



POLICY 2.03

COUNCIL GOVERNANCE

Officers' Job Descriptions

POLICY INTENT

For Council to function as effectively as possible, the major areas of responsibility must be divided among executive officers. The major areas of responsibility are:

- a) to provide representation for all AUSU members;
- b) to manage issues and concerns relating to AU;
- c) to work with collaborative institutions and other external organizations to promote AUSU and distance education;
- d) and to handle administrative issues pertaining to the effective operation of AUSU.

POLICY RESPONSIBILITY

Council

POLICY

Responsibilities of Executive Council (Officers)

- 2.03.01 Executive Council has a broad range of responsibilities. In addition to their individual duties, executives must:
- a) be readily available for consultation on AUSU business;
 - b) clearly define and follow through on assigned responsibilities;
 - c) demonstrate a thorough understanding of AUSU policies, issues and events;
 - d) demonstrate commitment to AU and distance education and remain AUSU members throughout their term on Council.
 - e) attend all scheduled meetings of the Executive Council, as well as all scheduled meetings where the officer acts as a representative of AUSU.
 - f) reports to Council at each regularly scheduled formal Council meeting.
 - g) be signing officers, as required.

Officer's Roles

The President

- 2.03.02 The President is elected from among the nine elected Councillors. The President's primary role is to coordinate and motivate AUSU's operations. The President accordingly:
- a) is the official person to whom the President of AU addresses all correspondence (as per the Post-Secondary Learning Act), acts as the communication link with other

- institutional groups, and maintains communication with external groups.
- b) is responsible for the overall administration of the Students' Union and coordination of the Executive Council.
- c) gives overall guidance and direction to the organization, through the setting of organizational goals and priorities.
- d) sits on AU Governing Council.
- e) consults with the Executive Council, to ensure that one additional member of the Executive Council sits on AU Governing Council
- e) signs or authorizes AUSU correspondence (some correspondence may be delegated to other Councillors or to staff).
- f) chairs Council meetings at the discretion of Council.
- g) provides leadership to the Board, especially in the area of policy formulation.
- h) is a permanent member of all AUSU committees.
- i) delegates and oversees responsibilities for other Councillors and staff.
- j) fosters teamwork and cooperation among Councillors.
- k) ensures there are representatives on AU committees and at relevant functions.
- l) appraises and makes recommendations on the performance of AUSU senior staff and the administration of AUSU.
- m) ensures the Vice Presidents carry out their assigned duties.

Vice President External and Student Affairs

- 2.03.03 The Vice President External and Student Affairs (VPEX) is elected from among the nine elected Councillors. He or she handles external concerns. Accordingly, the Vice President External and Student Affairs:
- a) coordinates the direction of Council regarding external direction and policies.
 - b) sits on any committees or boards deemed necessary by the executive
 - c) coordinates with AUSU staff to ensure overall external communications reflect AUSU's goals and commitment to distance education.
 - d) is the AUSU representative on external committees and organizations.
 - e) in the absence of the President, assumes the President's functions.
 - f) perform other duties as assigned by the President or Executive Council.

Vice President Finance & Administration

- 2.03.04 The Vice President Finance & Administration (VPFA) is elected from among the nine elected Councillors. Accordingly, the Vice President Finance & Administration:
- a) is responsible for ensuring minutes of AUSU council meetings are taken, distributed, and amended when necessary, and that copies are kept in a secure location.
 - b) makes a regular financial report to council.
 - c) chairs the Finance Committee.
 - d) develops and monitors the budget, financial plan, and policies.
 - e) ensures the Office Coordinator processes accounts in a timely manner, prepares for the annual audit, and authorizes expense claims.
 - f) ensures the association maintains all legal and financial documents required to be in compliance with provincial and federal laws and statutes.
 - g) other duties as assigned by the President or Executive Council.

Functioning of Executive Council

- 2.03.05 The Executive Council must meet regularly. Minutes from these meetings shall be circulated

to Council at the next regular Council meeting.

- 2.03.06 The Executive Council is responsible for overseeing the day-to-day operations of the Students' Union according to Council policy. Operations of the Executive must be reported to the Council at each regular council meeting. When the Executive encounters a situation not covered by Council policy the Executive must consult with Council before taking any action. In situations that are time sensitive, the Executive may act autonomously with the full authority of Council, with all actions being reported to Council at the next Council meeting.
- 2.03.07 The Executive Council must review and approve meeting agendas for the Council; establish the schedule of meetings, and provide background information when necessary to allow Council to reach a decision.
- 2.03.08 To assist in preparation of such background information packages, the Executive Council can establish its own operating procedures and has the authority to call for such information and reports necessary to assist it in its functioning.
- 2.03.09 The Executive Council must ensure the Students' Union has a clear set of Guiding Principles and goals and the opportunity to review these periodically.
- 2.03.10 The Executive Council must uphold the integrity and autonomy of the Students' Union at the same time as promoting relationships with outside institutions.
- 2.03.11 The Executive Council is responsible for ensuring that new members receive adequate orientation to their new role.
- 2.03.12 Members of the Executive Council may delegate their specific duties to other members of Council or staff with the approval of the Executive Council.
- 2.03.13 Executive officers who resign their positions should provide two week's notice and make every attempt to complete or delegate projects in progress and update staff and the Executive Council on any pending issues. Resigning officers should also provide a final written report to be included in the next formal Council meeting package.

POLICY HISTORY

Original Approval Date: October 23, 1999

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