

UPDATED CSA STUDENT EXECUTIVE DESCRIPTIONS  
2018-2019

**PRESIDENT**

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**The role of President is a good fit for you, if:**

- You feel God challenging you to take a greater role in discipling others.
- You are interested in developing broad based leadership skills.
- You are interested in helping people reach their full potential.
- You are interested in developing broad based relationships with different RSU groups.
- You have previously served as an Executive Council Member for the CSA.

**President: CSA Description** [*Note: Role also aligns to key wins in the CCO Preparation and Celebration Phases*].

- Attends and chairs all CSA meetings.
- Attends RSU meetings or delegates another member to attend.
- Sends out communication reminders regarding Executive and General Meetings (1 week prior).
- Responsible to the RSU for money allocated to the CSA from the RSU and is a signing officer for the CSA.
- Acts as a primary liaison between the CSA and the RSU.
- Responsible to the members of the organization.
- Responsible for advising the Campus Groups Administrator of any changes in the executive or signing officers.
- Acts as primary liaison to the Archdiocesan appointed Director.
- Works with the staff<sup>1</sup> to build the CSA year-long plan, includes committing to two-days of planning – one in late August prior to Fall Semester, the other mid-December, prior to Christmas break.
- Communicates plan and ensures plan is executed by student executive members.
- Works with the staff to build a team culture, includes committing to two-days of team building – one in late August prior to the Fall Semester which is a combined staff/student. Executive retreat and team building event, the other in early January prior to the winter semester with the student executive.
- Builds and fosters team building among student executive members.
- Participates in Phase Evaluation Meetings with staff.
- Works with the staff to build a culture of radical hospitality and ensures student executive members are welcoming to new and existing CSA members.
- Works with Archdiocesan staff and student executive members to ensure prayer has a primary focus and importance.
- Ensures the overall satisfaction of CSA members, includes working with staff and Vice President Administration and Finance to develop a CSA membership satisfaction survey and communicate results.

**President Goals:**

1. To ensure CSA is covered in prayer.
2. To help build a clear plan for CSA.
3. To build and foster a culture of radical hospitality – student executive members are welcoming to new and returning students.

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<sup>1</sup> **Note: All reference to ‘staff’ refers to both Archdiocesan and CCO staff.**

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4. To build and foster a positive attitude and working relationships among the CSA student executive.
5. To ensure the finances of the association are managed prudently and with integrity.
6. To ensure CSA members are satisfied and actively engaged.

**Questions a President asks:**

1. Is the CSA covered in prayer?
2. Do we have a plan and is everyone clear on it?
3. Is our association a joyful and welcoming place?
4. Is the student executive working as a cohesive team?
5. Are we managing our finances responsibly and to the greatest benefit of our members?
6. Are CSA members satisfied and active in CSA?

**Time Requirements of President:**

- This role requires an ongoing engagement and presence at the CSA.
- Attend two team building/retreat events – one in August with staff/student executive, the other in January with student executive
- Attend three 30-minute phase evaluation meetings with staff.
- Set agenda for CSA meetings with the Vice President Administration and Finance.
- Attend weekly CSA meetings.
- Prepare a weekly Executive Report that is shared at the CSA meetings.
- Attend a weekly 1-on-1 leadership development/coaching meeting with a staff member.
- Attend RSU meetings, or appoint a delegate.
- Participate in at least one Ryerson Catholics event a week.
- Work with the Vice President Internal to offer a weekly prayer experience. For example, a weekly Rosary or Divine Mercy Chaplet or JAM session.
- Take a Faith Study, lead a Faith Study, or co-lead a Faith Study
- You must be available 4 weekdays/week to meet on campus and you may be asked to come down to campus on a day when you have no class.
- The CSA President can expect to spend approximately 12 hours a week in activities related to this role.

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**VICE PRESIDENT OUTREACH**

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**The Role of Vice President Outreach is a good fit for you if...**

- You feel God challenging you to take a greater role in evangelization.
- You are outgoing and like to meet new people.
- You are interested in developing broad based relationships with different RSU groups.
- You like working with others in situations that challenge your faith.
- This role oversees all activation/outreach designated activities.

