EFFECTIVE: 10 March 2019 SUPERSEDES: N/A

AUTHORITY: HUCSC Executive Council RATIFIED BY: HUCSC GA

RELATED DOCUMENTS:

HUCSC Constitution DATE: 10 March 2019

PREAMBLE:

The HUCSC Executive Council forms the leadership core of the HUCSC. The Executive Council and Executive members must act in a manner consistent with this fact: working diligently, transparently, and with accountability.

1. SCOPE

1.1 This document articulates the rights and responsibilities of that come with holding Executive Office within the HUCSC. Whilst the HUCSC Constitution details the powers granted to the Executive Council as a whole, this document shall provide distinctions between individual Executive members.

2. GENERAL

2.1 All members of the Executive shall act in accordance with all HUCSC By-Laws, Constitution, Policies, Procedures, any other relevant HUCSC document, the Huron University College Student Code of Conduct, and all Municipal, Provincial, and Federal laws.

2.2 All members of the Executive shall:

(1) Attend meetings as specified and governed by the General Assembly and

Standing Committee Meeting Attendance Policy of the HUCSC;

(2) Be responsible to prepare a budget for their position and oversee the preparation of their portfolio budgets;

(3) Be responsible to prepare a report to HUCSC which will be due each meeting; (4) Declare to the HUCSC any substantial volunteer or philanthropic activities that

may impair their ability fulfill their obligations to the HUCSC;

(5) Consist of members in good academic standing, as outlined in the executive nomination requirements of the HUCSC Elections Policy and Procedure.

(6) Have paid all HUCSC ancillary fees both at the time of their nomination and throughout their term of office.

 a) All those seeking a compensated position will be given an option to directly "re opt-in" by arranging payment with the VP Finance & Admin

(7) Be expected to work between 10-20 hours per week in their roles;

(8) Not be comprised of any members who are no less than 18 years of age;

(9) Not be comprised of any members who have been found to be of unsound mind by a court in Canada or elsewhere;

(10) Not be comprised of any members who have a status of a bankrupt;

(11) Be entitled to an annual salary, in accordance with the HUCSC budget.

i. Vice-Presidents shall be entitled to an annual salary that amounts to ninety-eight percent (98%) of the President’s salary.

2.3 The Executive shall have the power to appoint agents for the HUCSC with such powers of management or otherwise (including the power to sub-delegate) as may be thought

fit.

2.4 Other powers of the Executive Council are included in the HUCSC Constitution.

3. THE PRESIDENT

3.1 Mandate:

(1) Shall represent the interests of the HUCSC and the student body of Huron University College and oversee and provide strategic direction and leadership for the organization.

3.2 Powers:

(1) Shall be a voting member of both HUCSC General Assembly and the Executive

Council;

(2) Shall have the power under the law to contract, in accordance with the Canada

Not-for-profit Corporations Act;

(3) Other powers of the President are included in the HUCSC Constitution.

3.3 Responsibilities to the HUCSC:

(1) Shall be the official representative of the Huron student body and HUCSC; (2) Shall serve as Chief Executive Officer (CEO), President, and director of the

Huron College Student Event and Affairs Corporation (HCSEAC) in accordance with the Canada Not-for-profit Corporations Act;

(3) Shall be an ex-officio member of all HUCSC Committees and the BHTS;

(4) Shall be responsible for the coordination and success of all endeavours of the

HUCSC;

(5) Shall provide leadership and a strategic direction for the HUCSC;

(6) Shall be responsible for coordinating Executive and Portfolio members’ mid-year and year-end reports;

(7) Shall sign all minutes and legal documents pertaining to the HUCSC; (8) Shall co-sign cheques duly issued by the HUCSC;

(9) Shall chair and convene the Huron Students’ Advocacy Collective (HSAC), as articulated in the HUCSC External Relations Committees Policy.

