



Subject:	Commissioner Policy
Date Passed by Council:	
Last Date Revised:	October 22, 2014
Expiration Date:	
Committee:	

Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution

COMMISSIONER POLICY

Definition: Commissioners are Dalhousie student volunteers who are hired for specific positions hired for that are rewarded with an honorarium upon completion of their duties.

Commissioner Policy

1. This policy shall be referred to as the “Commissioner Policy.”
2. Commissioners positions shall be decided upon and hired by incoming Executive, with consultation and recommendations from the outgoing Executive.
3. Commissioners shall be hired on an annual or project based basis as determined by the Executive to assist Executive and staff with the facilitation of various projects and initiatives as determined by the Executive. Projects and initiatives for which a Commissioner is hired must align with the Executives annual goals. Commissioners shall report to a corresponding Executive member.
4. Commissioners shall sign a contract prior to undertaking any work for an executive or staff member. The contract must include a detailed job description, honoraria, and expectations for year-end or project-end report. Contracts must be filled with the Accounting Department by the Executive or Staff member overseeing the Commissioner for the purpose of facilitating payment to the Commissioner.
5. Commissioner positions are volunteer positions. The value of the honorarium shall be indicated in the commissioner’s contract. Commissioner honoraria over \$500.00 may be subject to withholding taxes and must comply with (or be consistent) financial policy and

staff hiring policies of the DSU. **Honoraria will only be paid upon receipt of the Commissioner's year-end report to the executive or staff member they report to.**

6. Commissioners shall sign a Confidentiality Agreement and Electronic Access Agreement prior to receiving access to the Union's online platforms or confidential information.

7. Each Commissioner shall be interviewed by the incoming President or Vice President and at least two other individuals who the hiring Executive member deems appropriate. Suggested members of the appointment committee shall include at least one Executive, Staff, or Council member. All Commissioner appointments must be announced to Council at the first Council meeting after hiring.

8. Upon the approval of Council, which must be discussed and voted on during an in-camera setting, Executive shall remove a commissioner from their position should the Commissioner be found to be in breach of their contract.

Responsibilities of Commissioners

9. Sufficient documentation must exist for all Commissioner positions, including but not limited to:

- a) Commissioner Access Checklist
- b) Contract with payment, description of project/tasks and term

Recommendations of Commissioners

The following Commissioner roles are recommended as core Commissioner positions for the DSU Executive in any given year:

10. The Society Commissioner shall:

- a) Assist the Vice President (Internal) with the development of Society Policy;
- b) Sit as a non-voting member of the Society Review Committee;
- c) Be responsible to the Vice President (Internal); and
- d) Perform various duties relating to societies within the portfolio of the Vice President (Internal), at the discretion of the Vice President (Internal).

11. The Academic Commissioner shall:

- a) Assist the Vice President (Academic and External) with the development of Academic Policy;
- b) Sit as a non-voting member of the Academic and External Affairs Committee;
- c) Be responsible to the Vice President (Academic and External); and
- d) Perform various duties relating to academic affairs within the portfolio of the Vice President (Academic and External), at the discretion of the Vice President (Academic and External).

12. The External Commissioner shall:

- a) Assist the Vice President (Academic and External) with the development of External Policy;
- b) Sit as a non-voting member of the Academic and External Affairs Committee;
- c) Be responsible to the Vice President (Academic and External); and
- d) Perform various duties relating to external affairs within the portfolio Vice President (Academic and External), at the discretion of the Vice President (Academic and External).

13. The Finance Commissioner shall:

- a) Assist the Vice President (Finance and Operations) with the development of Financial Policy;
- b) Be responsible to the Vice President (Finance and Operations); and
- c) Perform various duties relating to the portfolio of the Vice President (Finance and Operations), at the discretion of the Vice President (Finance and Operations).

14. The Events Commissioner shall:

- a) Sit on the Events Committee as deputy chair;
- b) Be responsible to the Vice President (Student Life); and
- c) Perform various duties relating to the portfolio of the Vice President (Student Life), at the discretion of the Vice President (Student Life).

15. The Athletics Commissioner shall:

- a) Assist the Vice President (Student Life) in actively promoting athletics;
- b) Actively liaise with the Department of Athletics and Recreational Services;
- c) Sit on the Events Committee;
- d) Attend meetings of the Varsity Council;
- e) Attend Student Athlete Orientation;
- f) Be responsible to the Vice President (Student Life); and
- g) Perform various duties relating to athletics within the portfolio of the Vice President (Student Life), at the discretion of the Vice President (Student Life).