

c. Responsibilities of Board Executive Members

i. Responsibilities of the President

The duties and the responsibilities of the President shall include, but not be limited to:

- Be the CEO and official spokesperson of AUSU to the general public, Algoma University, campus groups, and at University functions
- To establish new projects and complete existing projects initiated by the previous Board
- To oversee all AUSU governance and affairs and work alongside general management for all operational functions.
- To ensure the timely deliverance of AUSU services to its members
- To be a signing officer of AUSU in accordance with Finance Policy; and
- To coordinate the Executive Committee
- To act on behalf of the Board and the Executive Committee between meetings where immediate action is necessary
- To act as the chair of the Executive Committee
- To act as the chair of the Policy Committee
- To act as Chair or to be responsible for the recruitment of a CFS Chairperson at the Annual General Meeting, and other meetings of the members.
- To serve as the chief liaison between the Union and the University Administration
- To serve as the chief liaison to all organizations and unions external to Algoma University;
- To serve as the chief liaison to the municipal, provincial and federal governments;
- To oversee that the AUSU Board Executives liaise with Brampton and Timmins Representatives on a regular basis to ensure that their student life needs, and campus affairs are being met.
- To liaise with other external representatives from post-secondary students' unions and national student organizations on issues of common concern
- To be the official representative to the Canadian Federation of Students and Canadian Federation of Students Ontario.
- To ensure that all governance policy documents are up to date and relevant.
- To develop, recommend and present the annual budget to the Board in consultation with the Executive Committee and the AUSU Treasurer
- To consult with the Staff Executive Director regarding the financial status of AUSU including budget variances and make recommendations to the Board regarding major expenditures
- To appoint members of the Board to sit on Algoma University committees, Senate or otherwise, subject to the approval of the Board
- To serve or appoint a member onto the Board of Governors of the University;
- To participate in government committees regarding student issues To sit on at least one (1) Algoma University committee
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding President
- Shall create/maintain a transition binder for the incoming President.
- To attend weekly executive committee meetings and monthly board meetings as planned.
- To maintain the minimum required posted office hours per week within the academic year.
- To complete other duties as required.

ii. Responsibilities of the Vice President Campus Affairs

The role of the Vice-President Campus Affairs is to be the main contact for campaigns and academic matters with all students. Reporting to the Board of Directors, the main duties of the Vice President Campus Affairs are, but not limited to the following:

- To assist the President in the regular execution of duties and also act as President in his/her absence.
- To maintain public awareness of AUSU as well as all the Campaigns it runs
- To be a signing officer of AUSU in accordance with Op1 Finance Policy.
- To maintain membership on any University or AUSU committees that may pertain to equity, diversity or issue based Campaigns.
- To ensure that matters of security, safety, health and sexual violence are addressed.
- To promote equity on campus.
- To establish relationships with AU Administrative Departments; including but not limited to liaising with the Residence, Satellite Campuses, Athletics, Indigenous and International Affairs, Academic Success and Health & Wellness on a regular basis.
- To sit on and act as the Chair of the AUSU Campaigns Committee and AUSU Academic Affairs Committee and to ensure the development of the program throughout the year
- To follow through and implement all plans laid out for Campaigns and other programs as set out previously with the General Manager
- To be responsible for coordinating AUSU campaigns events
- To work with the Vice President Student Life to ensure effective promotion and advertising of all AUSU activities and events on all social media avenues
- To work with the Communications Officer in developing an advertising plan for special events and programs for the year
- To sit on any Algoma University Committee, when required, representation must follow the spirit of decision made by the Executive and the Board of Directors
- To attend all meetings of the Executive with the understanding that two consecutively missed meetings without approval may be grounds for termination.
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Campus Affairs.
- To assist any Board or Executive or Staff member when required
- To complete other duties as required
- To attend weekly executive committee meetings and monthly board meetings.

iii. Responsibilities of the Vice President Student Life

The role of the Vice- President Student Life is to be the main contact between AUSU, the Athletic community, Student Services, Residence Community and to assist with the annual programming plan. The duties and responsibilities of the Vice President Student Life shall include, but not be limited to:

