

Executive Committee and Executive Roles Policy

Policy owner: Executive Committee

Audience: Executive Committee, Board of Directors, Members

Approved: March 10th Board of Directors Meeting

Last Reviewed: N/A

Review Schedule: Summer 2016

1 - Introduction

This Policy provides basic "job descriptions" for the Executive Committee and its members. These provide an outline of each Executive Committee member's portfolio and enhance role clarity in order to make the Executive more effective in their work.

Though these descriptions are specific in some cases, they do not necessarily cover all the facets of an Executive's work throughout the year. Additionally, as new roles & responsibilities evolve within the organization this document can help members of the Executive determine and document which Executive Member should take on a given responsibility.

These descriptions reflect and expand upon the Constitution of the URSU and are intended to provide a detailed, easy to read guideline for future executives.

This Policy also identifies and clarifies the role of the Executive Committee as a strategic governance body of the organization.

2 - Definitions

- **Services** – All functions of the URSU designed to provide benefit to the membership (with the exception of advocacy). Services include; the Health and Dental plan, the Community Cupboard, Student Advocacy, Transit, the Used-Book Sale, Lockers, Tutoring & Housing Registries, and other services as they are developed
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3 - Policy

3.1 - Executive Committee

The Executive Committee is comprised of the President, the Vice-President Operations and Finance, the Vice-President Student Affairs and the Vice President External Affairs. Though it is similar in some ways to the Board of Directors, the Executive Committee is a distinct entity that is granted limited powers and responsibility by the Board of Directors in order to ensure the good functioning of the URSU in day-to-day operations. The Executive Committee is responsible for;

- Effective day to day direction and operation of the Students' Union
- Following and implementing the Policies and directives of the Board of Directors
- Making decisions on expenses relating to individual projects (approval limits dictated by the Financial Policy)

- Making decisions that are delegated to the Executive Committee in Legislation, the Constitution, Policies or Bylaws of the Corporation
- Setting the Executive Committee meeting schedule
- Recommending the schedule of elections and the AGM/SGM to the Board
- Recommending and searching for certain roles in the organization e.g. CRO, Chairperson, General Manager (though not other staff members who are below the general manager – See Vice-President Operations and Finance for more)
- Implementing the strategic plan for the URSU throughout their term
- Reporting to the Board of Directors on the activity of the Executive Committee and individual members
- Making strategic decisions
- Supporting the development of the Budget
- Recommending the budget to the Board
- Making themselves available to students on a regular basis (either by posting office hours or through some other mechanism)
- Other duties as assigned by the Board

In the Executive Committee setting, members of the Executive Committee are “decision-makers”. They decide the course of action of the organization and, when it falls in their portfolio, they implement the decisions, directives and policies of the Board of Directors or the Executive Committee. Work resulting from the Executive Committee may be completed at meetings or work may be assigned to individual members of the Executive Committee or the staff (through the General Manager).

3.2 - General Expectations

Members of the Executive Committee are held to a high standard of behaviour as they complete their jobs because they represent not just the interests of URSU, but also the interests of every University of Regina Student. Executives are expected to act;

1. Accountably, by;
 - a. acting in the best interests of the URSU, fulfilling their responsibilities and obligations to the URSU and the student body
 - b. acting within the scope of their authority in all matters
 - c. taking responsibility for their actions
2. Respectfully, by;
 - a. valuing and supporting a Student and University community that is diverse — in background, religion, race, ethnicity, marital status, medical condition, age, gender, sexual orientation, political affiliation and other forms of diversity as this definition continues to evolve
 - b. respecting the rights and dignity of others regardless of differences and different perspectives
 - c. communicating their views to others in a fair and constructive manner
 - d. voicing any differences of opinion respectfully and directly to those colleagues with whom they disagree
3. Lawfully, by;
 - a. transacting business in compliance with all applicable laws, policies and procedures

