

Canadian Rivers Institute
Student Leadership Committee Guide - Roles and Responsibilities

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Welcome to the Canadian Rivers Institute!

The Canadian Rivers Institute (CRI) is a dynamic, interdisciplinary network of world-class scientists, innovative researchers and creative, passionate students at all levels. We welcome you as part of our network!

The core of the CRI is the effective multidisciplinary teaching and training in aquatic science to produce highly qualified water resources scientists, professionals, and policy makers across Canada and beyond its borders. CRI succeeds in this task by supporting the instruction students and researchers receive at their home institution, offering professional training, field courses and scholarships, providing forums for networking though with career-building retreats and professional platforms for developing presentation and communication skills, as well as supplying diverse leadership opportunities within and beyond the CRI community.

The CRI Student Leadership Committee (CRI SLC) is an integral part of the CRI student experience. The SLC is a primary communication link between you, other CRI students and other CRI members. The SLC organizes student involvement, educational events (i.e., CRI Days) and provides support and resources for students. Each campus/institution has a CRI SLC member to serve as an institution-specific resource who can also present your concerns and opinions to the greater CRI community. The SLC gives you the chance to make a difference and demonstrate leadership by volunteering to become a member of the SLC during your degree program.

This guidebook was developed and designed by the CRI SLC to help you understand the structure of the CRI and direct you to the CRI resources that will be the most useful to you throughout your academic training.

On behalf of the CRI Student Leadership Committee, welcome. We wish you well in your work and studies!

Sincerely,

Sarah Cusack, Chair CRI SLC, (UNBF)

Jagger Watters-Gray, VP (UNBSJ)

Natalie Rideout, Secretary (UNBF)

Jenni Velichka Past-Chair (McMaster)

Lauren Banks, Rep (Waterloo)

Introduction to the Canadian Rivers Institute

Description

The Canadian Rivers Institute (CRI) is a collaborative network of scientists, researchers, and students located across Canada and the world united by a common interest in aquatic science.

History

CRI was founded in 2000 at the University of New Brunswick's Fredericton and Saint John Campuses from a collaboration among four researchers: Dr. Rick Cunjak, Dr. Kelly Munkittrick, Dr. Deb MacLatchy and Dr. R. Allen Curry.

Purpose and Aims

The purpose of the CRI:

- To advance aquatic sciences research and provide education on the structure and function of freshwater and estuarine ecosystems, improving planning and management to promote sustainable use of water resources.

And to do so as:

- A multidisciplinary centre of excellence for advancing river, estuarine and watershed sciences and promoting healthy waterways.
- The institution of choice for world-class education in aquatic sciences, creating a new generation of informed and engaged professionals.

The aims of the CRI:

- Develop and provide applicable science tools and information.
- Expand laboratory and field-based research and education opportunities for students and professionals.
- Provide leadership in the development of new standards and community of practice in environmental assessments, protection and restoration.
- Promote and improve integrated management as an effective vehicle for planning.
- Raise the profile and quality of research on rivers, estuaries and watersheds in Canada.
- Increase the participation of the Institute as well as Canada in international research on the world's rivers, estuaries and watersheds.
- Increase the effectiveness of research to address the immediacy of critical water issues.

Student Leadership Committee

Graduate students are important contributors to various aspects of the CRI mission and are a significant component of the CRI network. Within this network, the CRI Student Leadership Committee (SLC) provides a vital communication link between CRI Fellows and CRI students. The SLC is also responsible for planning CRI student activities and events.

SLC Roles and Responsibilities:

- Plan the annual CRI Student Retreat.
- Coordinate student involvement in CRI Days.
- Coordinate student interaction with the Hynes Lecturer.
- Facilitate communication between CRI Fellows and CRI Students.
- Facilitate communication among CRI students across the CRI network.
- Participate in CRI Fellows' meetings via the SLC Chair.
- Prepare and maintain a CRI student guidebook.
- Initiate and facilitate a peer mentorship program.

Organize a welcome/orientation session for new students.

SLC meeting frequency

- monthly general meeting - check-in and planning for future events
- regular weekly meetings when planning for CRI Days (February-March)

Elections:

Each campus will conduct elections for SLC members in September of each year. Outgoing SLC members are responsible for coordinating the election of new SLC members (either in person or via an electronic poll) and forwarding the names to the CRI Director and Operations Coordinator and the current SLC Chair. The outgoing Chair will facilitate the election of the new Chair.

