



Concordia University of Edmonton

Students' Association

CSA Executive Councillors Job Description

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2018-19

Concordia Students' Association
Executive Councillors Job Description

Index	Page
1.0 Definitions	3
2.0 President	5
3.0 VP Academic	8
4.0 VP Finance	11
5.0 VP Student Life	14

Concordia Students' Association
Executive Councillors Job Description

1.0 Definitions

- 1.1.1. **Active Members** means a member of the CSA who pays full- or part-time Association fees.
- 1.1.2. **Association** means the Concordia Students' Association of Concordia University of Edmonton.
- 1.1.3. **Bylaws** means the Association's Bylaws registered at Alberta Corporate Registry.
- 1.1.4. **CSA** is the Concordia Students' Association of Concordia University of Edmonton.
- 1.1.5. **CUE** is the Concordia University of Edmonton.
- 1.1.6. **Executive Director** means a hired staff position within the CSA.
- 1.1.7. **Executive Council** means the Board of Directors of the Association, which comprises the CSA President, Vice President Academic, Vice-President of Student Life, Vice President of Finance
- 1.1.8. **Executive Member** means a Director of the Executive Council of the Association.
- 1.1.9. **General Council (GC)** is a group of Active Members from eligible departments as defined in the CSA bylaws.
- 1.1.10. **General Council Representative** (or "General Councilor") is a member of the CSA General Council, with those powers outlined in the Association's Bylaws.
- 1.1.11. **President** means the CSA President of the Association and is a Director on the Association's Executive Council. The President must be an Active Member who has been elected by the Active Members of the Association.
- 1.1.12. **VP Academic** means the Vice President of Academic Affairs of the Association and is a Director on the Association's Executive Council. The VP Academic must be an Active Member who has been elected by the Active Members of the Association.
- 1.1.13. **VP Finance** means the Vice President of Finance of the

Concordia Students' Association
Executive Councillors Job Description

Association and is a Director on the Association's Executive Council. The VP Finance must be an Active Member who has been elected by the Active Members of the Association.

- 1.1.14. **VP Student Life** means the Vice President Student Life of the Association and is a Director on the Association's Board of Executive Council. The VP Student Life must be an Active Member who has been elected by the Active Members of the Association.

1.2. Statements about this document

- 1.2.1. The following document describes the positions of elected CSA Executives. This document is designed to provide information to all CSA Active Members.
- 1.2.2. This document provides descriptions of the positions on the Association's Executive Council and to delineate the roles and responsibilities related to each position.
- 1.2.3. **Hours and Pay:**
- The hours for every Executive is 19 working hours per week. 3 of those hours must be spent in office and open for students to be able to ask questions during regular business hours (8-5pm).
 - The pay for the position is outlined in the HR - Remuneration Policy; which is \$1800 per month to a total of \$21600 for the year in office.

Concordia Students' Association
Executive Councillors Job Description

2.0 CSA President

2.1. General Statement

- 2.1.1. The CSA President is responsible for the overall direction and oversight of the CSA. The President chairs the CSA's Executive Council and is the primary person responsible for the conduct and communication between the CSA and internal and external stakeholders. The actual time commitment varies over the course of the year and can change as situations arise. Key aspects of the CSA President's portfolio included in this Job Description.

2.2. Duties

- 2.2.1. Fulfilling the duties of the president as provided in the *Societies Act* of Alberta and the Association's bylaws;
 - 2.2.1.1. Performing all appropriate duties and responsibilities outlined in the Association's Policies and Procedures
- 2.2.2. Chair all meetings of the Executive Council;
- 2.2.3. Enforcing due observation of the Association's Objects, Bylaws, policies and procedures of the CSA, and undertake all presidential duties described therein;
- 2.2.4. Presiding over the general management and supervision of all of the affairs and operations of the CSA;
- 2.2.5. Serve as ex-officio status on General Council;
 - 2.2.5.1. Serving as an ex-officio member of all Executive Council and General Council committees;
 - 2.2.5.2. The President may submit their name for being Chair of the General Council;
- 2.2.6. Having custody and use of the official seal of the CSA;
- 2.2.7. Serving as the CSA's nominee to CUE's Board of Governors;
 - 2.2.7.1. Providing the student perspective as a member of CUE's Board of Governors;

