

## **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.