

# Specific Responsibilities

## 4. Rez Project. Floor Fellows:

- act as trainers and/or facilitators for Rez Project, a series of residence-wide anti-oppression educational workshops promoting inclusivity and diversity;
- ensure their students' attendance at the workshops and help students to continue to engage with issues discussed throughout the year.

## 5. Meetings. Floor Fellows:

- attend all meetings called by their Residence Life Manager;
- attend and are actively involved in Floor Fellow Orientation as well as in-service training.
- If required, and under the supervision of the Residences Admissions Administrator and with direction from their Residence Life Manager, Floor Fellows assist in the room assignment process..

## 6. Communication

As the primary contact for the residents, Floor Fellows:

- communicate in a professional manner with both residents and colleagues, role-modelling respect in so doing; including on line communication.
- communicate about what is happening in their halls with the Residence Life Manager and their Floor Fellow team;
- ensure that residents know when they will be available or how to get in touch with them;
- keep abreast of services and developments in Residence Life, Student Housing and Hospitality Services, McGill and Montreal, and communicate appropriate information to resident students..

## 7. General Availability and Duty

- Floor Fellows take turns being on duty, according to the schedule and conditions determined by the Residence Life Manager for their hall.
- Floor Fellows on duty remain in the building, are sober, are accessible to all students, do rounds, and any other responsibilities as assigned by the Residence Life Manager for the hall;
- Floor Fellows are available from the first day of Orientation prior to the fall term until the last day of examinations in fall term, and from the first day of classes of the winter term, until the last day of examinations in the winter term (excepting the winter reading break). Any multi-day absences during this period must be arranged in advance with the Residence Life Manager for the hall;
- Floor Fellows organize their personal lives in a way that does not detract from their role as Floor Fellows. They should consider carefully and consult with the Residence Life Manager for their hall before taking on any commitment that could affect their availability, including taking

on additional extra-curricular activities, jobs or leadership positions;

- Floor fellows are available and helpful during move-in and move-out days for their hall, including staffing a welcome table.

## **8. Physical and Mental Well-Being**

Floor Fellows provide first level care. They:

- inform, consult with and take guidance from the Residence Life Manager for their hall for any mental or physical health issues of the residents of their floors/buildings.
- refer residents to the student health service, to emergency services or local medical/mental health clinics as appropriate;
- accompany or arrange for someone to accompany a sick or injured resident to a hospital;
- in residences with meal plans, arrange meals from the dining hall for students too ill to go;
- support and promote the Student Housing and Hospitality Service philosophy of community well-being based on mutual respect;

## **9. Promotion of Respect for the Physical Environment**

Floor fellows are responsible for encouraging good order on their floors and in their buildings.

They:

- are aware of the physical condition of their floors and buildings and report needed repairs and damages;
- immediately report any acts of vandalism to the Residence Life Manager for their hall.
- Floor Fellows may be provided with master keys or cards. In such cases,
  - These keys are for official use only;
  - Under Quebec law, floor fellows are permitted to enter a resident's room only with the express consent of that resident, or in a situation of clear and imminent danger