

Roles and Responsibilities of Elected Representatives

Policy Type

Board Governance Policy

Purpose

To clearly outline roles and responsibilities for all governance positions in the King's University Students' Association, so that these positions may adhere to principles of good governance, fulfill their duties effectively, and remain accountable to the broader TKUSA membership.

Definitions

The **Board**, or the **Executives**, refers to the Executive Board as that consists of the President, VP Internal, VP External, and VP Student Services.

The **EDSA** is "The King's University Education Division of the Students' Association."

The **LBA** is "The King's University Leder Business Association."

Student Publications refer to both "The Chronicle" student newspaper, and "Ballyhoo."

A **majority vote** is a vote that consists of $\frac{3}{4}$ members of the Executive Board, voting in unanimous agreement.

The **student body** refers to TKUSA membership as the whole of the student body at The King's University.

The University refers to The King's University.

Policy Statement

1. Roles and Responsibilities of the Executive Board

- 1.1. Adhere to all TKUSA Bylaws and Policies.
- 1.2. Consult and represent the wider student body.
- 1.3. Act as signing authority on all SA accounts.
- 1.4. Represent TKUSA, by acting in accordance with all official positions.
- 1.5. Participate in the orientation of their successors.
- 1.6. Elected by the student membership at the annual election each March unless other circumstances dictate.
- 1.7. Voting members of TKUSA's General Council.
- 1.8. Voting members of the Board.
- 1.9. Manage, direct, and hold overall responsibility for, all the affairs of TKUSA.
- 1.10. Determine at the start of their term which Board member will participate as the voting and/or advisory members on the following University committees:
 - 1.10.1. The Board of Governors (non-voting, advisory)
 - 1.10.2. The University Senate (voting)
 - 1.10.3. President's Council (voting)
 - 1.10.4. General Faculty Council (non-voting, advisory)

2. Roles and Responsibilities of the President

- 2.1. Direct the affairs of TKUSA both internally and externally, providing effective leadership to the Board.
- 2.2. Support TKUSA's vision, and furthermore hold the Board accountable to fulfilling TKUSA's mission and strategic goals.
- 2.3. Arrange semi-annual events for Board development and communication.
- 2.4. Act as a signing authority on TKUSA accounts.
- 2.5. Act as the official overall representative of the Board, externally and internally.

- 2.6. Meet regularly with the Board, the General Council, the Executive Director, the President of The King's University, and the Dean of Students.
- 2.7. Call the Annual General Meeting no later than October 31st each year.
- 2.8. Maintain regular communication between TKUSA and the student membership, providing time to listen to, and act on, student concerns.
- 2.9. Assist the Board members, as needed, to ensure the completion of their jobs and projects.
- 2.10. Ensure that the legal status and financial integrity of TKUSA are maintained in collaboration with the Executive Director.
- 2.11. Coordinate with the Executive Director, and Treasurer, in the development of an annual budget, and may assist as needed in this regard.
- 2.12. Regularly report on the current financial position of TKUSA to the student membership.
- 2.13. Chair the Board and General Council.

3. Roles and Responsibilities of the VP Internal

3.1. Internal Governance & Operations

- 3.1.1. Perform the role of Secretary-Treasurer to the Board, which includes, but is not limited to, the approval of meeting minutes and approval of the annual budgets.
- 3.1.2. Oversee the governance of TKUSA in cooperation with the President, to ensure TKUSA's functionality and continuity.
- 3.1.3. Assist the President with their workload, which may include, but is not limited to:
 - Chairing all meetings in the absence of the President.
 - Being available to take over the President position, in case of the resignation or termination of the President.
- 3.1.4. Review TKUSA's Bylaws, Policies, and Procedures, with annual and recommended amendments as needed, and with input from the Board.
- 3.1.5. Act as a signing authority on TKUSA's accounts.
- 3.1.6. Encourage the General Council Directors to be informed in the policies and roles of TKUSA.
- 3.1.7. Assist the Executive Director to prepare for each year's Board and Director elections.
- 3.1.8. Maintain regular communication between TKUSA and the student membership, providing time to listen to, and act on, student concerns.
- 3.1.9. Maintains primacy in working with the University to develop clear processes for student grievances and internal advocacy.

3.2. Marketing and Communications

- 3.2.1. Work with the Executive Director and Marketing Coordinator in developing and maintaining all TKUSA communication and marketing materials and methods to the student membership; this includes, but is not limited to, social media platforms, events posters, emails, Internet outlets, and election or referenda notices.
- 3.2.2. Meet regularly with the Marketing Coordinator and Executive Director regarding the marketing and communications plan.
- 3.2.3. Maintains primacy in acting as the Vice-Chair of the SA Executive Board and General Council.
- 3.2.4. Maintains primacy in directing any internal affairs committees that may arise, including but not limited to chairing any committees dealing with a revision of TKUSA policies.

