



Subject:	Executive Roles
Date Passed by Council:	
Last Date Revised:	April 22, 2015
Expiration Date:	
Committee:	

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

1. Preamble

a. This policy is a guide and should not restrict the generality of the descriptions outlined in the Constitution.

2. Order of Authority

(a) All decisions of the Executive must be consistent with the Constitution, Union policy, and directives from Council.

(b) During the daily administrative operations of the Union, the President has the authority to direct the Executive and full-time staff according to the Constitution, and Union policy. However, the President cannot direct the Vice President (Internal) or Vice President (Finance and Operations) to enter a contractual relationship or sign a cheque or purchase order, unless directed by Council or the Board.

(c) The following is the order of authority among the Executives:

- (i) President
- (ii) Vice-President (Internal)
- (iii) Vice President (Finance and Operations)
- (iv) Vice-President (Academic and External),
- (v) Vice President (Student Life).

(d) In the event that members of the Executive give a directive that violates any part of the Constitution and/or policy, other members of the Executive have the right to refuse to follow the directive and is obligated to report any violation to Council if the breach is not rectified immediately.

(e) In the event that a Full-time Staff member is directed to violate any part of the Constitution and/or Policy, they have the right to refuse to follow the directive and bring the incident to the attention of the President or appropriate member of the Executive.

3. President

The President shall:

- (a) Enforce the due observance of the Act of Incorporation, the Constitution and Union policy;
- (b) Act as spokesperson for the Union, representing the opinions of the Union, as determined by Council;
- (c) Where possible, represent the Union at meetings of other organizations with which the Union is affiliated;
- (d) Represent the interests and policy of the Union and its membership during policy formulation by external organizations of which the Union is a member;
- (e) Be responsible for the distribution and dissemination of information provided by external organizations of which the Union is a member;
- (f) Be responsible for reviewing federal, provincial, municipal and University policies that impact the academic, financial and social interests of the membership, and for recommending to Council appropriate action;
- (g) Sit ex-officio on the Board of Governors and Senate;
- (h) Sit as a representative of the Union on the Executive Committee of the Board of Governors;
- (i) Sit as a representative of the Union on the Senate Planning and Governance Committee;
- (j) Sit as a representative of the Union on the Dalhousie Alumni Association;
- (k) Sit as a representative of the Union on various other administrative, Faculty, and Senate committees;
- (l) Have the right to attend and speak at all Union committee meetings with the exception of the Executive Review Committee, Elections Committee, and any other exceptions specified in policy (except where invited by the Committee); and
- (p) Act as Chair of the weekly meeting of the Executive;
- (q) Act as Chair of the weekly meeting of the Officers;
- (r) Act as Deputy Chair of the weekly Executive / Full-time Staff meeting; (m) Perform other duties as outlined in policy or that Council may from time to time determine.

4. Vice President (Internal)

The Vice President (Internal) shall:

- (a) Act as the main liaison between the Union and societies, and assist the Union's societies in coordinating their activities;
- (b) Encourage communication between societies on campus that represent specific social, cultural and ethnic diversities by attending regular meetings of such groups;
- (c) Be responsible for overseeing the communication activities of the Union; and
- (d) Perform other duties as outlined in policy or that Council may from time to time determine.

5. Vice President (Finance and Operations)

The Vice President (Finance and Operations) shall:

- (a) Receive and account for all monies belonging to the Union;
- (b) Arrange payment of all expenses incurred by the Union or its agents;
- (c) Ensure that budgeted allocations are reasonably adhered to;
- (d) At the request of Council, report on the financial state of the Union, within two (2) weeks of such a request;
- (e) Be responsible for ensuring the implementation and observance of Union by-laws and policies related to the financial management of the Union;
- (f) Prepare the annual budgetary estimates for the Union and its agents and submit those budgetary estimates;
- (g) Be the only individual authorized to exceed a budgeted line item, but must bring this action to the attention of Council at its next regular meeting;
- (h) Perform an audit of every levied society in the summer, fall and winter terms before allotting monies for the society or levied organization;
- (i) Sit as a representative of the Union on the University Parking and Security Committee;
- (j) Perform other duties as outlined in policy or that Council may from time to time determine;
- (k) Conduct a financial and operational review of units and unit head performance at least once a year; and
- (l) Prepare a participatory budgeting session for students to receive feedback on budget and to receive submissions for spending suggestions.

