



## POLICY 2.03

### COUNCIL GOVERNANCE

#### *Responsibilities of Executive Officers*

#### POLICY INTENT

To define expectations, duties and responsibilities of executive officers at Athabasca University Students' Union (AUSU).

#### POLICY RESPONSIBILITY

Council

#### POLICY

##### **Responsibilities of Executive Officers**

- 2.03.01 For council to function as effectively as possible, the main responsibilities must be divided amongst executive officers. The main responsibilities are:
- a) to represent all AUSU members;
  - b) to be informed and knowledgeable about issues related to Athabasca University (AU);
  - c) to collaborate with external organizations to promote AUSU and distance education; and
  - d) to handle administrative issues relevant to the effective operation of AUSU.
- 2.03.02 The executive has a broad range of responsibilities. In addition to their individual duties, executive officers must:
- a) be readily available for consultation on AUSU business;
  - b) clearly define and follow through on assigned responsibilities;
  - c) display a constant commitment to consideration and representation of AUSU members;
  - d) demonstrate a thorough understanding of AUSU policies, issues, and events;
  - e) demonstrate commitment to AU, AUSU, and distance education;
  - f) attend all scheduled meetings of the executive as well as all scheduled meetings where the officer acts as a representative of AUSU;
  - g) report to council at each regularly scheduled formal council meeting; and
  - h) be signing officers as required.

#### **Officer's Duties**

##### ***President***

- 2.03.03 The president is elected from among the 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);
  - b) is responsible for the overall administration of AUSU and coordination of the executive;
  - c) gives overall guidance and direction to the organization, through the setting of organizational goals and priorities;
  - d) sits on the AU board of governors;
  - e) signs or authorizes AUSU correspondence (some correspondence may be delegated to other executives, councillors, or to staff);
  - f) chairs council meetings at the discretion of council;
  - g) provides leadership to council, especially in the area of policy formulation;
  - h) fosters teamwork and cooperation amongst the executive council and councillors;
  - i) ensures there are representatives on AU committees and at relevant functions;
  - j) appraises and makes recommendations on the performance of AUSU senior staff and the administration of AUSU; and
  - k) ensures the vice presidents carry out their assigned duties.

#### ***Vice President External and Student Affairs***

- 2.03.04 The vice president external and student affairs (VPEX) is elected from among the elected councillors to handle external concerns. Accordingly, the VPEX:
- a) coordinates council's external policies and goals;
  - b) sits on any committees or boards deemed necessary by the executive;
  - c) chairs the member engagement and communication committee;
  - d) coordinates with AUSU staff to ensure overall external communications reflect AUSU's goals and commitment to distance education;
  - e) ensures representation on external committees and organizations;
  - f) in the absence of the president, assumes the president's functions; and
  - g) perform other duties as assigned by the president or the executive council.

#### ***Vice President Finance and Administration***

- 2.03.05 The vice president finance and administration (VPFA) is elected from among the elected councillors. Accordingly, the VPFA:
- a) is responsible for ensuring minutes of 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;
  - e) oversees the financial wellbeing of AUSU;
  - f) ensures regular maintenance and updating of AUSU policies;
  - g) ensures the executive director processes accounts in a timely manner, prepares for the annual audit, and authorizes expense claims;
  - h) ensures AUSU maintains all legal and financial documents required to be in compliance with provincial and federal laws and statutes; and
  - i) other duties as assigned by the president or the executive council.

### **Additional Executive Councillors**

- 2.03.06 Council may create any other executive councillor position that council deems necessary, and in doing so, may delegate a portion of the responsibilities of the other executives to the position.
- 2.03.07 The executive must meet regularly. Reports from these meetings shall be circulated to council at the next regular council meeting.
- 2.03.08 The executive is responsible for overseeing the day-to-day operations of AUSU according to council policy. Operations of the executive must be reported to council at each regular council meeting.
- 2.03.09 The executive must review and approve meeting agendas for council; establish the schedule of meetings, and provide background information when necessary to allow council to reach a decision.
- 2.03.10 To assist in preparation of such background information packages, the executive can establish its own operating procedures and has the authority to call for such information and reports necessary to assist it in its functioning.
- 2.03.11 The executive councillors must uphold the integrity and autonomy of AUSU at the same time as promoting relationships with outside institutions and stakeholders.
- 2.03.12 The executive council is responsible for working with the executive director to ensure that councillors and incoming executives receive adequate orientation to their role.
- 2.03.13 Executive officers may delegate their specific duties to other members of council or staff with the approval of the executive.
- 2.03.14 Executive officers who resign their positions should provide at least two weeks' notice and make every attempt to complete or delegate projects in progress, as well as updating staff and the executive on any pending issues. Resigning officers must also provide a final written report to be included in the next formal council meeting package and a status report on all ongoing projects and upcoming meetings.

### **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

#### **This Policy References:**

Post-secondary Learning Act of Alberta

#### **This Policy is Referenced by:**

None

#### **Forms:**

None

**POLICY HISTORY**

Original Approval Date: October 23, 1999

Last Review Date: November 14, 2017 (formal)

Review by Date: January 2020