4. Roles and Responsibility of the VP External

4.1. Represent TKUSA on matters of external advocacy, including, but not limited to, working with:

- 4.1.1. The municipal government(s).
- 4.1.2. The provincial government(s).
- 4.1.3. The federal government.

4.2. Assist the President with their workload, especially as it pertains to external advocacy.

4.3. Ensure that the Board is up to date on relevant affairs of external advocacy.

- 4.4. Advise the President on matters of external advocacy.
 - 4.5. Execute projects and initiatives pertaining to external advocacy, including, but not limited to:
 - 4.5.1. Petitions
 - 4.5.2. Letter-writing campaigns
 - 4.6. Represent TKUSA, working in cooperation with the appropriate student advocacy organizations, including but not limited to the Alberta Students' Executive Council and/or the Edmonton Student Alliance.
 - 4.7. Maintains primacy to represent TKUSA as the voting member of the Alberta Students' Executive Council.
 - 4.8. Maintains primacy to must represent TKUSA as the voting member of the Edmonton Student Alliance.
5. Roles and Responsibility of the VP Student Services
 - 5.1. Work to deliver engaging and communication-building events and services to the student body.
 - 5.2. Manage the Student Services and Clubs budgets.
 - 5.3. Liaise with Student Life to coordinate event offerings at the University.
 - 5.4. Coordinate SA involvement in the bi-annual University Open House.
 - 5.5. Coordinate with Student Life in planning for the new student orientation.
 - 5.6. Coordinate the decorating of the Level for all holidays and special events, including but not limited to Halloween, Christmas, a Winter kick-off, Valentine's Day, St. Patrick's Day, and Easter.
 - 5.7. Organize and deliver key TKUSA Events throughout the year, including but not limited to Fall Kick-Off, Orientation, holiday events and promotions, Thursday nights at the Level, Annual Dodgeball Tournament, Winter Kick off and Battle of the Bands.
 - 5.8. Assist students with the formation of Clubs, including but not limited to the assisting of said Clubs with the creation of club policies, procedures, and budgets.
 - 5.9. Act as Chair of the Club Presidents' Committee.
 - 5.10. Ensure that Clubs are adhering to proper financial management policies, as well as to their allocated budgets.
 - 5.11. Ensure that Clubs and Club events or activities adhere to TKUSA policies and guidelines, as well as the conduct of the law.
 - 5.12. Host the semi-annual TKUSA Clubs Fair.
 - 5.13. Collect waivers from Club members.
 - 5.14. Promote the Health Care program and update relevant information regarding the program as needed to students.
 - 5.15. Communicate the Health Care Program's opt-out deadlines, and prepare orientation and information materials for, the student body.
 - 5.16. Work with We Speak to produce marketing materials for students on how to access their health care.
 - 5.17. Meet with the Executive Director and ACL/We Speak annually in January to confirm new fees for the following year, and/or to resign their three-year contract.
 - 5.18. Coordinate with the University to ensure that the appropriate student lists are sent to We Speak for enrollment.
 - 5.19. Work with university's faculty, staff, and volunteers to coordinate food drives throughout the year.
 - 5.20. Collect food donations for the Pantry and organize the Pantry space.
 - 5.21. Coordinate the recruiting and supervision of volunteers to assist in running the Pantry.
 - 5.22. Promote and update information on The Pantry as needed to the student body.
 6. Roles and Responsibilities of General Council
 - 6.1. Meet, at minimum, once a month between October and April in every academic year.
 - 6.2. Review and provide feedback on updates to policies and procedures.
 - 6.3. Review and approve TKUSA's ratified budget no later than October 31st each year, as well as the interim budget no later than March 31st of each academic year.
 - 6.4. Attend TKUSA's Annual General Meeting.
 7. Roles and Responsibilities of General Directors
 - 7.1. Attend all monthly General Council meetings, and as voting members.

- 7.2. Attend an orientation on the TKUSA budget and be prepared to vote on the interim and ratified budget each year.
 - 7.3. Participate in discussions and decisions impacting the student body.
 - 7.4. Represent student perspectives and bring forward ideas, perspectives, and feedback from the student body.
8. Roles and Responsibilities of the Student Group Directors
 - 8.1. Represent their student group, as well as all members of TKUSA.
 - 8.2. Produce a budget no later than the end of February, each academic year, for approval in TKUSA's interim budget meeting and update it in the fall, no later than the end of September, for ratification at the October General Council meeting.
 - 8.3. Manage and approve all expenditures on their budget.
 - 8.4. Review budget reports pertaining to their budget.
 - 8.5. Attend all monthly General Council meetings as a voting member.
 - 8.6. Provide a monthly general report to General Council, whether verbal or written.

Fact Sheet

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