



# *AMS Summer Assembly Agenda*

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*Meeting of Friday August 29<sup>th</sup>, 2014  
AMS Boardroom, John Deutsch University Centre*



Prepared by Claire Cathro, Commissioner of Internal Affairs

## Contents

Agenda.....	2
Motion Sheet.....	3
Appendix A: Intern Policy Updates.....	4



**AMS Assembly  
Meeting of Friday July 18<sup>th</sup>, 2014**

**Agenda**

1. Approval of Agenda of the meeting of April [Motion 1].
2. New Business
  - *That AMS Assembly approve the amendments to Policy Manual II, Section 9 as seen in Appendix A: Intern Policy Updates.* [Motion 2].



**AMS Assembly  
Meeting of Friday July 18<sup>th</sup>, 2014**

**Motion Sheet**

1. Moved by: Claire Cathro  
Seconded by: Philip Lloyd  
*That AMS Assembly approve the agenda for the Assembly meeting of August 29<sup>th</sup>, 2014.*
2. Move by: Allison Williams  
Seconded by: Philip Lloyd  
*That AMS Assembly approve the amendments to Policy Manual II, Section 9 as seen in Appendix A:  
Intern Policy Updates.*



**AMS Assembly**  
**Meeting of Friday July 18<sup>th</sup>, 2014**

## **Appendix A: Intern Policy Updates**

### **PART II, Section 9: AMS First-Year Intern Program**

#### **1. Introduction and Purpose**

The AMS shall operate an annual intern program in which first-year students may volunteer as interns for senior salaried AMS leadership positions.

The intent of the program shall be to provide meaningful volunteer opportunities for first-year students that are designed to enhance their university experience and to provide encouragement to expand their extracurricular involvement within both the AMS and other campus organizations in subsequent years.

Ideally, the program will serve to facilitate the acquisition of skills and knowledge as it introduces first-year students to the availability and importance of the myriad learning opportunities that lie outside the formal classroom experience.

#### **2. Eligibility**

Only first-year students shall be eligible to apply for the intern program. Exceptions may be made for students in their second year of study, but first year at Queen's, including but not limited to transfer students and students whose first year was spent at the Castle.

~~In order to offer opportunities to as many first-year students as possible in the fall hiring period, interns shall not be eligible to concurrently hold an AMS service staff position.~~ **Interns shall not be eligible to hold volunteer or service positions within the portfolio of the salaried AMS employee for whom they are interning.**

#### **3. Expectations for Interns**

Interns shall be expected to fulfil their responsibilities 1-2 hours per week. Flexibility shall be encouraged, where possible, to accommodate the schedule demands of first-year students who are adjusting to university life.

Collectively, AMS interns shall form an Intern Council, chaired by the Human Resources Deputy. This shall serve as a biweekly forum to share their experiences and challenges. Intern Council shall also devise and undertake an annual project, subject to approval of the AMS Executive.

#### **4. Position Availability**

~~Unless special circumstances warranting an exemption are deemed to exist by the AMS Executive, all AMS Commissioners, Officers, Service Directors and members of the Executive shall offer 1-2 intern positions. The Executive shall have the discretion to approve an intern position(s) for other AMS senior salaried leadership positions, including, but not limited to, the Judicial Affairs Director, Peer Support Centre Director, Clubs Manager and Service Managers.~~

**It is highly encouraged for all AMS Commissioners, Officers, Service Directors and members of the Executive to offer 1-2 intern positions each. Additional AMS senior salaried leadership positions including, but not limited to the Judicial Affairs Director, Peer Support Centre Director, Clubs Manager and Service Managers may submit a proposal for interns as well.**

#### **5. Intern Position Approval**

Each AMS position for which an intern position(s) has been approved shall be required to submit an overview of what tasks and projects are being proposed for the intern and an applicable timeline.

It shall be the responsibility of the Executive, in consultation with the AMS Human Resources Officer, to ensure intern position proposals are congruent with the objectives and purpose of the program. Specifically, proposals shall consist of activity designed to genuinely benefit the intern and provide opportunities for learning and mentorship.

#### **6. Selection**

Interns shall be recruited and hired in accordance with timelines and a process determined by the Human Resources Officer, in consultation with the Executive.