Concordia Students' Association
Executive Councillors Job Description

- 2.2.7.2. Working alongside the GC to select an additional CSA Executive Councilor, General Councilor, or General Member to the Board of Governors as required. If there are no applications for this position, the President appoints a delegate.
- 2.2.8. Sitting as one of the CSA's representatives on one of CUE's Faculty Councils and the General Faculties Council (GFC);
- 2.2.9. Reporting to the General Council at every General Council meeting;
- 2.2.10. Assuming responsibility for the oversight of the CSA's Governance Committee;
- 2.2.11. Providing the student perspective to CUE's President and administrators;
 - 2.2.11.1. Meet with the VP Student Life & Learning and President of CUE on a bi-weekly basis.
- 2.2.12. Reporting to the GC at every GC meeting;
- 2.2.13. Acting as the official spokesperson of the CSA;
- 2.2.14. Assuming responsibility of vacant position of Executive Councilor, subject to the provisions of the Association's Bylaws;
- 2.2.15. Being responsible for any other affairs of the CSA that do not fall under the jurisdiction of other Executive Councilors;
- 2.2.16. Undertaking any other duties that the General Council deems appropriate;
- 2.2.17. Representing CUE students as a director, and possibly on the executive, of the provincial and national Advocacy Councils for student affairs;
- 2.2.18. Advocating on behalf of CUE undergraduate students on all issues, including with regard to providing the graduate student viewpoint to the press;
- 2.2.19. Upholding the interests of CUE undergraduate students on all issues;

Concordia Students' Association
Executive Councillors Job Description

- 2.2.20. Providing up-to-date, written reports to the GC on the President's areas of responsibility, to be submitted with the General Council agenda package.
- 2.2.21. Consulting with the GC in the performance of President's duties.
- 2.2.22. Delegating committee responsibility to any Executive Council Member so long as the Executive Council Member is qualified to sit on the committee, and the delegation does not negatively impact the performance of duties by the President, or academic performance of the appointed member. The President is responsible for the training, support, and supervision of their delegates. This includes helping delegates understand the CSA's perspective on certain issues;
- 2.2.23. Keeping a logbook for future President pertaining to any important additional information to be used in transitional training;
- 2.2.24. Being aware of the proceedings of all delegated committees.
- 2.2.25. Being responsible for developing and maintaining the CSA's relationships with all levels of government;
- 2.2.26. Serving as the official CSA representative and voice for any external organization in which the CSA is a member. If unable to be the official representative, the President may appoint an Executive Councillor.
- 2.2.27. Advising the Executive Council and GC on the external affairs of the Association, including but not limited to:
- 2.2.28. External Student Advocacy and Government Lobbying; Internal and External Public Relations;
- 2.2.29. If the President elects to be a Chair for a CSA committee (on-going committee or ad-hoc), that committee must meet a minimum of once per semester.

Concordia Students' Association
Executive Councillors Job Description

3.0 VP Academic

3.1. General Statement

- 3.1.1. The VP Academic is responsible for all academic matters that affect undergraduate students at CUE. This includes sitting on a wide range of university committees; addressing graduate student grievances and academic appeals. The VP Academic is a voting member of the CSA's Executive Council and helps enforce the bylaws of the organization (as do all members of the Executive). The most important duties and responsibilities of the VP Academic are included.

3.2. Duties

- 3.2.1. Fulfilling the duties of the VP Academic as provided in the *Societies Act* of Alberta and the Association's bylaws;
- 3.2.2. Serving as a voting member of the GC;
- 3.2.3. Serving as a voting member of Executive Council;
- 3.2.4. Advocating for the academic interests and concerns of CUE undergraduate students;
- 3.2.5. Be responsible for the CSA's relationship with CUE's Vice President of External Affairs and International Relations, and any related partners;
- 3.2.6. Be responsible for the CSA's relationship with CUE's Vice President of Academics and Provost, and any related partners;
- 3.2.7. Reporting to the Executive Council and General Council on developments external to the university that affect Members of the CSA in relation to municipal, provincial, and federal advocacy issues;
 - 3.2.7.1. Along with the President, is responsible for maintaining the CSA's relationships with all levels of Government;
- 3.2.8. Representing undergraduate students on the development of CUE institutional policies, academic services and activities;