- To assist the President in the regular execution of duties
- To be a signing officer of AUSU in accordance with Finance Policy
- To communicate with the Algoma University Athletics and Residence Departments so that students are aware of the varsity sports, intramurals and other events, occurring on campus, on a regular basis.
- To be responsible for encouraging student involvement in all aspects of Campus Recreation, Varsity Athletics Programs, Residence and AUSU events
- To work with AU Student Experience Team and AUSU Program Coordinator staff in coordinating Orientation week(s) and other student life events.
- To work alongside the Communications Coordinator and/or VP Campus Affairs to update the AUSU website, and social media platforms send out mass emails and coordinate content creation and design of any other promotional platforms on a frequent basis
- To be responsible for promoting and advertising all AUSU events to include but not limited to selling tickets, handing out flyers, interacting with students, posting posters and calendars around campus for at least 2 weeks prior to any AUSU event
- To work with the Vice President Campus Affairs and Communications Officer to ensure effective promotion and advertising of all AUSU activities and events on all promotional platforms
- To develop and maintain a schedule of events and activities; and communicate schedule with the Communication Officer to be posted on the website and advertised accordingly.
- To plan, budget and execute social events and programming for orientation week in addition to regular events for prospective, groups, holidays, special occasions etc.
- To liaise with University or AUSU committees that may pertain to campus recreation, campus spirit or events and where necessary campaigns (eg. AU Varsity Council, AU Residence Council, Residence Advisors, AUSU Clubs & Services coordinators and leads respectively).
- To foster and maintain relationships with campus departments and community groups
- To work in conjunction with the AUSU Board, Executive Director and other AUSU staff to develop and implement a plan to maintain and increase student spirit and involvement that is congruent with AUSU's objectives
- The chair of the Services Committee shall be the Vice President Student Life unless otherwise appointed by the Board of Directors
- To attend all AUSU meetings with the understanding that three (3) consecutively missed meetings without approval may be grounds for termination
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Vice President Student Life
- Shall create/maintain a transition binder for the incoming VP Student Life
- To assist any Board member, Executive member or Staff when required
- To maintain the minimum required posted office hours per week within the academic year
- To attend weekly executive committee meetings and monthly board meetings as planned
- To complete other duties as required

iv. Responsibilities of Vice President Indigenous

*(currently under review in conjunction with SASA/AUSU Board Restructuring)

The duties and responsibilities of the Vice President Indigenous shall include, but not be limited to:

- Be responsible for gathering information, tracking legislation and conducting research on issues and policies concerning Indigenous Students in higher education
- Be an advocate for Indigenous Students at Algoma University to create a safe, open environment
- Co-Coordinate the advocacy and programming efforts of AUSU on issues concerning Indigenous students
- Promote leadership for Indigenous Students on campus
- Act as the chief liaison and ambassador between AUSU, SASA, and Shingwauk Kinooomaage Gamig
- Identify and develop areas of involvement in Indigenous Student affairs in which AUSU should engage
- Inform students of issues and legislation of importance and gather student opinion on the issues
- Advise the Executive Committee on Indigenous Student issues.
- Report to the AUSU Board at least once per month on the campaigns and goals of the Indigenous Student empowerment
- VP Indigenous to coordinate with the Shingwauk Kinooomaage Gamig staff and students to organize events and initiatives
- Coordinate Indigenous Cultural Competency Training during the AUSU board meeting in May and in addition to each semester as deemed appropriate
- Shall create/maintain a transition binder for the incoming Vice President Indigenous; and
- Shall train and advise the incoming Vice President Indigenous
- To complete other duties as required

v. Responsibilities of the Brampton and Timmins Campus Life Coordinators (2)

The duties and responsibilities of the Brampton and Timmins Directors shall include, but not be limited to:

- Each shall be responsible for developing, coordinating and administering the AUSU communication and marketing strategies in conjunction with the AUSU Executive Committee and Communications Officer to maximize members' awareness of the union, its objectives, services, events and campaigns for each of their respective campuses
- Each shall act as the liaison between AUSU Brampton, and AUSU Timmins respectively, its members and AUSU Board in Sault Ste. Marie
- Each shall be a signing officer of the AUSU Brampton and Timmins bank accounts respectively
- Each shall develop annual operating budgets for the Brampton and Timmins Campuses in coordination with the Executive Committee and under the direction of AUSU Staff when needed
- Each shall coordinate the programming and delivery of all AUSU events at the Brampton and Timmins Satellite Campuses in conjunction with the AUSU Executive Team and Program Coordinator where necessary
- Each shall be responsible for working with the Executive Committee to ensure that all Brampton and Timmins events/campaigns are planned and executed successfully
- Each shall be responsible for working with the Staff Executive Director and Finance and Accounting Technician to ensure all bank statements, income, expenses and receipts are kept in an organized manner and sent to AUSU Sault Ste. Marie on a monthly basis for bookkeeping
- Shall maintain the minimum required posted office hours per week within the academic year
- Shall attend weekly executive committee meetings and monthly board meetings as planned
- Complete other duties as required

d. Responsibilities of Ex-Officio Executive Members and Board Support Team

i. Responsibilities of the Executive Director

***(formerly General Manager/Office Coordinator)

The duties and responsibilities of the Executive Director shall include, but not be limited to:

- The duties and responsibilities as outlined in their employment contract; and
- Shall be an ex-officio and non-voting member of the Board and the Executive Committee
- Shall act as the Chair of the Elections Committee; and
- Shall ultimately be responsible to the Board and the Executive Committee at the direction of the Board
- In conjunction with the AUSU Executive Team, carry out and delegate operational and administrative duties to the Executive; or union-excluded personnel where necessary, under direction of the President and/or Board of Directors; and in accordance with proposed By-Law: 7.3 Maintenance of Operations, Administrative & Regulatory Compliance Policies (under review)
- To maintain the minimum required posted office hours per week within the academic year
- To attend weekly executive committee meetings and monthly board meetings as planned
- To complete other duties as required

ii. Responsibilities of the Finance & Accounting Technician

***(Formerly Finance Coordinator and Treasurer)

The duties and responsibilities of the Finance & Accounting Technician shall include, but not be limited to:

- To be a signing authority officer of AUSU in accordance with Finance Policies
- Shall work alongside the Executive Committee in planning and aligning funds to projects, events and Orientation week.
- Shall co-chair the Budget Planning and Implementation Committee
- Shall verify cheques and deposits while ensuring that all approved motions requiring fund disbursements are processed in a timely manner
- Shall work with VP Student Life to coordinate the Club Bursary Program, to award and administer funds according to its policies and procedures
- Shall manage and monitor the club funding budget line and approval processes
- Shall verify and sign off on honorariums for the Board of Directors
- To maintain the minimum required posted office hours per week within the academic year.
- Shall work with the AUSU Executive Director in preparing YTD financials and reconciling monthly banking statements for club executives.
- To attend all AUSU meetings with the understanding that three (3) consecutively missed meetings without approval may be grounds for termination
- To prepare an annual report and transition manual for their successor
- To complete other duties as required and in accordance within their employment contract

iii. Responsibilities of the Recording Secretary

- The Recording Secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents. Therefore, the secretary has the responsibility to ensure that the Board's documents accurately reflect the decisions of the Board and are provided to the Board in a timely manner.
- The assigned result of the secretary's job is to ensure that all board documents and filings are accurate and timely. The Board's documents include letters of incorporation, bylaws, board meeting minutes, board attendance records, board committee minutes, accurately filing employee records and personal contact information, creating and maintaining a database of volunteer and external contacts, and ensuring institutional memory.
- The Board expects the following:
 - That updates of any and all documents will be distributed before each board meeting
 - The Recording Secretary will reach out to all meeting participants and coordinate their schedules and choose an appropriate date
 - Collect all discussion and agenda items for that meeting
 - Book meeting rooms and set up video conferencing devices
 - Print out materials prior to the scheduled meeting time
 - Recording Secretary shall be present at all Board Policy and Implementation Committee (BPIC) meetings and shall be responsible for forwarding all minutes and records of transcriptions to the AUSU board
 - Arrange refreshments when necessary
 - That Board meeting minutes will be handled as follows:
 - Minutes will be taken at all official board meetings
 - Proceedings will be recorded and transcribed
 - Minutes will be sent to the entire board for review and feedback
 - Approved minutes will be reviewed and signed by two (2) members of the Board
 - Approved minutes will be sent to all board members for their records
 - Signed minutes will be placed in the official board file and available for the auditor's Review
- The Secretary must communicate board meetings to the AUSU student body
- Shall create/maintain a transition binder for the incoming Recording Secretary
- The board will ensure that it regularly reviews and clarifies its expectations (format, level of detail, timeliness, etc.) for the preparation of board documents (policies, minutes, etc.) and communicates this to the Recording Secretary.