3.4 Responsibilities to Huron University College:

(1) Shall act as the sole liaison between the HUCSC and the Administration of the

Huron University College;

(i) Shall represent the HUCSC on the Huron Executive Board;

(ii) Shall represent the HUCSC on the Alumni Association Board; (iii) Shall represent the HUCSC on the Huron University College

Corporation;

(iv) Shall represent the HUCSC on the Faculty of Arts & Social Science

Committee;

(v) Shall represent the HUCSC on the Academic Council;

(vi) Shall represent the HUCSC on the Student Affairs Committee;

(vii) Shall represent the HUCSC on the UWO Honorary Degrees Committee; (viii) Shall represent the HUCSC on the Medal of Distinction Committee;

(ix) Shall represent the HUCSC on the MacNaughton Teaching Award

Committee;

(x) Shall represent the HUCSC on the Experiential Learning Committee; (xi) Shall represent the HUCSC on the College Discipline and Appeals

Committee;

(xii) Shall appoint student representatives to any other Huron University

College committees upon the request of committee chairs.

3.5 Other Duties:

(1) Shall chair the Executive Council;

(2) Shall be an ex-officio voting member of the USC;

(3) Shall represent the HUCSC, when invited, on the City of London Town and

Gown Committee;

(3) Shall train and serve as an assistant to the president-elect for a minimum of two weeks prior to HUCSC turnover and for a minimum of two weeks post- presidential turnover.

4. THE VICE-PRESIDENT STUDENT AFFAIRS

4.1 Mandate:

(1) Shall be responsible for recognizing, receiving and acting upon the academic, social and cultural concerns of the student body and the HUCSC.

4.2 Powers:

(1) Shall be a voting member of both the HUCSC General Assembly and the

Executive Council;

(2) Shall act as the President during the President’s absence, or following the

President’s dismissal or vacancy;

(3) Shall act as the Vice-President of the HCSEAC.

4.3 Responsibilities to the HUCSC:

(1) Shall lead and manage the Student Affairs portfolio;

(2) Shall assist the President in the execution of duties under direction of the

President;

(3) Shall serve as a director of the HCSEAC in accordance with the Canada Not-for- profit Corporations Act;

(4) Shall be responsible for the academic lobbying priorities of the HUCSC.

(5) Shall be tasked each term with authoring an HUCSC Advocacy Paper, in which a progress report and a strategy for a long-term advocacy goal are developed.

(i) Each consecutive Vice-President Student Affairs may choose between authoring a new Advocacy Paper and performing a comprehensive update to an existing Advocacy Paper.

(ii) Every up-to-date Advocacy Paper shall be archived by the Vice-President

Student Affairs and made available to the public.

(6) Shall be responsible for gathering data and information on the issues and concerns facing Huron students;

(7) Shall chair and convene the Student Caucus of Academic Representatives

(SCAR), as articulated in the External Relations Committees Policy.

4.4 Responsibilities to Huron University College:

(1) Shall represent the HUCSC on the Huron University College Corporation;

(2) Shall represent the HUCSC on the Faculty of Arts & Social Science Committee; (3) Shall represent the HUCSC on the Academic Council;

(4) Shall represent the HUCSC on the Experiential Learning Committee; (5) Shall represent the HUCSC on the Library Committee;

(6) Shall represent the HUCSC on the College Discipline Appeals Committee.

4.5 Other Duties:

(1) Shall be responsible for addressing social and cultural issues on campus;

(2) Shall train and serve as an assistant to the vice-president-elect for a minimum of two weeks prior to HUCSC turnover and for a minimum of two weeks post- turnover.

5. THE VICE-PRESIDENT STUDENT EVENTS

5.1 Mandate:

(1) Shall coordinate the involvement and facilitate the engagement of students in events and programming to enhance the student experience.

5.2 Powers:

(1) Shall be a voting member of both the HUCSC General Assembly and the

Executive Council.

5.3 Responsibilities to the HUCSC:

(1) Shall lead and manage the Student Events portfolio;

(2) Shall assist the President in the execution of duties under direction of the

President;

(3) Shall serve as a director of the HCSEAC in accordance with the Canada Not-for- profit Corporations Act;

(4) Shall be responsible for the organization of cultural, social, and academic activities and events for Huron students;

(5) Shall collaborate with the Huron Orientation Chair and oversee the Huron

Orientation Team’s usage of HUCSC funding for the program.

