



# Brock University Graduate Students' Association

## Document 021B

### The Graduate Students' Association Deputy President Policy

#### Name:

1. This Document shall be known as the "Deputy President Policy".

#### Purpose:

2. Succession planning is critical for the stability and success of an organization. For the Graduate Students' Association this need is amplified given the rate at which the executive experiences turnover, as well as the shifting priorities and responsibilities of its individual members. To ensure stability in leadership and oversight of the association the Deputy President shall act as the immediate alternate to the President in times of short- and long-term need. In addition, the role is to act as a form of succession planning should the need arise on a more permanent basis.

#### Role of the Deputy President:

3. The role of the Deputy President is intended to be defined and developed within the context of the needs of the Executive Committee, Board Chair and/or the University's requirements at different times. While at times the role of the Deputy President will be to act in place of the Chair, fulfilling the Vice-Chair role and providing a means for preparing for the orderly succession of the Chair. At other times, the role provides the Chair with the opportunity to share some of their responsibilities as the demands of the Board and University require.
4. The Role of the Deputy President shall not constitute an additional officer or member of the executive, rather the Deputy President shall be an additional role that one of the members of the executive committee may fill.
5. The Role of the Deputy President shall be one in addition to the role currently performed by the selected member of the executive committee.

#### Qualifications of the Deputy President:

6. The Deputy President shall:
  - a. Be a current member of the executive,
  - b. Maintain their current portfolio while fulfilling the additional appointment.

#### Appointment of the Deputy President:

7. The Deputy President is to be nominated by the sitting President and confirmed by the Executive Committee.



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### Term of Office of the Deputy President:

8. The Deputy President's term shall normally be one (1) year, correspond to the term of office for the current executive running from May 1<sup>st</sup> until April 30<sup>th</sup> of the following year.
9. The term of the Deputy President may be renewed, upon approval of the executive committee, provided that the member seeking renewal is a returning member of the executive committee.
10. The term of the Deputy President may not be extended.

### Specific Responsibilities of the Deputy President:

11. The Deputy President shall:
  - a. Act as the Vice-Chair of both the Officers and the Executive Committee and shall chair all meetings of the Officers and the Executives, should the President be absent, in conformity with the GSA Bylaws and Policies
  - b. Support the Board of Directors, and should the President be required to chair but unable to do so then the Deputy President shall chair any such meetings of the Board of Directors, in conformity with the GSA Bylaw and Policies.
  - c. Support the management of the Annual General Meeting (AGM), as well as any Special General Meetings (SGM's) of the GSA, and should the President be required to chair but unable to do so then the Deputy President shall chair any such meetings of the membership, should the President be absent, in conformity with the GSA Bylaw and Policies.
  - d. Work collaboratively with the President, supporting them to ensure the effective functioning of the GSA including:
    - i. Supporting facilitation of all meetings Chaired by the President,
    - ii. Encouraging input and ensuring that all Executive and Directors have the opportunity to share perspectives with regard to debate or discussion,
    - iii. Encouraging all members to participate and limiting opportunities for specific executive or directors to dominate discussion,
    - iv. Assisting in broadening, developing and reaching consensus and various topics of discussion,
    - v. Facilitating relationships with, and communication among Executive and Directors,
    - vi. Establishing relationships with individual members of the Executive and the Board to ensure that each member contributes their special skill and expertise effectively.
  - e. Act as spokesperson on behalf of the GSA or representative of the GSA at meetings or events (including convocations), at the request of the President or when the President is unable for any reason to perform their duties.