iv. Responsibilities of the Chair

- The Board Chair will act as the Chief of Governance of the AUSU board and is a specially empowered member of the board. The purpose of the Board Chair is to assure the integrity of the board's process
- The expected outcome of the Chair's job is that the Board behaves consistently with Robert's Rules at all meetings
- Meeting discussion content will typically only be those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor.
- Deliberation will be fair, open, and thorough, but also timely, orderly and kept to the point
- Information that is for neither monitoring performance nor board decisions will be avoided or minimized and always noted as such
- The authority of the Chair consists in making decisions that fall within the topics covered by board policies on Governance Process
- The Chair is empowered to facilitate board meetings with all the commonly accepted power of that position (e.g. ruling, recognizing)
- The Chair has no authority to make decisions about policies created by the board and therefore, has no authority to supervise or direct the President or the Executive committee
- The Chair may represent the board in announcing board-stated positions and in stating Chair decisions and interpretations within the areas delegated to them
- The Chair may delegate this authority but will remain accountable for its use
- The Chair must attend all meetings unless there is an extenuating circumstance
- The Chair is expected to facilitate the Budget and Planning Implementation Committee and other Committees as necessary
- To prepare an annual report for their successor, ensuring a smooth transition for the succeeding Chairperson
- Shall create/maintain a transition binder for the incoming Chairperson
- To complete other duties as required

v. Responsibilities of the Ombudsperson/Academic Strategist

The duties and responsibilities of the Ombudsperson/Academic Strategist shall include, but not be limited to:

- Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of AUSU
- Shall be responsible for ensuring that all Board Members and Staff receive conflict resolution training such as but not limited to anti-oppression workshop within four months of the start of their term
- Shall be responsible for observing all activities of the Board and those supported by the Board to ensure that they are not exclusionary or discriminatory in nature and address any problems as they arise
- Shall represent AUSU, in conjunction with the Vice President Campus Affairs, when issues regarding discrimination and equity are raised in the Algoma University community and need to be addressed;
- Shall be entitled to access files, business reports, and financial records of AUSU within forty-eight (48) hours tendering a written request to the President and to the person responsible for said files, business reports or financial records
- Shall meet with the staff of AU Academic Senate, Human Resources, Student Experience and Student Success & Wellness and the Learning Centre on a regular basis to address student issues and concerns; and
- Shall attend all meetings of the Board; and
- Shall offer the AUSU general membership fair and impartial representation in academic appeals, mediation and conflict resolution services when requested
- Shall advise the student clientele of appeal processes and expected outcomes
- Shall maintain confidentiality of student clientele with sensitive matters and cases where necessary, unless they pose risk the threat of harm to themselves, others or where or under circumstances where criminal/illegal activity may take place
- To maintain the minimum required posted office hours per week within the academic year
- Shall create/maintain a transition binder for the incoming Ombudsperson; and
- Shall train and advise the incoming Ombudsperson/Academic Strategist; and
- To complete other duties as required

e. Opposition and/or Removal from the AGM Concerning an Executive Officers

- i. Members of the Executive Committee may be recalled to election in a by-election after the receipt by the Chief Returning Officer of a petition of ten percent (10) of all of the members of the Student Union respectively. Such a by-election shall be held so that the last day of polling is no later than forty (40) days from the filing of the petition.
- ii. The Chief Returning Officer has the authority to verify the validity of the petition, subject to regulations governing this recall process. Should the position of the Chief Returning Officer be vacant, the duties provided for in this Section are carried out by the General Manager, which attends to the prompt appointment of a Chief Returning Officer.