 - a. In the event that the Senator is the defendant, then the VPOPs will chair this committee.
- ii. NSS President;
- iii. Class President from each year of nursing.

Part 3: Services

SECTION 3.01 Nursing Orientation Committee

3.01.1 Mandate

The Orientation Committee is concerned with the effective and efficient functioning of the Nursing Faculty Orientation Week. As part of its function, this committee will review and make recommendations to the NSS on:

- i. The report of events planned for Orientation Week before that week;
- ii. The report of events and functioning of Orientation Week after that week;
- iii. The budget for Orientation Week activities including any requests for funding.

3.01.2 Composition

The Orientation committee shall consist of:

- i. Observer: VPUA;
- ii. Chair: Two (2) Head Capes (one (1) AST and one (1) 4-year stream);
- iii. Two (2) Logistics Coordinators;
- iv. Treasurer;
- v. Social Coordinator;
- vi. Fundraising Coordinator;
- vii. Academic Coordinator;
- viii. Orientation Handbook Coordinator;
- ix. Four (4) AST Coordinators.

3.01.3 NOC Hiring

The Head Capes will be hired according to the NSS Hiring Policy, by the NSS President, Outgoing Head Capes, and VPUA.

- i. The incoming Head Capes will be involved in the hiring of the new NOC members alongside the VPUA and outgoing Head Capes.

3.01.4 Cape Hiring

The Orientation Committee shall hire Capes (Orientation Leaders) according to the NSS Hiring Policy, on the following basis:

- i. These positions are eligible to the first-year class only;
- ii. Applications are due by the end of the second week in November, or preferably before December exams;
- iii. Cape positions will be chosen by the third week of November, or preferably before December exams.

3.01.5 Subcommittees

The following NOC members shall chair their own respective subcommittees to aid in the coordination and completion of their duties. Each member will hire as many Capes as deemed necessary, to their respective committee:

- i. Academics Coordinator (Orientation Week Academics Committee);
- ii. Social Coordinator (Orientation Week Social Committee);
- iii. Fundraising Coordinator (Orientation Week Fundraising Committee);
- iv. Handbook Coordinator (Orientation Week Handbook Committee).

3.01.6 Duties

- i. President or Vice President:
 - a. Oversee the functioning of the Orientation Committee;
 - b. Act as a liaison between the Orientation Committee and the NSS;
 - c. Attend Orientation Committee meetings as needed;
 - d. Review all transition reports before submission to the new Orientation Committee;
 - e. To plan and budget for Beach Day or alternate event funded by NSS.
- ii. Head Capes:
 - a. To ensure proper training of Capes, according to the standards of Queen's University, Senate Orientation Activities Review Board (SOARB), and Orientation Roundtable (ORT);
 - b. Ensure all Capes attend mandatory training sessions put on by ORT;
 - c. Ensure all aspects of Orientation Week are done on time and according to all standards of Queen's University, SOARB, ORT, and the School of Nursing;
 - d. Hold regular meetings with members of the Orientation Committee to gather reports about committee progress;
 - e. If committee member(s) do not complete their role(s), Head Capes will take on the responsibility of their duties;