Concordia Students' Association
Executive Councillors Job Description

- 3.2.9. Overseeing the social media efforts of the CSA;
- 3.2.10. Being responsible for all marketing related issues pertaining to the CSA and its committees;
- 3.2.11. Reporting to the GC at every GC meeting;
- 3.2.12. Upholding the interests of CUE undergraduate students on issues of academic appeals and grievances;
- 3.2.13. Sitting as the CSA's representative on CUE's Academic Standards Committee (ASC), and the Scholarship and Awards Committee;
- 3.2.14. Providing up-to-date, written reports to GC on VP Academic's areas of responsibility, to be submitted with the GC's agenda package;
- 3.2.15. Consulting with the Executive Council in the performance of the VP Academic's duties.
- 3.2.16. Consulting with the GC in the performance of VP Academic's duties;
- 3.2.17. Drafting those sections of the annual budget pertaining to the VP Academic, in consultation with GC and the Budget Steering Committee.
- 3.2.18. Oversee any CSA representatives on CUE's faculty councils;
- 3.2.19. Serving on internal committees within the CSA and institutional committees and overseeing the following:
 - Non-Academic University Relations;
 - Academic University Relations;
- 3.2.20. Undertaking other duties and committees as assigned by the CSA President, or the Executive Council, or the GC;
- 3.2.21. Performing all appropriate duties and responsibilities outlined in the Association's Policies and Procedures
- 3.2.22. Keeping a logbook for future VP Academic's pertaining to any important additional information to be used in transitional training;
- 3.2.23. If the VP Academic elects to be a Chair for a CSA committee (on-

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Concordia Students' Association

Executive Councillors Job Description

going committee or ad-hoc), that committee must meet a minimum of once per semester;

- 3.2.24. Be the CEO for The Bolt News as described in The Bolt News policy.

Concordia Students' Association
Executive Councillors Job Description

4.0 VP Finance

4.1. General Statement

- 4.1.1. The Vice President Finance is responsible for overseeing the general operations of the CSA and the services that it provides. This position is also responsible for enforcing the Association's bylaws of the organization (as do all members of the Executive Council) and overseeing the CSA's finances. February-April are particularly busy months for the VP Finance as these are the months that lead up to the approval of the budget and the CSA year-end preparations for the annual audit. The most important duties and responsibilities of the VP Finance are included.

4.2. Duties

- 4.2.1. Fulfilling the duties of the VP Finance as provided in the *Societies Act* of Alberta and the Association's bylaws;
- 4.2.2. Serving as a voting member of the GC;
- 4.2.3. Serving as a voting member of Executive Council;
- 4.2.4. Acting as the Treasurer for the Association on the Executive Council;
- 4.2.5. Overseeing the financial dealings and transactions of the CSA;
- 4.2.6. Overseeing the Chair and act as Vice-Chair of the Finance Standing Committee, as per the provisions of the Association's Bylaws;
- 4.2.7. Overseeing the development of the CSA's annual budget and make recommendations to the Executive Council, Finance Standing Committee, and the General Council on membership fees;
- 4.2.8. Presenting the CSA's annual budget to the Members during the AGM for information;
- 4.2.9. Overseeing the maintenance and development of all CSA services, including the CSA's Health and Dental Plan;
 - 4.2.9.1. Negotiating the terms and conditions of any current or

Concordia Students' Association
Executive Councillors Job Description

future CSA Health and/or Dental plan;

- 4.2.10. Report to the GC at every GC meeting;
- 4.2.11. Consulting regularly with Accountant/Bookkeeper regarding the administration of CSA bank and expense accounts; and
- 4.2.12. Working with the Executive Director to develop fee and budget proposals for the upcoming academic year;
- 4.2.13. Providing up-to-date written reports to General Council on VP Finance's areas of responsibility, to be submitted with the General Council agenda package;
- 4.2.14. Consulting with the Executive Council in the performance of the VP Finance's duties;
- 4.2.15. Consulting with the GC in the performance of VP Finance's duties;
- 4.2.16. Drafting those sections of the annual budget pertaining to the VP Finance in consultation with the GC and Budget Steering Committee.
- 4.2.17. Presenting the audited financial statements for the previous fiscal year at the GC meeting following the audit in the next fiscal year;
- 4.2.18. Preparing and exercising budgetary control over the CSA budget;
- 4.2.19. Informing all GC members of the financial policies and procedures of the CSA;
- 4.2.20. Maintaining open communications with all clubs and unions on campus, and work as a club coordinator;
- 4.2.21. Providing quarterly reports to the GC including updated financial reports;
- 4.2.22. Ensuring the proper archiving of all pertinent CSA financial documents, in coordination with the Executive Director;
- 4.2.23. Keeping a logbook for future VP Finance pertaining to any important additional information to be used in transitional training;
- 4.2.24. Providing budget updates and information to Executive's upon

Concordia Students' Association
Executive Councillors Job Description

request;