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- f. Assume the role of Chief Financial Officer acting as one of the designated signing authorities of the GSA.
- g. Carry out any financial responsibilities as designated by the President, Executive Committee or Board of Directors.
- h. Under Article 3.1 of Brock University's General Board of Trustees Bylaw, serve as the GSA Representative on the Brock University Board of Trustees, upon confirmation by the GSA President.
- i. Fulfill the role as an ex-officio member of the University Senate unless the Deputy President is already a graduate student senator.
- j. Discharge all of the duties of the President, in the event that the President unable to perform their duties for any reason, until the return of the President or the invocation of the processes for addressing Presidential Absences as outlined in Sections 12 and 13 of this policy.
- k. Also act as the Vice-President, Finance, until the appropriate amendments to the GSA Constitution are approved. This additional title and responsibility shall become void upon the removal of references to the Vice-President, Finance within the GSA Constitution.
- l. Performing any other responsibilities as assigned by the President, the Executive Committee or the Board of Directors.

#### Responsibilities of the Deputy President regarding Presidential Absences

##### 12. Definition of Absence:

- a. A Short-Term Absence is any period of leave of the President that does not exceed two (2) weeks.
- b. A Long-Term Absence is any period of leave of the President that is longer than two (2) weeks but does not exceed one (1) month.
- c. A Permanent Absence or Vacancy is any instance where it is believed that the President will be unable to return. The process for identifying and declaring such vacancies is outlined within the GSA Constitution.

##### 13. Process for Addressing Absences:

- a. Short Term: An absence of the President anticipated to be not more than two (2) weeks. Such absences shall fall into two categories:
  - i. Planned: The President shall consult with the Deputy President and the need for a leave of absence not exceeding two (2) weeks during such time the Deputy President shall be known as Acting President until the return of the President.
  - ii. Unplanned: The Deputy President shall become Acting President in the event of an unplanned absence of the President for a period not to exceed two (2) weeks.
  - iii. In the event of either a planned or unplanned short-term absence of the President, the Deputy President shall automatically become Acting President until the return of the President or until such a



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- time as the Executive Committee determines the absence to be long-term.
- b. Long Term: An absence of the President anticipated to be more than two (2) weeks but not more than one (1) month. Such absences shall fall into two categories:
    - i. Planned: The President shall consult with the Deputy President and the need for a leave of absence not exceeding one (1) month during such time the Deputy President shall be known as Interim President until the return of the President.
    - ii. Unplanned: The Deputy President shall become Interim President in the event of an unplanned absence of the President for a period not to exceed one (1) month.
    - iii. In the event of either a planned or unplanned long-term absence of the President, the Deputy President shall normally begin as Acting and, upon approval by the Executive Committee, become Interim President if the President's absence is anticipated to be longer than two (2) weeks.
    - iv. Upon confirmation by the Executive Committee the Interim President shall service until the President returns or until such a time as the Board of Directors determines the absence to be permanent.
    - v. The Executive Committee shall recommend next steps regarding the role of the Interim President, to the Board of Directors if the absence is anticipated to be longer than one (1) month.
    - vi. The Board of Directors may extend the permissible period for the Deputy President to act as Interim President for an additional period of time not exceeding one (1) month. Such an extension shall only be granted if the Board is provided evidence suggesting the President will return during this period if it is provided with rationale indicating the probable return of the President within the granted extension.
  - c. Permanent: An absence of the President anticipated to be more than one (1) month. Such absences shall fall into two categories:
    - i. Planned: The President shall consult with the Deputy President about their intention to resign and the resulting vacancy shall be filled in the immediate term by the Deputy President, who shall be confirmed as the permanent replacement by the Board of Directors on recommendation by the Executive Committee.
    - ii. Unplanned: The Deputy President shall become Interim President in the event of an unplanned absence of the President for a period not to exceed one (1) month.
    - iii. In the event of either a planned or unplanned permanent absence of the President, the Deputy President shall begin as Acting and upon confirmation by the Executive Committee shall become



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Interim President until such a time as the Board of Directors confirms the interim appointment as permanent.

- iv. The Board of Directors may delegate their authority for permanent appointment to the broader GSA membership through a general election.
- v. The Board of Directors may extend the permissible period for the Deputy President to act as Interim President for an additional period of time not exceeding one (1) month. Such an extension shall only be granted if the Board is provided evidence suggesting the President will return during this period if it is provided with rationale indicating the probable return of the President within the granted extension.