Commissioner Policy

Oversight body: Executive Committee

Date Passed by Council: October 22, 2014

Date of Next Review:

Related policies, bylaws, legislation: Bylaw 5

Definitions

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

Statement

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 Commissioners 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 breech or their contract.

9. **Responsibilities of Commissioners**

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

9.1.1 Commissioner Access Checklist
9.1.2 Contract with payment, description of project/tasks and term

10. **Recommendations of Commissioners**

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

10.1 The Society Commissioner shall:
10.1.1 Assist the Vice President (Internal) with the development of Society
Policy;
10.1.2 Sit as a non-voting member of the Society Review Committee;
10.1.3 Be responsible to the Vice President (Internal); and
10.1.4 Perform various duties relating to societies within the portfolio of the
Vice President (Internal), at the discretion of the Vice President
(Internal).

10.2 The Academic Commissioner shall:
10.2.1 Assist the Vice President (Academic and External) with the
development of Academic Policy;
10.2.2 Sit as a non-voting member of the Academic and External Affairs
Committee;
10.2.3 Be responsible to the Vice President (Academic and External); and
10.2.4 Perform various duties relating to academic affairs within the portfolio
of the Vice President (Academic and External), at the discretion of the
10.3 The External Commissioner shall:
   10.3.1 Assist the Vice President (Academic and External) with the development of External Policy;
   10.3.2 Sit as a non-voting member of the Academic and External Affairs Committee;
   10.3.3 Be responsible to the Vice President (Academic and External); and
   10.3.4 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).

10.4 The Finance Commissioner shall:
   10.4.1 Assist the Vice President (Finance and Operations) with the development of Financial Policy;
   10.4.2 Be responsible to the Vice President (Finance and Operations); and
   10.4.3 Perform various duties relating to the portfolio of the Vice President (Finance and Operations), at the discretion of the Vice President (Finance and Operations).

10.5 The Events Commissioner shall:
   10.5.1 Sit on the Events Committee as deputy chair;
   10.5.2 Be responsible to the Vice President (Student Life); and
   10.5.3 Perform various duties relating to the portfolio of the Vice President (Student Life), at the discretion of the Vice President (Student Life).

10.6 The Athletics Commissioner shall:
   10.6.1 Assist the Vice President (Student Life) in actively promoting athletics;
   10.6.2 Actively liaise with the Department of Athletics and Recreational Services;
   10.6.3 Sit on the Events Committee;
   10.6.4 Attend meetings of the Varsity Council;
   10.6.5 Attend Student Athlete Orientation;
   10.6.6 Be responsible to the Vice President (Student Life); and
   10.6.7 Perform various duties relating to athletics within the portfolio of the Vice President (Student Life), at the discretion of the Vice President (Student Life).