

PRESIDENT

The President is responsible to:

- Direct the affairs of TKUSA both internally and externally, and to provide effective leadership to the Executive Board
- Set the vision for TKUSA and hold the Executive Board accountable to fulfill TKUSA's mandate and their individual goals, acting on their own initiative to fulfill the best interests of the Executive Board unless a majority vote from the Executive Board vetoes their actions
- Arrange and organize semi-annual events for TKUSA Executive Board development and communication
- Act as a signing authority on all TKUSA accounts.
- Act as a mediator between the Executive Board and/or other conflicting parties
- Meet regularly with the Executive Board, the General Council, the General Manager, President of The King's University and the Dean of Students.
- Host the Annual General Meeting in October.
- Maintain regular communication between TKUSA and the student membership, providing time to listen to and act on student concerns.
- Assist the Executive Board members as needed to ensure the completion of their jobs and projects
- Serve as the face of the Executive Board and the entire student membership; and ensure that the legal status and financial integrity of TKUSA are maintained.
- Collect budget proposals from the Executive Board in February and assist the General Manager in the development of an annual budget for the following year by March
- Ensure TKUSA's budget is presented to the General Council for approval prior to the AGM in October.
- Hold TKUSA accountable to its budget throughout the year
- Be able to report the current financial position to the student membership.

The duties of the President include acting as:

- Chair of TKUSA's Executive Board
- Chair of TKUSA's General Council
- Advisor to the University's Board of Governors
- Advisor to the University's Executive Committee of the Board of Governors
- Voting Senate Member on the University's Senate; and
- Attendee of the University's Staff Assembly.
- Attendee of General Faculty Council (GFC)

VP INTERNAL

The Vice President Internal is responsible to:

A. Internal Governance & Operations

- Act as the Secretary-Treasurer to the Board, which includes approval of meeting minutes;
- Oversee the governance of the SA with the President to ensure functionality and continuity.
- Assist the President with their workload; chair all meetings in the absence of the President;
- Be available to take over the President position in case of resignation or termination of the President;
- Review the Society Bylaws and the Policies and Procedures with annual and recommended amendments as needed, with input from the Executive Board.
- Act as a signing authority on the main SA account;
- Encourage and train the General Council Representative(s) in the policies and role of the SA;
- Work with the General Manager to prepare for the elections each year.
- Work with The University to develop clear processes for student grievances and internal advocacy

B. TKUSA Marketing and Communications:

- Work with GM and marketing coordinator to produce all SA communication and marketing material used to promote and advise students of all activities, including social events, administrative events, elections, and referenda;
- Create a new student agenda each year
- Develop and maintain all communication methods to the student membership, including posters, e-mail, website, Moodle page, YouTube, Instagram, Facebook page, etc.;
- Maintain the relationship with student publications (The Chronicle & Ballyhoo)
- Responsible for coordinating the purchase of all promotional and TKUSA branded materials.
- Meet regularly with the marketing coordinator to advise on communications

The committees and duties that the Vice President Internal maintains are

- Vice-Chair of the SA Executive Board;
- Vice-Chair of the SA General Council;
- Advisor to the University's Board of Governors;
- Advisor to the University's Executive Committee of the Board of Governors;
- Voting Senate Member on the University's Senate; and
- Advisor to the University's General Faculty Council (GFC);
- Advisor at TKUSA Staff meetings
- Member of the Mental Health Task Force
- Member of the Budget Steering Committee
- Chair of the Policy Committee
- Any other internal affairs committee that may arise.

VP EXTERNAL

The Vice President External is responsible to:

- Represent TKUSA on matters of external advocacy including, but not limited to working with;
 - Municipal government(s)
 - Provincial government(s)
 - The Federal government
- Assist the president with his/her workload, especially as it pertains to external advocacy
- Ensure the Board is up-to-date on affairs of external advocacy
- Advise the President on matters of external advocacy
- Execute projects and initiatives pertaining to external advocacy as assigned by the President, including, but not limited to:
 - Petitions
 - Letter-writing campaigns
- Initiate projects and initiatives pertaining to external advocacy including but not limited to:
 - Petitions
 - Letter-writing campaigns
- Represent TKUSA, working in cooperation with student advocacy organizations, via. ASEC and the ESA
- Support the work of TKUSA internally as required.

The committees and duties that the Vice President External maintains are

- Member of the SA Executive Board;
- Member of the SA General Council;
- Voting member of Alberta Students' Executive Council
- Voting member of Edmonton Student Alliance
- Membership, advisership, or other, on any relevant internal or external body or organization.

The Vice President Student Services is responsible for:

TKUSA Events

- Assist the GM in developing the Events budget.
- Liaise with Student Life to coordinate event offerings at the University
- Coordinate SA involvement in the bi-annual University Open House
- Coordinate with student life for planning for the new student orientation
- Decorate the Level for all holidays and special events (Halloween, Christmas, winter social, Valentine's Day, St. Paddy's Day, Easter, etc.)
- Organize and deliver key TKUSA Events throughout the year including Fall Kick-Off, Orientation, Holiday events and promotions, Thursday nights at the Level, Winter Social, Battle of the Bands etc..

Student Clubs

- Assist the GM in developing the Student Clubs budget
- Ensure proper financial management policies are followed and that clubs are adhering to their allocated budgets
- Oversee all activities and responsibilities related to all SA Clubs.
- Assist students with the formation of clubs including assisting with the creation of club policy and procedure and clubs budget and serve as the liaison between the SA and Clubs
- Coordinate the semi-annual SA Clubs Fair.
- Ensure clubs adhere to SA policies and guidelines; and
- Collect "off-campus activity waivers" from club leaders when necessary.

We Speak Health Care Program

- Support and follow up with student's inquiries regarding the health care program
- Promote the health care program and update information as needed to students
- Communicate the opt-out deadlines and prepare orientation materials on our health care program
- Work with We Speak to produce marketing materials for students on how to access their health care
- Meet with GM and ACL/We Speak annually in January to confirm new fees for the following year and/or to resign a three-year contract.
- Coordinate with the University to ensure that the student lists are sent to We Speak for enrollment Communicate with the student fellowship regarding opt-out timelines and access to health insurance.

The Pantry

- Work with faculty and staff to coordinate food drives throughout the year
- Collect donations and organize pantry space
- Recruit and supervise volunteers to assist in running the Pantry
- Prepare Christmas baskets each year for students over the break
- Promote and updated information on The Pantry as needed.

The committees that the VP Student Services maintains are:

- Member of the SA Executive Board;
- Member of the SA General Council;
- Chair of the Club Presidents Committee
- Advisor at TKUSA Staff meetings
- Advisor to the University's Open House Committee.
- Advisor to the Orientation committee
- QSSN – Queer Support Services Network of Alberta
- Indigenous Awareness committees