

Students' Association Job Descriptions

Taken from the Red River College Polytechnic 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 and;
- b) The Executive's Employment Agreement

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 Polytechnic during at least half of their term in office.
- b) Not have been convicted of a criminal offence within the past three 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.
- m) Follow the Executive Obligation Document.
- n) Get pre-approval from the Executive Committee before joining an external Board Position for an organization that the SA is a member of.

- o) Not spend more than 50% of a semester on external board work or delegate committee work.
- p) Delegate committee positions on external board are acceptable.

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, Appointment & Referenda Committee, and Governance & Internal Review Committee;
- f) Be responsible for the work and discipline 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 Polytechnic 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.
- m) Act or appoint an Acting Executive Director if the Executive Director becomes vacant until another Executive Director is Hired. As an acting Executive Director, they are to consult and delegate tasks as necessary.
- n) As acting ED, spending under the Executive Directors profile, will need to be approved by the executive team if over \$500 and the SAB if over \$1000.

8.2.02 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.

8.2.03 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.

8.2.04 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 and policies 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, Appointment & 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 Regional Campuses; and
- k) Be responsible for recruiting students to serve as Students' Association Representatives at the Exchange District Campus.