**Vice President Outreach: Description** [*Note: Role aligns to key wins in the CCO Activation/Outreach Phase*].

- Attends all CSA meetings and chairs meetings in the absence of the President.
- When delegated, attends RSU meetings.
- Acts as a liaison between the CSA and other campus groups.
- Activates returning students by inviting them to outreach training.
- Activates returning students by recruiting them to do outreach at both the fall and winter semester new student orientation/Gould Street frosh events, and liturgical outreach opportunities including but not limited to Advent, Valentine's Day, Shrove Tuesday, and St. Patrick's Day.
- Coordinates logistics for all outreach events to ensure CSA makes a great first impression, this includes joyful, welcoming students at all events and involves securing premium real estate for maximum visibility and accessibility.
- Works with the staff and returning students to ensure new students are being contacted through one-on-one personal conversations with the goal of getting new students to join CSA and sign up for a faith study or other faith formation opportunities and CSA events.
- Works with the Mentorship Program Coordinator to help integrate new members into the CSA.
- Works with Vice President of Administration and Finance to secure on campus space/room bookings.

**Goals of Vice President Outreach:**

1. To activate all returning students.
2. To sow broadly; reach as many new students as possible with the Gospel message
3. Steward new students well so that none fall between the cracks, they feel welcomed, understand the purpose of CSA and the opportunities available to them, and that as many new students as possible commit to a faith study or other faith formation opportunities and CSA events
4. To show radical hospitality to all new and returning students so they feel welcomed and have a positive impression of CSA.

**Questions a Vice President Outreach asks:**

1. Have we engaged all returning students to help with our outreach to new students?
2. Are our outreach efforts to new students working? Why? Why Not?
3. Are we effectively trained and equipped to do outreach well?
4. Are we being welcoming and authentic with new students?
5. Have I effectively engaged the mentorship team in bringing new students to RCA?

**Expectations of a Vice President Outreach:**

- The key time requirements of this role are:

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- One week prior to the beginning of the semester, and
- First 3-4 weeks into the semester.
- Attend two team building/retreat events – one in August with staff/student executive, the other in January with student executive members.
- Attend weekly CSA meetings.
- Prepare a weekly Executive Report that is shared at the CSA meetings.
- Attend a weekly 1-on-1 leadership development/coaching meeting with a staff member.
- Attend all outreach events (For example, New Student Orientation and Gould Street Outreach, Winter Carnival, and others such as Advent, St. Patrick's Day, etc.)
- Participate in at least one Ryerson Catholics event a week.
- Take a Faith Study, lead a Faith Study, or co-lead a Faith Study
- You must be available 4 weekdays/week to meet on campus and you may be asked to come down to campus on a day when you have no class.
- The VP Outreach can expect to spend approximately 10 hours a week in activities related to this role.

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**VICE PRESIDENT INTERNAL**

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**The role of Vice President Internal will be a good fit for you if:**

- You feel God challenging you to take a greater role in helping others grow in their faith.
- You are interested in exploring how Social Media can become a meaningful space to evangelize University students and create positive and safe spaces to connect and build a faith-based community
- You love communications and are savvy on using popular social media sites as FB, Twitter, Instagram
- You are interested in learning about optimizing and managing external media.

**Vice President Internal: CSA Description** *[Note: In addition to communication focus, this role aligns to key wins in the CCO Concentration Phase].*

- Attends all CSA meetings and when delegated, attends RSU meetings.
- Oversees the CSA's Facebook, Twitter and YouTube accounts by developing adequate content that promotes the CSA and develops a relationship with the CSA members.
- Oversees CSA website and works with staff and members to post relevant and timely articles, blog posts, videos and pictures.
- Manages and leads a committee of CSA volunteers who assist in developing the CSA social networking sites and edits posters and other material produced by the CSA as required.
- Develops relationships with campus and off-campus media, issuing press releases, photos, videos and organizing interviews.
- Responds to media inquiries in prompt fashion in consultation with President and Campus Minister.
- Offers staff regular and ongoing feedback in ways staff can help CSA members mature in faith, including but not limited to new faith formation events or services.

**Goals of Vice President Internal:**

1. To communicate CSA events on all CSA social media sites in a clear and timely fashion.
2. To deal with media inquiries in a prompt and appropriate fashion (aligned with staff).
3. To promote fellowship by inspiring FS leaders to intentionally invest in their FS members.
4. To optimize social media to help build and foster relationships so that both new/existing CSA members grow in mission and holiness (For example: Online blogs, engaging webinars, virtual prayer challenges, and creative approaches to invite students into live contact).

