

Students' Association Job Descriptions

Taken from the Red River College Students' Association Bylaws

ARTICLE 8 – Responsibilities of Executive Officers

8.1.01 The Executive Officers of the SA are:

- a) The President;
- b) The Vice President Academic;
- c) The Vice President Internal; and
- d) The Vice President External Affairs

8.1.02 The Executive Officers shall be bound by the following documents, ranked in descending order:

- a) The governing documents of the SA;
- b) The Executive Letter of Commitment; and
- c) The SA Executive Officer Manual.

Roles and Responsibilities

8.2.01 All Executive Officers shall:

- a) Be a student in good standing and be a registered student at Red River College during at least half of their term in office.
- b) Not have been convicted of a criminal offence within the past five years;
- c) Have a thorough understanding of the Governing Documents of the SA;
- d) Have knowledge of, and report to the SAB on, all activities of the SA;
- e) Serve as the liaison between the SA and the College's standing committees, as required by the Executive Committee;
- f) Conduct research and investigation into matters pertaining to member concerns;
- g) Be responsible for the progress of each committee they are the chair of, and report on this progress to the SAB;
- h) Attend SAB meetings and executive retreats;
- i) Transition the incumbent Executive Officers prior to leaving office, as per the Executive Transition Policy;
- j) Engage student members outside the office at all campuses, and promote all SA events and services;
- k) Perform the duties of another Executive Officer, as appointed by the SAB, in the event that the Executive Officer is absent, ill, or incapacitated; and
- l) Perform any alternative duties as appointed by the SAB or Executive Committee.

8.2.02 The President shall:

- a) Be in office a minimum of 30 hours per week during regular and summer office hours, plus or minus one hour outside of operating hours;
- b) Have the right to be an ex-officio member of all committees of the SA;

- c) Act as alternate Chair at SAB meetings;
- d) Chair the Executive Committee;
- e) Co-Chair the Elections & Referenda Committee, and Governance & Internal Review Committee;
- f) Be responsible for the work of the Vice Presidents of the Association;
- g) Be responsible for the work of the Executive Director of the Association;
- h) Serve as the liaison with the administration and faculty of the College;
- i) Be the primary spokesperson for the Association;
- j) Be responsible for media relations in accordance with the Media Relations Policy;
- k) Be the Red River College Board of Governors Representative, and shall report all non-confidential activities to the SAB and Members at a regular SAB meeting; and
- l) Act as a secondary representative for all external advocacy organizations of which the SA is a member.

8.2.03 The Vice President Academic shall:

- a) Be in office a minimum of 20 hours per week during regular office hours and a minimum of 30 hours per week during summer operation hours, plus or minus one hour outside of office hours;
- b) Act as an advocate for Members in all levels of student appeals at the Notre Dame Campus;
- c) Understand and follow College policies to properly advise Members with respect to student appeals;
- d) Chair the Scholarship Committee;
- e) Co-Chair the Governance & Internal Review Committee;
- f) Chair the Students' Association Representative meetings at the Notre Dame Campus; and
- g) Be responsible for recruiting students to serve as Student Association Representatives at the Notre Dame Campus.

8.2.04 The Vice President Internal shall:

- a) Be in office a minimum of 20 hours per week during regular office hours and a minimum of 30 hours per week during summer operation hours, plus or minus one hour outside of office hours;
- b) Work with the Accounting Director to oversee all monies, securities, notes, and other assets of the SA;
- c) Work with the Executive Director to prepare and report financial records;
- d) Ensure the SA's annual budget is prepared, presented, and administered in accordance with these Articles;
- e) Chair the Finance Committee, and the Students' Association Trust Fund Committee;
- f) Act as Recorder for all meetings of the SA and ensure all minutes are recorded formally and retained for safekeeping; and
- g) Be responsible for all duties regarding campus clubs, including approving or denying club applications, and handling club finances.

8.2.05 The Vice President External Affairs shall:

- a) Be in office a minimum of 20 hours per week during regular office hours and a minimum of 30 hours per week during summer operation hours, plus or minus one hour outside of office hours;
- b) Be responsible for member concerns at the Exchange District Campus and all Regional Campuses;
- c) Act as the primary representative for all external advocacy organizations of which the SA is a member;
- d) Be responsible for developing the external advocacy priorities of the SA, and coordinating advocacy activities, in conjunction with the Advocacy Committee;
- e) Act as liaison between the SA and all levels of government, student unions or associations, and other organizations on issues pertaining to student interests;
- f) Chair the Advocacy Committee, and the Projector Publications Advisory Board;
- g) Co-Chair the Elections & Referenda Committee;
- h) Act as an advocate for Members in all levels of student appeals at the Exchange District Campus and all Regional Campuses;
- i) Understand and follow College policies to properly advise Members with respect to student appeals;
- j) Chair the Students' Association Representative meetings at the Exchange District Campus; and
- k) Be responsible for recruiting students to serve as Student Association Representatives at the Exchange District Campus.