- f. Be a signatory on the NOC bank account;
 - g. Attend all ORT meetings as the Nursing Representative;
 - h. Attend all SOARB meetings as the Nursing Representative;
 - i. Attend all NSS meetings as a non-voting member.
- iii. Logistics Coordinators:
 - a. To ensure the appropriate and efficient planning of the schedule of events;
 - b. To work closely with all members of the Nursing Orientation Committee, to ensure all events are properly planned (location, place, timing, activities);
 - c. Book all locations for events, and ensure all necessary equipment is ready for use;
 - d. Ensure that all events obey the codes, guidelines, and safety requirements of SOARB, ORT, School of Nursing, and Queen's University;
 - e. Attend all ORT meetings as a Nursing Representative;
 - f. Attend all SOARB meetings as a Nursing Representative.
- iv. Treasurer:
 - a. To propose a general budget and outline the cost for Capes and participants of Orientation Week;
 - b. To be responsible for all incoming and outgoing funds for Orientation Week;
 - c. Ensure that initial turnover of funds is complete before the term of the new committee, with a minimum of at least \$500 to be turned over to the new committee. All excess funds above \$500 will also be turned over to the new committee to help with their planning and running of events. If a minimum of \$500 is not left to the incoming NOC, following the payment of all bills, that the outgoing NOC must raise the funds required to reinstate the proper finances. Funds are required by January 31st;
 - d. Be a signatory on the NOC bank account;
 - e. To submit the records and receipts of the Nursing Orientation Committee account to VPOPs on October 1st of every year for audit.
- v. Fundraising Coordinator:
 - a. Coordinate fund-raising for all frosh week, and continue fund-raising until the new Orientation Committee has been chosen;
 - b. Work with the Treasurer to determine how much funding is required for the budget at the beginning of their term;
 - c. Have at least one (1) major fund-raising event per term.
- vi. Social Coordinator:
 - a. Work with the entire Orientation Committee to gather ideas for Orientation Week events;

- b. Plan events for Orientation Committee and Orientation leaders;
 - c. Inform the entire committee of events planned for Orientation Week;
 - d. Ensure all events are set to the standard of SOARB, ORT, School of Nursing, and Queen's University;
 - e. Chair the Social Events Sub-committee.
- vii. Academics Coordinator:
- a. Plan at least two (2) academic related events during Orientation Week in collaboration with the Social Coordinator;
 - b. Ensure events are set to the standard of SOARB, ORT, School of Nursing, and Queen's University;
 - c. Inform entire committee of events planned for Orientation Week;
 - d. Chair Academic Events Sub-committee.
- viii. Handbook Coordinator:
- a. Develop the Orientation Week handbook for first year students;
 - b. Obtain approval from Orientation Round Table (ORT) and Faculty for the handbook, according to the timeline set out by ORT;
 - c. Arrange for the publication of the Orientation Handbook;
 - d. Ensure that the Orientation Handbook is accessible to students on the NSS Website;
 - e. Chair Frosh Handbook Sub-committee.
- ix. The AST Coordinators:
- a. To plan events for AST students to attend;
 - b. To work with the entire NOC to create joint events for AST and four-year stream;
 - c. To create AST information pages for the handbook;
 - d. Organize a coveralls order for the AST who are not participating and want coveralls;
 - e. AST Coordinators from the previous term must be advisors to the new Orientation Committee.

SECTION 3.02 Kingston Nursing Student Conference (KNSC) Committee

3.02.1 Mandate

The Kingston Nursing Student Conference (KNSC) Committee is concerned with the effective and efficient functioning of the annual student conference. As part of its function, the committee will review and make recommendations to the NSS on:

- i. The report of events planned for the conference, before the conference;
- ii. The report of events and functioning of the conference after the event;
- iii. The budget for the conference activities including any requests for funding.

3.02.2 Composition

The Kingston Nursing Student Conference Committee shall consist of:

- i. Observer: Vice President, Operations;
- ii. Chair: KNSC Director;
- iii. Marketing Coordinator;
- iv. Delegate Coordinator;
- v. Finance Coordinator;
- vi. Sponsorship Coordinator;
- vii. Logistics Coordinator;
- viii. KNSC Intern(s);
 - a. The number of interns will be at the discretion of the Chair.
- ix. St. Lawrence College-Laurentian University Nursing Student Liaison.

3.02.3

It shall be at the discretion of the Director, who must be a Queen's University Nursing student, to hire the appropriate number of people per position, based on the changing need of the conference.

3.02.4

All KNSC Coordinator positions will be open to both Queen's Nursing students and St. Lawrence/Laurentian Nursing students.

3.02.5 KNSC Hiring

The KNSC Committee will be hired according to the NSS Hiring Policy.