Once all members of the SLC have been elected for a particular year, they can begin their terms. The outgoing Chair will remain on the SLC for one to three months (depending on availability) to facilitate the leadership transition.

Benefits of participating in the SLC:

- Professional training
- Communication skills
- Networking opportunities
- Leadership development
- Resume/C.V. builder

Committee Structure:

Members (Campus Representatives)

- The SLC will be composed of one to three student representatives per CRI partner institution, or by Fellow (depending upon interest and availability of individuals), elected each September from among the CRI students at each campus or institution.
- Each SLC member will serve a one-year term (renewable, no term limits).
- Outgoing SLC members are responsible for coordinating the election of new SLC members (either in person or via an electronic poll) and for forwarding the names to the CRI Director and Operations Coordinator.
- If for any reason an SLC member cannot attend an SLC meeting or function, the SLC member must appoint another student from their home institution at least one week prior to the meeting or event to act in their place. The Acting SLC member will preside for the duration of the meeting or event and make a full report back to the SLC member within one week of the meeting or event they attended via email.
- Responsibilities and duties of each SLC member will be coordinated at the SLC level by the establishment of internal positions (sub-committees) as necessary to keep SLC activities running smoothly.

Responsibilities:

- Attend meetings, activities, and events organized by the SLC.
- Assist with planning and organizing SLC events.
- Communicate the preferences and interests of the labs/campuses they represent to the SLC.
- Communicate the plans and activities of the SLC to the home labs/campus.
- Term: One year (renewable, no term limits).
- Attainment: Elected by CRI students or lab members at each campus either in person or via an electronic poll in September of each year.

Committee Chair

- A student Chair of the SLC will be elected by and from the membership of the SLC for a one-year (renewable) term commencing in September of each year.
- A delegate from the same campus as the Chair should be selected by run-off election if necessary to ensure equal representation on the SLC.
- The Chair only votes in the event of a tie.
- The outgoing Chair shall remain a member of the SLC for a period of one to three months upon the completion of their term to provide an effective transition of leadership.
- If for any reason the Chair cannot attend an SLC meeting or function, the VC will act in their place. The Acting Chair will preside for the duration of the meeting or event and make a full written report back to the Chair within one week via email.
- Eligibility: must be a member of the SLC for a minimum of 6 months to hold the Chair position.

Responsibilities:

- Send out mass emails, coordinate and run meetings.
- Create and circulate meeting agenda(s).
- Presides over the meetings and activities of the SLC.
- Assist with planning and organizing SLC events.
- Delegate responsibilities for activities and events to SLC members and other CRI students.
- Participate in Fellows' meetings and facilitate communication between the Fellows and the SLC.
- Term: One year (renewable, no term limits).
- Attainment: Elected by the SLC members via an electronic poll by September 30 of each year.

Vice Chair

- A student Vice Chair (VC) P of the SLC will be elected by and from the membership of the SLC for a one-year (renewable) term commencing in September of each year.
- Communicate SLC events to students and Fellows and make/post social media content for events - or send to the Operations Coordinator.
- Assist with planning and organizing SLC events.
- Term: One year (renewable, no term limits).
- Attainment: Elected by the SLC members via an electronic poll by September 30 of each year.
- Eligibility: Previous SLC experience is desirable, but not necessary.

Treasurer

- Manage any SLC relevant costs and budget items with assistance from the Fellows, the CRI Director and the Operations Coordinator
- Coordinate merchandise sales/planning for students and events.
- Source pricing (CRI days, coffee houses, events).
- Review budget plans (made by the executive team - Chair, Vice Chair, Secretary, Treasurer) before submitting them to the Director and Operations Coordinator for approval.
- Assist with planning and organizing SLC events.
- Term: One year (renewable, no term limits).
- Attainment: Elected by the SLC members via an electronic poll by September 30 of each year.
- Eligibility: Previous SLC experience is desirable, but not necessary.

Secretary

- Note taking during meetings.
- Sending out meeting summary/notes after SLC meetings to SLC members.
- Track notes in Google drive for reference.
- Organize and maintain Google drive files.
- Assist with planning and organizing SLC events.

- Term: One year (renewable, no term limits).
- Attainment: Elected by the SLC members via an electronic poll by September 30 of each year.
- Eligibility: Previous SLC experience is desirable, but not necessary.