6. Vice President (Academic and External)

The Vice President (Academic and External) shall:

- (a) Be responsible for the Union's Student Advocacy Service;
- (b) Sit ex-officio on the Senate;
- (c) Sit ex-officio on the Senate Academic Programs and Research Committee;
- (d) Sit ex-officio on the Senate Committee for Learning and Teaching;
- (e) Sit ex-officio on the Senate Planning and Governance Committee;
- (e) Sit as the Union's representative on the Senate Nominating Committee;
- (f) Sit as a representative of the Union on various other administrative, Faculty, and Senate committees;
- (g) Where possible, act as a delegate at all conferences of external lobby organizations with which the Union is a member;
- (h) Represent the interests and policies of the Union and its membership during policy formulation by external organizations of which the Union is a member; and
- (i) Perform other duties as outlined in policy or that Council may from time to time determine.

7. Vice President (Student Life)

The Vice President (Student Life) shall:

- (a) Be responsible for the operation of activities aimed at the improvement of student life on campus;

- (b) Act as a liaison between the Union and various community organizations and volunteer groups concerned with the development of a better community in the metropolitan area;
- (c) Be responsible for regular programming and events throughout the academic year, including, but not limited to lectures, concerts and other performances;
- (d) Be responsible for organizing and promoting the following activities of the Union:
 - (i) Fall Orientation Week;
 - (ii) Dalfest;
 - (iv) Frost Week;
 - (v) Charity Ball;
 - (vi) Impact Awards Ceremony;
 - (viii) Council events; and
 - (ix) Other activities of the Union that Council or the Executive may from time to time determine necessary;
- (e) Be responsible for actively promoting athletics; and
- (f) Perform other duties as outlined in policy or that Council may from time to time determine.

8. Meetings

- (a) There shall be at least one (1) Meeting of all Officers per week, chaired and scheduled by the President.
- (b) There shall be at least one (1) Executive Meeting per week, chaired and scheduled by the President.
- (d) All members of the Executive are expected to report on their weekly activities to be included in the minutes of every Executive Meeting.
- (e) Minutes of the Executive meetings shall be prepared by the President within 72 hours after the meeting.
- (f) Quorum for the Executive Meeting will be three (3) members. At least one (1) must be a non-Officer of the Union.
- (g) Decisions of the Executive are binding on all members of the Executive.
- (h) All members of the Executive are expected to report on the activities of the respective committees that they Chair.

9. Council Meetings

- (a) All members of the Executive are expected to submit written reports to Council.

10. Office Hours

- (a) All members of the Executive are expected to work 40 hours per week during the summer, 30 hours per week during the regular academic year. Half (1/2) of these hours must be worked during the regular business hours of the Union.
- (b) All members of the Executive must set regular office hours by the second week in May, third week in September, and second week in January.

11. Vacation

- (a) Each member of the Executive is entitled to twenty working days of vacation, in addition to regular student holidays as outlined in the Union staff handbook.
- (b) All three (3) Officers cannot go on vacation at the same time.

12. Membership Fees

- (a) Each member of the Executive must pay the Union fees applicable to their academic workload.

13. Staff Reviews

- (a) The President is required to conduct a performance evaluation on the General Manager by the end of March of each year which must be approved by the Board.
- (b) The Review is based on the General Manager's Job Description and their goals set for the year.

14. Executive Goals

- (a) The President must present a list of the Executive and the Full Time Staff's common goals and initiatives for the year to Council by August 31st.
- (b) The Executive is required to outline their individual goals for the year and on a semester-by-semester basis, by July 31st.
- (c) Executive goals must be posted in the Student Union Building, and be available online and in print

15. Transition Period

- (a) The transition period commences once the General Election results are official.
- (b) The transition period shall include a two-week period with the outgoing and incoming Executive working together full-time not to be completed before April 31. The Executive-elect shall be paid for the duration of this part of the transition. The transition period ends at the completion of this part of the transition.
- (c) Each member of the Executive is obligated to orient their successor during the transition period.
- (d) Each outgoing and incoming member of the Executive is obligated to attend the annual transition retreats. The transition retreats shall be organized by the outgoing President and General Manager.
- (e) Failure to participate in the annual transition retreat by a member of the Executive without the permission of Council will result in the loss of any outstanding vacation pay.
- (f) The Union shall withhold the vacation pay of each member of the Executive until a minimum one thousand (1000) word final report has been submitted to their successor and notice of receipt has been given to Council.
- (g) Each Executive must sign in and sign out their Union keys with the Director of Facility Operations when assuming and leaving Office.

(h) Each Executive must finalize contact information, including work email-addresses, phone numbers and approximate office hours to provide to students, faculty and staff.