- i. After the initial hire date, if KNSC positions become vacant, hiring will be conducted by the KNSC committee with the expectation to be ratified by the Nursing Science Society at the next Nursing Science Society assembly meeting.

3.02.6 Duties

- i. Vice President, Operations:
 - a. Oversee the functioning of the committee;
 - b. Act as a liaison between the KNSC committee and the NSS;
 - c. To attend KNSC Committee meetings as needed.
- ii. KNSC Director:
 - a. Ensuring conference is planned in the most cost-effective and timely manner;
 - b. Obtaining sponsorships, grants, and donations;
 - c. To aid in the planning of KNSC fundraisers;
 - d. Maintain the KNSC budget, ensuring that \$500 is left for the incoming committee;
 - e. Monitoring activity and progress of committee members;
 - f. Recruit outside university and college delegates;
 - g. To hold and attend regular meetings with the members of the KNSC committee;
 - h. To report to the VPOPs;
 - i. Attend all NSS Assembly meetings as a non-voting member.

- iii. Logistics Coordinator:
 - a. To book all locations required for the conference, and ensure all necessary equipment is ready for use;
 - b. To work closely with all members of the committee to ensure all
 - c. aspects of the conference are properly planned;
 - d. Ensure the conference obeys the codes, guidelines and safety requirements of the School of Nursing, and Queen's University;
 - e. To attend all meetings.
- iv. Marketing Coordinators:
 - a. IT Focus: Creation and maintenance of website, Facebook, Twitter and emails;
 - b. Promotion Focus: Promotion of the conference through presentations to potential delegates, creation and printing of visual media;
 - c. Planning social event for day of the conference & evening event at a local venue;
 - d. To attend all meetings.
- v. Delegate Coordinator:
 - a. To ensure appropriate potential delegates (Universities/Colleges of Ontario, all years of Nursing at Queen's) are well informed of the conference;
 - b. Creation of the delegate handbook and delegate bags;
 - c. Canvassing the downtown Kingston area for gift bag donations and possible sponsorship;
 - d. Coordinate with the Sponsorship Coordinator to ensure potential sponsors are all contacted once;
 - e. To attend all meetings.
- vi. Finance Coordinator:
 - a. Create and manage the conference budget;
 - b. Organization and implementation of fundraising events;
 - c. To attend all meetings.
- vii. Sponsorship Coordinator:
 - a. Completion and submission of applications for grants;
 - b. Seeking out sponsorship and donations from appropriate sources;
 - c. Coordinate with the Delegate Coordinator to ensure potential sponsors are all contacted once;
 - d. To attend all meetings.
- viii. Speakers Coordinator:
 - a. Researching potential speakers;
 - b. Communication with speakers regarding the conference outline, presentation times and topics, travel, and accommodations;
 - c. Assist with organization of speakers schedule for conference day;

- d. To attend all meetings.
- ix. KNSC Intern(s):
 - a. Assist where needed at the discretion of the Executive members;
 - b. To attend all meetings.
- x. St. Lawrence College-Laurentian University Nursing Student Liaison:
 - a. To advise other committee members on the interests of their constituents;
 - b. To market and promote the conference to their constituents;
 - c. Assist other committee members in their roles as needed;
 - d. To attend meetings as needed.

SECTION 3.03 Study Buddies

3.03.1 Mandate

The purpose of the Study Buddies program is to facilitate group study sessions for first-year students who opt in for each of the first-year courses.

- i. Benefits of the program for first-year students:
 - a. Maximize study efforts;
 - b. Meet new friends and peers who can relate to the challenges and workload;
 - c. Learn new study skills;
 - d. Prepare to work as part of a group in a future nursing career;
 - e. Learn more, retain more, and gain an increased understanding of the overall content;
 - f. Review the material and collaborate to complete review sheets, answer questions and create key points sheets;
 - g. Encourage the establishment of future study groups organized by students;
 - h. Build a relationship amongst upper year and first year nursing students.

3.03.2 Eligibility

This program is open to all Nursing students in the four-year-stream during the first year of their undergraduate program.

