Standing Resolution

Responsibilities of the Executive Officers

1. **Responsibilities of the Executive Officers**
   The Executive Officers shall each be responsible for:
   
   a. Furthering the long-term interests of the Association; and
   
   b. Maintaining a file specifically related to their portfolio that will be useful to their successors to the position; and
   
   c. Instructing and informing the members of the incoming Executive of their responsibilities in the form of a Standard Operating Procedure document; and
   
   d. Co-ordinating those committees for which they are the Chairperson; and
   
   e. Having a working knowledge of the Association’s Letters Patent, By-Law, Standing Resolutions, and policies; and
   
   f. Presenting a brief report at every Council meeting and a final report on their activities at the AGM. Once adopted, this final report will be filed in the archives of the Association; and
   
   g. Disseminating relevant information relating to their portfolios to the appropriate body.

2. **Responsibilities of the President**
   The President shall:
   
   a. Act as the official representative of the Association; and
   
   b. Supervise generally the affairs of the Association; and
   
   c. Oversee external affairs for the Association; and
   
   d. Oversee all campaigns of the Association; and
   
   e. With the Vice-President External, act as one of two delegates to all national or provincial meetings of a national or provincial students’ association, with the option to be replaced by another delegate to be nominated by the Board; and
   
   f. Oversee the financial and administrative functions of the Association; and
   
   g. Be responsible for ensuring that the Vice-Presidents execute their duties; and
h. Be an ex-officio member of all committees established by the Association; and

i. Be responsible for calling a meeting of the Board prior to any General or Council Meeting; and

j. Prepare an agenda for, and preside over, meetings of the Board; and

k. Prepare an agenda for, and preside over the By-Laws and Constitution Committee; and

l. Prepare an agenda for the meetings of Council and General Meetings; and

m. With the Vice-President Administration, enter into financial agreements on behalf of the Association; and

n. Act as the official representative of the Association to its employees and to co-ordinate the contract renewal process for the staff of the Association; and

o. Assume the duties of the CRO as necessary; and

p. Prepare a yearly budget for the Association to be presented and approved at the Annual General Meeting of the Association; and

q. With the Vice-President External, keep Council updated on external issues affecting Association Members; and

r. With the Vice-President External, communicate with the appropriate campus and external bodies, including, but not limited to, national or provincial students’ associations; and

s. Perform such other functions as the Board and Council may determine.

3. **Duties of the Vice-President Internal**

The Vice-President Internal shall:

a. Act in the stead of the President whenever the President is unable to act; and

b. Represent the Association in regards to all academic matters; and

c. Ensure representation of graduate student interests and concerns with academic-related bodies; and

d. Oversee the organization and promotion of Association sponsored academic and social events for graduate students; and

e. Act on behalf of any member with an academic problem or complaint who requests it; and
f. Ensure the proper and adequate flow of information to and from Faculties; and

g. Ensure representation of graduate student interests and concerns with student-service-related bodies at the University; and

h. Prepare an agenda for, and preside over, the Academic Affairs Committee and X; and

i. Perform such other functions as the Board and Council may determine.

4. **Duties of the Vice-President External**

The Vice-President External shall:

a. Assist the President in overseeing all external affairs of the Association; and

b. With the President, keep the Council updated on external issues affecting members of the Association; and

c. With the President, communicate with the appropriate campus and external bodies including, but not limited to, national or provincial students’ associations; and

d. With the President, act as one of two delegates to all national or provincial meetings of a national or provincial students’ association, with the option to be replaced by another delegate to be nominated by the Board; and

e. Liaise and schedule meetings with the Undergraduate Student Union; and

f. Oversee official communications and promotions of the Association, including but not limited to posters, pamphlets, and the official Association web-site; and

g. Oversee Student engagement, Senate Representatives, and Student Fees and

h. Act as web-master for the Association; and

i. Be responsible for the ongoing maintenance of Council, Senate Representatives and Councillor lists; and

j. Prepare an agenda for, and preside over, the Student Issues Action Committee; and

k. Perform such other functions as the Board and Council may determine.

5. **Duties of the Vice-President Services**

The Vice-President Services shall:

a. Keep custody of the Association’s seal; and
b. Coordinate social and athletic events, special projects and conferences of interest to the members; and

c. Oversee and award the GSA awards in partnership with SGS; and

d. With the Vice-President Administration, be responsible for the administration of the Development Fund, Millennium Award Fund and Student Opportunity Fund of the Association; and

e. Be responsible for the negotiation of the health and dental plans of the Association with its insurance broker and its insurance provider; and

f. Be responsible for the Association’s sports leagues including, but not limited to the summer softball and soccer leagues and representing the leagues and the Association with the University, if necessary; and

g. Assist the President in overseeing all campaigns of the Association; and

h. Ensure the proper and adequate recording of the minutes of all meetings of the Council and Board; and

i. Ensure that any notice or communication required to be given under the Act, Regulations or Letters Patent is given; and

j. Sign one copy of the minutes of Council or General meetings after such minutes have been approved by Council; and

k. Prepare an agenda for, and preside over, the GSA Leagues Committee, and Health and Dental Committee; and

l. Ensure representation of graduate student interests and concerns with non-academic and nonservice related bodies, and

m. Perform such other functions as the Board and Council may determine.

6. **Duties of the Vice-President Administration**

The Vice-President Administration shall:

a. Act as internal auditor and financial advisor to the Association; and

b. Be responsible for ensuring that all monies received by the Association be safely deposited with the financial institution named by Council for this purpose; and

c. Monitor, on behalf of the Association, financial investments, if and when necessary; and

d. Ensure the proper collection, deposit and disbursement of all monies and receipts of the Association; and
e. Prepare an agenda for, and preside over, the Finance Committee; and

f. Administer the payment of all debts incurred by the Association during the course of the fiscal year; and

g. With the Vice-President External, be responsible for the administration of the Development Fund, Millennium Award Fund and Student Opportunity Fund of the Association; and

h. With the President, enter into financial agreements on behalf of the Association; and

i. Ensure the preparation of a concise financial report to be presented to the first Council meeting of each session; and

j. Arrange the preparation of the Association and Phoenix year-end financial statements by an external group or person and present the financial statements at the Annual General Meeting of the Association; and

k. Maintain the yearly budget that is approved at the Annual General Meeting of the Association; and

l. With the Vice-President Services, assist the Phoenix in the preparation of a yearly budget for the running of the Phoenix to be presented and approved at a General Meeting of the Association; and

m. Review the monthly financial reports and the monthly financial transactions for both the Phoenix and the Association and report the findings to the Board; and

n. Conduct random inventory checks of the Phoenix at least once a term should the Board deem it necessary; and

o. Prepare an agenda for, and preside over, the Phoenix Executive Committee; and

p. Interact with the Manager of the Phoenix on a weekly basis to ensure that decisions of the Phoenix Committee, be carried out; and

q. Oversee the general operations of all properties of the Association; and

r. Report regularly to the Board on the affairs of the properties of the Association; and

s. Perform such other functions as the Board and Council may determine.