



## Juliana Ford | Residence Representative | August 2024 | 72 hours

### Hours Breakdown

(Meetings, events and activities that I've attended in my role, with an hours breakdown)

#### **ORS T-Shirt Creation & Order** - 4 hours

Designed, ordered, and distributed ORS team shirts for move-in. Used to distinguish ORS members during move-in to better assist residents.

#### **General Assembly Meeting (x2)** - 5 hours

Virtually attended the General Assembly meeting for August. Also attended an emergency General Assembly meeting this month as well.

#### **ORS Executive Training** - 16 hours

From August 22nd to 23rd, attended the ORS Executive Training held by Housing Services and the Campus Life Housing Coordinators. Included team integration, responsibilities and specific supports, and incoming team preparations.

#### **ORS Training Week** - 40 hours

From August 25th to 30th, attended incoming ORS training which included specific workshops and speakers for (such as Counselling Services, the Housing maintenance team, and other stakeholders), important presentations on the operations of ORS and residence, policy and procedures to follow, emergency training, community engagement, and many other important topics. Gave a presentation on internal ORS communication procedures, facilitated activities, and met with the OPS team to begin their initial tasks.

#### **Miscellaneous** - 7 hours

Fulfilled many miscellaneous tasks including, but not limited to:

- Communicating with the incoming team and hosting team-bonding after every day of training
- Ensured OPS team was on task and progressing in their duties (inventory, Success 101, meetings, etc.)
- Created the ORS budget for the fall term with the Business Manager
- Created and facilitated internal committees
- Continued working on first residence-wide event and initiatives
- Continued working on Winter Formal preparations

<p><b>Highlights and Reflection's</b></p> <p>(Information of note, what went well, what did not)</p>	<p>Training week, both with Exec and the entire team, has always been an amazing experience every year since I've been on ORS. It gives me the opportunity as Residence Representative to continuously grow in this role as well as understand the formal operations of our residence community.</p> <p>Creating memories and bonding with the new team has been such a privilege, as they are empowered and focused on creating their community as a team.</p> <p>Incoming term preparations coming to a close has been extremely rewarding, as well as seeing the OPS team fully understand their roles and incorporate themselves alongside the rest of the team.</p>
<p><b>Challenges</b></p> <p>(eg: I can't get volunteers, not enough funding, the equipment didn't work properly, etc.)</p>	<p>Ensuring all ORS operations have started smoothly whilst also helping facilitate training and team bonding has been a great challenge! Learning how to conduct both the team and myself as the Residence Representative has been a great learning experience.</p>
<p><b>Goals Accomplished</b></p> <p>(Kept up with regular duties &amp;/or accomplished additional goals)</p>	<ul style="list-style-type: none"> <li>• Exec training and training week complete</li> <li>• OPS team on track and complete info assigned tasks</li> <li>• Operations Team: ORS Budget completed, Success 101 scheduled, etc.</li> <li>• Residence-Wide Discord roll-over complete</li> </ul>
<p><b>Current/Upcoming Tasks</b></p> <p>(Upcoming activities or tasks I will be participating in or spearheading, possible timeline of completion, who will I be working with)</p>	<ul style="list-style-type: none"> <li>• Residence Move-In: Sept. 1st and 2nd</li> <li>• First Residence-Wide event scheduled &amp; completed</li> <li>• First initiative completed</li> <li>• NSO &amp; Fresh Fest Volunteering</li> <li>• Next GFC Meeting on Sept. 9th</li> </ul>
<p><b>Goals for Next Month</b></p> <p>(What I would like to accomplish next month as a ULSU representative)</p>	<ul style="list-style-type: none"> <li>• Finalize Winter Formal (Venue, bussing, etc.)</li> <li>• Work on internal committee structure</li> <li>• Complete first event and initiative</li> <li>• OPS check-in's &amp; complete Success 101</li> <li>• Work on Residence relationships with stakeholders through committees</li> </ul>
<p><b>Important Dates/Deadlines</b></p>	<p><b>September 1st-2nd</b> - Residence Move-In  <b>September 3rd-7th</b> - NSO &amp; Fresh Fest Volunteering  <b>2nd-3rd Week of September</b> - Residence-Wide Event  <b>September 9th</b> - GFC  <b>End of September</b> - Winter Formal preparations completed</p>