- 4.2.25. Fulfilling additional duties as assigned by Executive Council or GC.
- 4.2.26. Connecting the financial operations with the strategic goals of the CSA;
- 4.2.27. Coordinating and overseeing fundraising and sponsorship efforts of the CSA;
- 4.2.28. Overseeing the Associations' front office services;
- 4.2.29. Organizing and overseeing CSA-related workshops;
- 4.2.30. Carrying out special strategic projects as decided in the planning sessions of the Executive Council;
- 4.2.31. Undertaking other duties and committees as assigned by the CSA President, or the Executive Council, or the GC;
- 4.2.32. Attending all meetings of the Executive Council and General Council meetings;
- 4.2.33. Undertaking any other duties that the General Council deems appropriate;
- 4.2.34. Performing all appropriate duties and responsibilities outlined in the Association's Policies and Procedures;
- 4.2.35. If the VP Finance elects to be a Chair for a CSA committee (on-going committee or ad-hoc), that committee must meet a minimum of once per semester.

Concordia Students' Association
Executive Councillors Job Description

5.0 VP Student Life

5.1. General Statement

- 5.1.1. The VP Student Life is responsible for all matters that pertain to the CSA and internal organizations of CUE that relate to non-academic matters of the student experience. The VP Student Life is a voting member of the GC and helps enforce the bylaws of the organization. The months of August and September are an exceptionally busy time for the VP Student Life portfolio as they include the lead up to orientation and departmental orientations. December is also busy because of the Food Drive and community engagement activities. The most important duties and responsibilities of the VP Student Life are included.

5.2. Duties

- 5.2.1. Fulfilling the duties of the VP Student Life as provided in the *Societies Act* of Alberta and the Association's bylaws;
- 5.2.2. Serving as a voting member of the GC.
- 5.2.3. Serving as a voting member of Executive Council;
- 5.2.4. Being responsible for all issues relating to CUE-recognized student groups and associations;
- 5.2.5. Be responsible for the oversight and the conduct of social events offered by the CSA;
 - 5.2.5.1. When asked, assist clubs and unions with the brainstorming of events;
- 5.2.6. Overseeing social activities and other events sponsored by CUE for undergraduate students;
- 5.2.7. Overseeing CSA committees and chairs that are related to campus student life;
- 5.2.8. Being the CSA representative on Student Orientation planning committees;

Concordia Students' Association
Executive Councillors Job Description

- 5.2.9. Organizing the fall/winter New Student Orientation, in coordination with Student Life and Learning Department at CUE;
 - 5.2.9.1. Managing and maintaining many of the CSA's volunteers for important CUE events, such as Student Orientation;
- 5.2.10. Giving final approval for the CSA's website and newsletter;
- 5.2.11. Organizing and overseeing various CSA events;
- 5.2.12. Being the CSA Representative on numerous CUE committees;
- 5.2.13. Carrying out special strategic projects as decided in the Spring planning session of the Association's Executive Council;
- 5.2.14. Providing up-to-date, written reports to GC on VP Student Life's areas of responsibility, to be submitted with the GC agenda package;
- 5.2.15. Consulting with the Executive Council in the performance of the VP Student Life's duties.
- 5.2.16. Consulting with the GC in the performance of VP Student Life's duties.
- 5.2.17. Drafting the portion of the annual budget pertaining to the VP Student Life, in consultation with GC and the Budget Steering Committee;
- 5.2.18. Organizing and promoting at least two (2) community service events throughout the academic year;
- 5.2.19. Providing a balanced calendar providing events including, but not limited to, educational, recreational, mental wellness, and social events;
- 5.2.20. If needed, coordinating a street team that assists in providing and organizing these events for students;
- 5.2.21. Coordinating a mental wellness events for students in consultation of the Peer Support Team;
- 5.2.22. Being responsible for the CSA's relationship with CUE's Vice President of Student Life and Learning, and any related partners;

Concordia Students' Association
Executive Councillors Job Description

- 5.2.23. Organizing a major recreational event(s) during either the Fall or Winter Semester which can be but not limited to;
 - 5.2.23.1. Student Ski trip(s), Student trip to a destination, etc.
- 5.2.24. Organizing and executing a minimum of six (6) student life events each fall and winter semester.
- 5.2.25. Working alongside the Student Life & Learning department at CUE to coordinate volunteers for Student Life events;
- 5.2.26. Keeping a log book for future VP Student Life's pertaining to any important additional information to be used in transitional training;
- 5.2.27. Performing all appropriate duties and responsibilities outlined in the Association's Policies and Procedures
- 5.2.28. Undertaking other duties and committees as assigned by the CSA President, or the Executive Council, or the GC;
- 5.2.29. If the VP Student Life elects to be a Chair for a CSA committee (on-going committee or ad-hoc), that committee must meet a minimum of once per semester.