



## **POLICY 2.03**

### **COUNCIL GOVERNANCE**

#### *Responsibilities of Executive Councillors*

#### **POLICY INTENT**

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

#### **POLICY**

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

- 2.03.01 For AUSU to function as effectively as possible, the main responsibilities must be divided amongst Executive Councillors. 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 Committee has a broad range of responsibilities. In addition to their individual duties, Executive Councillors 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 open online education;
  - f. attend all scheduled meetings of the Executive Committee as well as all scheduled meetings where the Executive Councillor acts as a representative of AUSU;
  - g. carry out the mission and vision of Council through the approval of the Executive Work Plans as established by Policy 4.06 Annual Timeline and Executive Work Plan;
  - h. report to Council at each regularly scheduled formal Council meeting; and
  - i. be signing authorities as required.

##### **Executive Councillor Duties**

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

- 2.03.03 The President is elected from among the elected Councillors. The President's primary role is to coordinate and oversee AUSU's operations. Accordingly, the President:
- a. is the official person to accept delivery or transmission of correspondence to the president of Athabasca University;

- b. is responsible for the overall administration of AUSU and coordination of the Executive Committee;
- c. contributes to the 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 Executive Councillors, Councillors, or Staff);
- f. chairs Council meetings as per Policy 2.19 Students' Council Meetings;
- g. provides leadership to Council;
- h. fosters teamwork and cooperation amongst the Executive Committee and Councillors;
- i. ensures there are representatives on AU committees and at relevant functions;
- j. appraises and makes recommendations on the performance of the Executive Director and
- k. ensures the Vice Presidents carry out their assigned duties.

### ***Vice-President External***

2.03.04 The Vice President External (VPEx) is elected from among the elected Councillors. The Vice President External's primary role is to coordinate external advocacy. Accordingly, the VPEx:

- a. coordinates external advocacy efforts based on Council's external policies and goals;
- b. sits on any committees or boards deemed necessary by the Executive Committee;
- c. coordinates with Staff to ensure overall external communications reflect AUSU's goals and commitment to open and online education;
- d. ensures representation on external committees and organizations;
- e. in the absence of the President, assumes the President's functions; and
- f. perform other duties as assigned by the Executive Committee.

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

2.03.05 The Vice President Finance and Administration (VPFA) is elected from among the elected Councillors. The Vice President Finance and Administration's primary roles are to coordinate policy review and internal affairs. Accordingly, the VPFA:

- a. makes a regular financial report to Council;
- b. chairs the Finance Committee, Policy Committee, and the Awards Committee;
- c. oversees development of the budget and monitors expenses;
- d. oversees the financial wellbeing of AUSU;
- e. ensures regular maintenance and updating of AUSU policies;
- f. ensures the Executive Director processes accounts in a timely manner, oversees the annual audit, and authorizes expense claims;
- g. develops stakeholder agendas and maintains Executive Committee and stakeholder meeting minutes;
- 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 Executive Committee.

### ***Vice-President Community and Wellness***

- 2.03.06 The Vice President Community and Wellness (VPCW) is elected from among the elected Councillors. The Vice President Community and Wellness' primary roles are to foster student engagement. Accordingly, the VPCW:
- a. chairs the Member Engagement and Communication Committee (MECC);
  - b. chairs the Equity, Diversity, and Inclusion (EDI) Committee;
  - c. serves as the Executive Committee liaison with the Indigenous Circle (IC) at AUSU;
  - d. promotes mental health initiatives and advocacy at AU and AUSU;
  - e. provides leadership and support to the 2SLGBTQIA+ community and EDI initiatives at AU;
  - f. promotes community wellness initiatives and social justice initiatives at AU and AUSU;
  - g. promotes sexual and gender-based violence prevention initiatives and advocacy at AU and AUSU;
  - h. remains active and engaged in the wider AU community including attending AUSU events and engaging with AUSU and AU social media;
  - i. coordinates with Staff to ensure overall external and internal communications promote student wellbeing and highlight student engagement opportunities; and
  - j. other duties as assigned by the Executive Committee.

#### **Additional Executive Councillors**

- 2.03.07 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 Executive Councillors to the position.
- 2.03.08 The Executive Committee must meet regularly as per Policy 8.09 Executive Committee Terms of Reference. A monthly Executive Committee report shall be circulated to Council at the next regular council meeting.
- 2.03.09 The Executive Committee is responsible for overseeing the day-to-day operations of AUSU according to policy.
- 2.03.10 The Executive Committee 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.
- 2.03.11 To assist in preparation of such background information packages, the Executive Committee can establish its own procedures and has the authority to call for such information and reports necessary to assist it in its functioning.
- 2.03.12 The Executive Committee must uphold the integrity and autonomy of AUSU at the same time as promoting relationships with outside institutions and stakeholders.
- 2.03.13 The Executive Committee is responsible for working with the Executive Director to ensure that Councillors and incoming Executive Councillors receive adequate orientation to their role.
- 2.03.14 Executive Councillors may delegate their specific duties to other members of Council or Staff with the approval of the Executive Committee.

- 2.03.15 Executive Councillors who resign their positions should make every attempt to complete or delegate projects in progress and communicate with Staff and the Executive Committee on any pending issues.

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

### **This Policy References**

Post-Secondary Learning Act of Alberta  
Policy 4.06 Annual Timelines and Executive Work Plans  
Policy 8.09 Executive Committee Terms of Reference

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

None

## **POLICY RESPONSIBILITY**

Council

## **POLICY HISTORY**

Original Approval Date:	October 23, 1999
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