(i) This may include the coordination of HUCSC efforts to support the

Huron Orientation Team.

5.4 Other Duties:

(1) Shall represent the HUCSC, when invited, on the Orientation Planning

Committee at Western University;

(2) Shall train and serve as an assistant to the vice-president-elect for a minimum of two weeks prior to HUCSC turnover and for a minimum of two weeks post- turnover.

6. THE VICE-PRESIDENT FINANCE AND ADMINISTRATION

6.1 Mandate:

(1) Shall oversee and ensure the effective management of all financial and corporate resources;

(2) Shall oversee all legal and administrative functions of the HUCSC.

6.2 Powers:

(1) Shall be a voting member of the Executive Council;

(2) Shall have the power under the law to contract, in accordance with the Canada

Not-for-profit Corporations Act.

6.3 Responsibilities to the HUCSC:

(1) Shall lead and manage the Finance and Administration portfolio;

(2) Shall have jurisdiction and oversight over all financial activities of HUCSC and all subordinate organizations;

(3) Shall serve as a director of the HCSEAC in accordance with the Canada Not-for- profit Corporations Act;

(4) Shall serve as the Secretary and the Treasurer of the HCSEAC;

(5) Shall, in coordination and consultation with a contracted bookkeeper, maintain all financial records of the HUCSC;

(6) Shall co-sign all cheques with the President;

(7) Shall, in coordination with the Executive Council, the Budget Development Committee and the HUCSC General Assembly, formulate, maintain and present the HUCSC budget;

(8) Shall submit a mid-year report to the President no later then 15 January, and shall conduct a full-year review of all HUCSC finances and accounts in conjunction with the President no later than this date;

(9) Shall be an ex-officio member of the Finance Standing Committee and the Clubs

Governance Committee;

(10) Shall ensure the proper archiving of all HUCSC and HCSEAC records; (11) Shall oversee the management and operations of The Beaver Dam;

(12) Shall be responsible for ensuring the maintenance of all HUCSC spaces.

6.4 Responsibilities to Huron University College:

(1) Shall represent the HUCSC on the Academic Technology Advisory Committee; (2) Shall represent the HUCSC on the Occupational Health and Safety Committee.

6.5 Other Duties:

(1) Shall work with the incoming Vice-President Finance and Administration for a period of four (4) weeks prior to 30 April;

(2) Shall provide the incoming Vice-President Finance and Administration with all records and a working copy of the current budget;

(3) Shall provide the incoming Vice-President Finance and Administration with a detailed account of all financial commitments made by the outgoing HUCSC that have yet to be paid for, in addition to all amounts owed to the outgoing HUCSC.

7. THE VICE-PRESIDENT COMMUNICATIONS

7.1 Mandate:

(1) Shall act as the steward of the HUCSC public relations, promotions and branding;

(2) Shall foster issue engagement and feedback among students.

7.2 Powers:

(1) Shall be a voting member of the Executive Council.

7.3 Responsibilities to the HUCSC:

(1) Shall lead and manage the Communications portfolio;

(2) Shall serve as a director of the HCSEAC, in accordance with the Canada Not-for- profit Corporations Act;

(3) Shall be responsible for the promotion of all HUCSC sponsored events in conjunction with the respective HUCSC member;

(4) Shall be maintain and strengthen the relationship between the HUCSC and the surrounding community and other related public relations activities;

(5) Shall ensure that the HUCSC Website and official social media platforms are regularly updated to ensure that all information is relevant, accessible, and accurate.

7.4 Other Duties:

(1) Shall train and serve as an assistant to the vice-president-elect for a minimum of two weeks prior to HUCSC turnover and for a minimum of two weeks post- turnover.

8. PROCEDURAL AUTHORITY

8.1 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by HUCSC.

(1) The scope of such Procedures is limited to the scope of this policy;

(2) In the event of any conflict, this Policy supersedes any documents created under it;

(3) Any new Procedures and amendments to any existing Procedures must be ratified by the HUCSC before taking effect;

(4) Any Procedures ratified by HUCSC, or any subsections therein, may be repealed by a resolution of HUCSC.