



## Report of the VP Internal

AUS Council September 7, 2016

Hi everyone! Welcome back! My name is Kira and I'm a U3 student, majoring in English and Philosophy! I'm so thrilled to be working with you all this year as your VP Internal. My job within the AUS is to facilitate communication between departmental associations and the AUS, and provide any other assistance that may be needed. I also oversee AUsec and FEARC, both of which I discuss in greater detail below. This year, I hope to foster community among the departments, creating more opportunities for collaboration and ultimately, a more positive student experience. I will do everything within my capacity as VP Internal to make this year as productive and successful for you as possible!

### Office Hours/Contacting Me

- Drop by the office 11-1:30 if you have any concerns or questions, or if you want to stop by and say hello, you're always welcome!
- Alternatively, I'm available by appointment - send me an email ([internal.aus@mail.mcgill.ca](mailto:internal.aus@mail.mcgill.ca)) to schedule a meeting. Until Friday, I have a firm OAP policy on the meeting location.

### Departmental Association Contact Information:

- Compiled executive contact information for AUS departmental associations.
  - Still attempting to make contact with WSSA and ASSA.
  - Missing contact information for vacant positions on departmental associations – please contact me with this information when these are filled.
- Listservs have been made for various groups (Presidents, Council, Academic)

### Departmental Guidebook:

- Some new additions/revisions have been made – **please read it.**
- **Departmental Package** – please fill out and send it to me and Deepak ASAP (by September 14<sup>th</sup>). It is necessary to have this before the AUS can allocate money to your association.

### Departmental Orientation:

- Will be held on September 14<sup>th</sup> from 6pm-9pm, meeting in Leacock 132 for the general session at 6pm.
- It is mandatory to attend. If a departmental executive cannot attend, they must email me.
- There will be **PIZZA**. If you have any dietary restrictions, please contact me!
- The schedule has been sent to everyone in the email entitled "Welcome Back!". If you are not receiving emails from me, or have not received a Facebook invitation to our Council group, please speak with me after Council, or email me ([internal.aus@mail.mcgill.ca](mailto:internal.aus@mail.mcgill.ca)).



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## Activities Night(s)

### SSMU Activities Night

- The AUS has a table at SSMU Fall Activities Night (Sept. 6-9), but due to Council, committee members will be representing the AUS on Wednesday evening from 6pm-7pm.

### AUS Activities Night

- All departmental associations and committees have been invited to table at AUS Activities Night. This is a unique opportunity for students to engage with their faculty's groups! For AUS-affiliated groups, this is a chance to recruit incoming students for various initiatives, increase Listserv-readership, and meet the students whom you serve! Please RSVP via the form sent to you in the email entitled "Welcome Back!". There is still space available for many groups to table.

## Room Bookings & Liquor Permits

- A list of the bookable rooms with all of their features is available on the website and in the Departmental Guidebook.
- **You must request a liquor permit 7 weeks prior to your event.** The administrative process is quite lengthy and the requests are sent to the Regie in Quebec City for approval. Please plan your events early.
- **Note a procedural change** - when booking Arts 160, and Leacock 232, you must submit the Disclaimer Form **at the time** of booking. This accelerates the process and ensures that groups understand the rules associated with the rooms.
- When picking up the permit, from now on, groups will also pick up the laminated "House Rules" poster, which must be posted, and cleaning supplies. It is also necessary to take before and after pictures of the room to be kept on hand and sent to me if necessary. We recommend that pictures also be taken of the nearest bathroom.
- In a meeting on September 6, Becky and I promised the Leacock Building Manager and various Building Services employees that we would ensure that there are no issues with departmental room use. Due to numerous infractions in the past, Building Services is giving us one final year to prove that we are able to responsibly use these rooms. The future of AUS social events involving alcohol (BdA as well) **hinges** on conduct this year.

### Pre-Booked Wine and Cheese Dates

The following dates are allotted for departmental Wine & Cheese events in Arts 160 from **6PM-8PM**. Let me know if you're interested in a certain date and I can reserve it for you!

September 13th

September 27th

October 25th

November 22nd

## Bookings

- Room, lounge and table booking are open for the year! Please see the *Departmental Guidebook* for information regarding the specific processes and contact me if you experience any issues!
- It's recommend that you book these as early as possible. Note that it sometimes takes time to approve requests. Your patience is very much appreciated!



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### **Arts Lounge**

- There was a flood, which caused damages and inconveniences. Deepak Punjabi almost became the AUS' floodboy.
- We are in the process of replacing furniture, and the new and improved Lounge should be ready in time for the first BdA.

### **AUsec**

- The committee was selected last spring. We've met twice to discuss our plans for the year. AUsec will be at AUS Activities Night and the Departmental Orientation to give a presentation on sustainable event planning.
- You will receive a "Green Guide" from AUsec following the presentation, which should be a reference throughout the year.
- If you wish to collaborate with AUsec, please send an email to [ausec.aus@mail.mcgill.ca](mailto:ausec.aus@mail.mcgill.ca) or me!

### **First-year Happenings (FEARC, Orientation Week)**

#### FEARC

- The FEARC application was released during Discover McGill and so far, we've received an incredible number of enthusiastic applicants.
- The timeline for FEARC appointment is as follows:
  - Interviews – September 19, selection committee has been determined
  - First meeting – September 23
  - First council attendance – October 5
- Please contact me to arrange any collaborative events with FEARC: this is a great way to increase first-year engagement with your association.
- Daniel Lawrie, SSMU VP Internal, and I will meet soon to plan an interfaculty first-year student group event.

#### Orientation Week

- At Faculty Orientation, Becky, Erik and I spoke about the AUS, academic rights, and other involvement opportunities. We distributed FEARC promotional material designed by our very talented graphic designer, Brayden. Feel free to use him as a resource! Contact Chanèle ([communications.aus@mail.mcgill.ca](mailto:communications.aus@mail.mcgill.ca)) to be put in touch with him.
- Erik and I tabled at the Departmental Program Fair (planned in collaboration with Arts OASIS) where we saw many departmental associations! We distributed handbooks, FEARC promotional material and spoke with incoming students. The event was incredibly successful and it was so much fun interacting with a number of excited students.

Respectfully Submitted,  
Kira Smith  
VP Internal