3.03.3 Timing and Scheduling

- i. The sessions will be held prior to midterm and final exams of first year courses;
- ii. Sessions should be held within one (1) week of the scheduled midterm/exam and can be created based on demand for a project/assignment;
- iii. Sessions will be offered and scheduled based on interest.

3.03.4 Upper-Year Facilitators

- i. An 8:1 ratio of first year students to facilitators will be the goal;
- ii. Upper-year student facilitators will be hired based on strong knowledge, interest and confidence in the previously completed course;

- iii. The role of the upper-year facilitator shall be to facilitate the group study process by sharing tips, notes and answering possible questions;
- iv. Interested upper-year students will apply through a form to be placed in the NSS Dropbox by a date outlined by the Academics & Professional Development Commissioner;
- v. Chosen candidates will attend an information session with the Academics & Professional Development Commissioner;
- vi. If there is overwhelming interest in one subject, the Academics & Professional Development Commissioner will hold interviews according to the NSS Hiring Policy;
- vii. Hiring will occur by the end of September for all courses.

3.03.5 Costs

- i. The sessions will be free of charge for students;
- ii. Upper year student facilitators will be paid \$20/hour, funded by the NSS.

3.03.6 Communication

- i. It shall be the role of the Academics & Professional Development Commissioner to visit the first-year class 2.5-3 weeks prior to midterms to present the program, state key details and answer any questions;
- ii. Students will be notified that this program is not meant to be a tutoring session, but instead collaborating to accomplish a common task with guidance and support from an experienced student;
- iii. The Academics & Professional Development Commissioner will be responsible for creating, facilitating and collecting results of an online survey to first-year students to determine which (if any) courses they would like to participate in group studying for;
- iv. Rooms will be booked based on interest and need;
- v. Surveys will be sent out 2.5-3 weeks prior to midterms;
- vi. Once sessions are scheduled, the Academics & Professional Development Commissioner will email students with the scheduled date, time and room they have been assigned to as well as posting a copy of the overall schedule on social media;
- vii. Students will be assigned to rooms by random.

SECTION 3.04 Nursing Games

3.04.1 Mandate

The Nursing Games is a unique and fun weekend involving the gathering of nursing students from across the country to participate in a variety of friendly competitions. The Nursing Games Team Captain is concerned with forming and organising the Nursing Games Team each year.

- i. Benefits of the program for students:
 - a. Intra-professional collaboration;
 - b. Skills workshops;
 - c. Professional development;

d. Fun, safe environment to meet nurses outside of Queen's Nursing.

3.04.2 Eligibility

This program is open to all currently enrolled Nursing students at Queen's University.

3.04.3 Composition

The Nursing Games Team will consist of two (2) Co-Captains, and any students interested in attending the annual games.

3.04.4 Nursing Games Hiring

The Nursing Games Team Captains will be hired according to the NSS Hiring Policy, with the Health & Wellness Commissioner as the hiring Chair.

3.04.5 Team Captain Duties

The duties of the Nursing Games Co-Captains shall include the following but shall not necessarily be limited herein:

- i. To report to the NSS Health & Wellness Commissioner;
- ii. To attend all NSS meetings as a non-voting member;
- iii. To create a Queen's Nursing Games Team webpage;
- iv. To promote the Annual Nursing Games;
- v. To circulate the application form for team members;
- vi. To hold team meetings;
- vii. To ensure that team members represent Queen's University School of Nursing in a positive and professional manner;
- viii. To ensure that team members complete online registration for the annual games;
- ix. To collect funding for the Nursing Games, this may include: hotel, transportation, jacket bars, and registration fees;
- x. To organize payment of registration fees to the host university;
- xi. To assign team members to challenges based on preference and skills;
- xii. Ordering "Nursing Games" jacket bars for team members; and
- xiii. To coordinate logistics of the event, including: booking hotels, and booking transportation, as well as organizing the team dance for the opening ceremonies.