- b. disclosing confidential information on a need-to-know basis and only when authorized
 - c. avoiding placing themselves in a situation where a conflict or personal interest could arise and impact their ability to serve the URSU
 - d. exercising professional competence, care, objectivity, and diligence
4. Ethically, by;
- a. being impartial when discharging their duties and not offering preferential treatment to any person or entity
 - b. ensuring fairness and honesty in relationships with suppliers and purchasers of the URSU's goods and services.
 - c. avoiding being improperly influenced or biased in dealings with suppliers and purchasers.
 - d. refusing any gift that could place an individual or the URSU in a prejudicial or embarrassing position, interfere in any way with the impartial discharge of an individual's duties to the URSU, or reflect adversely on an individual's integrity or the integrity of the URSU.
5. Professionally, by;
- a. supporting and furthering the interests of the URSU
 - b. engaging students and responding to their needs
6. Sustainably, by;
- a. promoting sustainability in the way they work and actively looking for ways to reduce URSU's impact on the environment.

Following are the job descriptions for each member of the Executive Committee. While each member of the Executive has specific responsibilities that are laid out in the constitution, work may be divided differently in practice as individual members of the Executive may have specific skillsets that will make them more suited to certain roles. Executive Members recognize that even if a task is delegated to another member, they are still ultimately responsible for its completion. New and temporary divisions should be documented, as role clarity is crucial to the good functioning of the URSU.

3.3 - President

The President of URSU acts as the Chief Executive Officer of the Corporation and has many of the powers that would typically be associated with a person of that position. Despite that, the President does not have the power to veto decisions made by other members of the Executive. Specifically, the President is responsible for;

1. Developing a strategic direction for the organization
 - Acting as a liaison between the General Manager and the Executive Committee (ex: communicating updates about the organization, managing the General Manager, collaborating on strategic planning for the organization)
 - Handling the public relations of the URSU (ex: speaking at events, informing the public of the ongoing activities of the organization, acting as a "figurehead" etc.)
 - Making appointments to University Council, University Senate and other boards and committees (exception: Graduate Students who self-appoint in some cases)
 - Being the primary contact point for URSU societies

- Ensuring that concerns of the Board of Directors (and individual members) are brought to the attention of the Executive Committee
- Chairing the Executive Committee, the Varsity Club Athletics Board (VCAB) and the President's Advisory Committee (PAC)
- Finding a replacement or chairing Board meetings when the regular chair is unavailable (see meeting policy)
- Organizing and planning new board member orientation and training activities (in conjunction with the General Manager and/or the Outgoing Executive)
- Initiating and coordinating regular strategic planning activities
- Initiating and coordinating Board of Director development and training
- Acting as the student representative on the Board of Governors
- Ensuring members comply with the constitution, policies and bylaws of URSU
- Advancing and maintaining good working relationships with members of the URSU, the University administration, the municipal, provincial and federal Government, the private sector and the non-profit sector
- Being a signing authority for the URSU
- Overseeing/performing policy development
- Being generally knowledgeable of all of URSU's activities
- Creating detailed, comprehensive transition documents for incoming executives
- Performing other similar duties as they arise or are delegated by the Board of Directors

3.4 - Vice President External Affairs

The Vice President External Affairs deals primarily with the development and deployment of events, campaigns, elections and referendums of the students. They are also responsible for developing marketing and sponsorship opportunities for the URSU. Specifically, the Vice President External Affairs is responsible for;

1. Developing/Overseeing the external relations of the URSU (ex: promoting events, creating issue based campaigns, assisting with development of URSU branding, creation of promotional materials, etc.) in conjunction with the Communications department
2. Overseeing and participating in the marketing all special projects and campaigns of the URSU, including referendums bi-elections and community and campus projects and Welcome/Frost Week.
3. Representing URSU to organizations/committees working closely with URSU on campaigns including student groups, external groups (ex: non-profits, chamber of commerce, etc.)
4. Representing URSU to organizations which URSU works in coalition with to lobby and influence public opinion
5. Public Relations in the absence of the President
6. Overseeing the publication and creation of the handbook/campaign guide
7. Maintaining all of URSU's campaigns and being the primary representative to members about campaigns
8. Overseeing/Developing external communications (ex: press releases) in conjunction with the President