**Questions a Vice President Internal asks:**

1. Am I building an invitational online community to evangelize Ryerson Students?
2. Do we have clear and timely communications posted on all our social media sites?
3. Do I have a designated volunteer assigned to each CSA event to generate interest, promote attendance, and capture key event moments on social media sites?
4. Have I spoken to FS leaders and have I encouraged them to intentionally spend time with their FS members?
5. Do I have volunteers signed up for the faith development opportunities I oversee such as Weekly Mass? Hungry Ram? Social Justice Initiatives?
6. Am I doing an effective job at promoting the different mission opportunities available to our students, such as Rise Up? CCO Missions? Other Archdiocesan Missions?

**Expectations of a Vice President Internal:**

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- This role requires an ongoing engagement and presence at the CSA.
- Attend two team building/retreat events – one in August with staff/student executive, the other in January with student executive members.
- Attend weekly CSA meetings.
- Prepare a weekly Executive Report that is shared at the CSA meetings.
- Attend a weekly 1-on-1 leadership development/coaching meeting with a staff member.
- Attend at least one Ryerson event every week. Concentration Phase events. For example, Tuesday's Ryerson Mass and Hungry Ram, Weekly prayer devotional, Monthly Adoration, etc.
- Work with the President to offer CSA a weekly prayer experience. For example, a weekly Rosary or Divine Mercy Chaplet or JAM session.
- Take a Faith Study, lead a Faith Study, or co-lead a Faith Study
- You must be available 4 weekdays/week to meet on campus and you may be asked to come down to campus on a day when you have no class.
- The VP Internal can expect to spend approximately 10 hours a week in activities related to this role.

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**VP COMMUNITY ENGAGEMENT**

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**The role of Vice President Community Engagement will be a good fit for you if:**

- You feel God challenging you to take a greater role in building a vibrant faith community.
- You are good at motivating people to volunteer their time.
- You have a heart for the liturgical life of the church and are interested in bringing that liturgical life to students through mass, worship, adoration, vocations, and social justice initiatives.
- You are interested in other faith traditions and would like the experience of collaborating with them to build a greater understanding and solidarity among different faith communities.

**Vice President Community Engagement: CSA Description** [*Note: This role aligns to key wins in the CCO Integration Phase*].

- Attends all meetings and where delegated, attends RSU meetings.
- Is responsible for creating a balanced and comprehensive program of events including but not limited to spiritual, social, educational and social justice with input from the Executive Council, Chaplain and Campus Minister.
- Acts as the primary liaison between CSA and other student groups
- Ensures, where appropriate, invitations are sent to RSU clubs for CSA events
- Recruits, trains, and oversees hospitality volunteers for all integration events
- Coordinates the liturgical schedule, ensuring readers for all Masses.
- Coordinates volunteers for the Hungry Ram, ensuring there are cooks for each week.
- Coordinates volunteers for the monthly adoration, including hospitality team, MC, testimony, and music team.
- Works with staff to promote different mission opportunities.
- Works with staff to promote social justice opportunities, including but not limited to Covenant House, St Francis Table, and shares updates from our World Vision Sponsor child.
- Works with the staff and President to ensure that the CSA is covered in prayer.
- Works with staff to build and coordinate Vocation Week.
- Offers staff regular and ongoing feedback in ways staff can help CSA members mature in faith, including but not limited to Integration events or services.
- Develops relationships and collaborates with other Ryerson student faith groups to host 1-2 multi-faith events each semester.

**Goals of Vice President Community Engagement:**

1. To help develop a vibrant Catholic faith community at Ryerson University.
2. To help students deepen their faith life through liturgical, prayer, and devotional events.
3. To help create a radically hospitable community.
4. To help create a prayerful community.
5. To help develop a spirit of solidarity among the RSU faith-based clubs.

**Questions a Vice President Internal asks:**

1. Do I have hospitality volunteers recruited, trained, and scheduled for each Integration event? For example, Weekly Mass? Hungry Ram? Social Justice Initiatives? Adoration?
2. Am I doing an effective job at promoting the different mission opportunities available to our students, such as Rise Up? CCO Missions? Other Archdiocesan Missions?
3. Are new students active in our Ryerson Community?