9. Engaging in activities designed to lobby the government or other external organizations
10. Performing National, Provincial, University and Community Outreach on behalf of URSU
11. Overseeing policy development (specifically issue-based policy)
12. Creating detailed, comprehensive transition documents for incoming executives
13. Communicating and educating members of the Union about post-secondary issues
14. Performing other similar duties as they arise or are delegated by the Board of Directors

3.5 - Vice President Operations and Finance

The Vice President Operations and Finance is primarily responsible for matters pertaining to HR, developing and maintaining the budget, and administering the finances of the Students' Union (including the Health and Dental Plan). Specifically, the Vice President Operations and Finance is responsible for;

1. Overseeing the organization, administration and financial situation of URSU
2. Being the representative of URSU for Human Resources related issues (typically in conjunction with the General Manager)
3. Developing the Budget (usually in collaboration with the General Manager)
4. Managing the Budget throughout the year and ensuring that any variances and emerging trends are reported promptly to the Executive Committee and the Board
5. Being a signing authority for the URSU
6. Keeping updated financial documents available online and in person – in collaboration with the VP – Student Affairs to ensure these are available for students
7. Creating detailed, comprehensive transition documents for incoming executives
8. Overseeing development and delivery of new and existing URSU Services
9. Overseeing the administration of student sponsorship funds
10. Overseeing the administration of the Health and Dental Plan
11. Acting as the Interim President in the case that the President resigns or is recalled
12. Performing other similar duties as they arise or are delegated by the Board of Directors

3.6 - Vice President Student Affairs

The Vice President Student Affairs deals with matters relating to student experience, student advocacy and representation on campus and the services of the Students Unions. Specifically, the Vice President Student Affairs is responsible for;

1. Overseeing the promotion of student-related services to the URSU community in conjunction with the Communications Department.
2. Representing students on boards/committees that relate directly or indirectly to student and academic issues (e.g. Student Appeals, CDC, Teaching and Learning committee, Faculty Renewal committees, etc.)
3. Representing students on the Scholarship Bursary and Loan Committee of the Government of Saskatchewan

4. Being knowledgeable of the academic/non-academic disciplinary processes at the U of R and assisting members of the URSU when necessary.
5. Educating members about the Academic/Non-Academic Discipline processes of the Students' Union.
6. Representing students on issues relating to student loans, academic issues and any other issues dealing directly or indirectly with student life.
7. Being the primary point of contact with student centers (ie: RPIRG, URPRIDE, EWB, Women's Center, Carillon, etc.)
8. Serving as a liaison between the URSU and clubs. This includes coordinating funding, assisting occasionally with budget development and coordinating and assisting with activities
9. Overseeing the administration of URSU club services
10. Advising URSU as it plans its programming to ensure that it caters to the academic, cultural and social interests of the Members of the URSU
11. Creating detailed, comprehensive transition documents for incoming executives
12. Performing any other duties and responsibilities as delegated/requested by the Executive Committee and Board of Directors.

4 - Consequences for Noncompliance

Failure to adhere to this policy could mean that URSU's business is not conducted in an efficient and effective manner. This could lead to a significant impact on student life and experience at the University of Regina.

Consistent failure by an Executive Member to behave in the manner laid out in the "General Expectations" section of the policy and/or complete one's duties as an Executive Member could have consequences including expulsion from the URSU (as laid out in Article III of the URSU constitution), recall (as laid out in Article VII of the URSU Constitution) and further legal action being brought against the member (at the discretion of the URSU).

5 - Related Information

URSU Constitution - http://ursu.ca/pub/documents/URSU_Constitution.pdf

Conflict of Interest and Commitment Policy - [http://ursu.ca/pub/documents/Conflict of Interest and Conflict of Commitment Policy.pdf](http://ursu.ca/pub/documents/Conflict_of_Interest_and_Conflict_of_Commitment_Policy.pdf)