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4. Have I helped create a welcoming and inclusive community?
5. Have I helped cover our community in prayer?
6. Have I developed strong relationship with other RSU faith-based student clubs? Are we collaborating effective on two key inter-faith events each semester?

**Expectations of Vice President Community Engagement:**

- This role requires an ongoing engagement and presence at the CSA.
- Attend two team building/retreat events – one in August with staff/student executive, the other in January with student executive members.
- Attend weekly CSA meetings.
- Prepare a weekly Executive Report that is shared at the CSA meetings.
- Attend a weekly 1-on-1 leadership development/coaching meeting with a staff member.
- Attends key Integration Phase events, such as: Weekly Ryerson Mass and Hungry Ram, Weekly prayer devotional, Monthly Adoration, Social Justice events, etc.
- Work with the President to offer CSA a weekly prayer experience. For example, a weekly Rosary or Divine Mercy Chaplet or JAM session.
- Work with RSU faith-based student clubs to host two inter-faith events per semester
- Take a Faith Study, lead a Faith Study, or co-lead a Faith Study
- You must be available 4 weekdays/week to meet on campus and you may be asked to come down to campus on a day when you have no class.
- The VP Community Engagement can expect to spend approximately 10 hours a week in activities related to this role.

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**VICE PRESIDENT ADMINISTRATION AND FINANCE - Previously two VP roles**

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**The role of Vice President of Administration and Finance is a good fit for you, if:**

- You feel God challenging you to take a greater role in building a vibrant faith community.
- You are interested in developing your administrative and financial skills in a leadership setting.
- You are a detailed oriented and would like to develop your administrative or finance related skills.
- You are interested in learning about surveys and measuring satisfaction.
- If you would like planning related activities and get great satisfaction in getting important behind-the-scene things done.

**Vice President of Administration and Finance: CSA**

- Attends all CSA meetings and where delegated, attends RSU meetings.
- Acts as a signing officer for the CSA.
- Maintains financial records and manages reimbursements
- Prepares monthly updates of financial records and presents them to the Executive Council.
- Oversees the catholic@ryerson.ca e-mail account and where appropriate will reply to an e-mail and will forward an e-mail reply to the Chaplain or Campus Minister and CC the e-mail to the president for further follow-up.
- Is responsible for on campus bookings for the CSA.
- Keeps the minutes of the meetings that shall be made available to all members.
- Works with President to set the agenda and ensures CSA executives submit their weekly reports prior to meeting.
- Makes copies of agenda and executive reports so meeting is organized and ready to go.
- Reads executives prior week priorities to see how team is doing toward meeting their priorities.
- Works with the President and staff to develop a CSA membership satisfaction survey and communicate results.

**Goals of Vice President of Administration and Finance:**

1. To optimize CSA meetings – ensuring clear agenda, executive reports, timely and clear minutes, meeting start and end on time, etc.
2. To ensure finances are prudently managed, disbursements made on a timely basis, and financial updates are clear and timely (as agreed).
3. To ensure room bookings are made on a timely and persistent basis to secure best room options for CSA events.

**Questions a Vice President of Administration and Finance asks:**

1. Are the agenda, minutes and Executive Reports ready for the meeting?
2. Are we optimizing the time we have in our meetings?
3. Are we being good stewards of the money entrusted to CSA?
4. Are disbursements being made in a correct and timely fashion?
5. Are we upholding the highest standard or integrity in the way we manage and report our finances?

**Expectations of Vice President of Administration and Finance:**

- This role is a predominantly administrative role that requires an ongoing engagement and presence at the CSA meetings as it facilitates the CSA meeting agenda, executive reports, and finances of CSA.

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- Attend two team building/retreat events – one in August with staff/student executive, the other in January with student executive members.
- Attend weekly CSA meetings.
- Attend a weekly 1-on-1 leadership development/coaching meeting with a staff member.
- Work with the President to set agenda for the CSA meetings.
- Work with the President to ensure finances are being properly managed.
- Prepare a weekly Executive Report that is shared at the CSA meetings.
- Prepares, tabulates and communicates CSA membership satisfaction survey and results.
- Take a Faith Study, lead a Faith Study, or co-lead a Faith Study
- You must be available 4 weekdays/week to meet on campus and you may be asked to come down to campus on a day when you have no class.
- The VP of Administration and Finance can expect to spend approximately 10 hours a week in activities related to this role.