



# Brock University Graduate Students' Association

## Document 020B

### The Graduate Students' Association President & CEO Policy

#### Name

1. This Document shall be known as the "President and Chief Executive Officer Policy".

#### Purpose

2. To provide structure and guidance on the role and pursuant responsibilities of the President and CEO of the GSA. Adding additional clarity to definitions provided in other GSA legislation and allowing for clear understanding as to the purpose of the role for all members of the organization, whether they hold the office currently, are responsible for their accountability, intend to run for the office in the future or are simply members of the graduate student population more broadly.

#### Qualifications

3. The President must abide by all qualifications set out in relevant GSA legislation and documentation, as well as any additional requirements imposed by external legislation.

#### Accountability

4. The President shall be accountable to the Board of Directors.

#### Term of Office

5. The President shall remain an Officer of the Corporation from the 1<sup>st</sup> day of May after their election until the following midnight of the 30<sup>th</sup> day of April, or in the case of a vacancy, immediately after the ratification of the results by the Board of Directors until midnight of the following 30<sup>th</sup> day of April.
6. The Senate component of the portfolio begins the day following Spring Convocation and ends the last day of Spring Convocation, one year later. The role of student Senator involves attending and participating in Senate meetings and additional Senate committees. While their term as an executive shall follow the term outlined above, they shall remain a member of Senate until the following Spring Convocation.
7. The Board of Trustees component of the portfolio begins July 1<sup>st</sup> and ends June 30<sup>th</sup> the following year. The role of student Trustee involves attending and participating in Board of Trustees meetings and additional committees. While their term as an Executive shall follow the term outlined above, they shall remain a member of the Board of Trustees, pursuant to Document 022, until June 30<sup>th</sup> of the year following that in which they were elected.



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## Document 020B

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#### Vacancies

8. Vacancies in the role of President shall be filled pursuant to Document 001 and any other relevant GSA legislation.

#### Responsibilities

9. The President shall:
  - a. Be charged with the general management and supervision of the affairs and operations of the GSA including, but not limited to oversight of health and dental plan operations, the U-Pass bus pass program, Food First and emergency student supports;
  - b. Be the official spokesperson for the GSA and shall work to increase the visibility of the GSA in the Brock community and beyond;
  - c. Advocate for graduate student issues at all levels of University government;
  - d. Present a written report, prior to each GSA Board Meeting, of all activities undertaken on behalf of the GSA for the previous period;
  - e. In consultation with the Executive Committee, set and distribute agendas for Executive Committee meetings;
  - f. Call and chair all meetings of the GSA Executive, unless they are absent;
  - g. Support the Board Chair and Vice-Chair in the development of agendas and setting direction for Board meetings;
  - h. Present an annual written report which is satisfactory to the outgoing Executive, as well as contribute to GSA webpage updates;
  - i. In conjunction with the Deputy President and Executive Director, shall have signing authority for the GSA on all accounts set up for the use of the GSA;
  - j. Serve as a resource to the GSA Governance, Elections and Nominating Committee, and when required serve as Chair. They shall also support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time;
  - k. Serve as the GSA representative on the Board of Trustees, as a voting member, pursuant to legislation set by the University's Board of Trustees, and GSA Document 022;
  - l. Fulfill such other duties as do not properly fall to any other Officer, as may be determined by the Directors of the GSA;
  - m. Assist the Board Chair and/or Vice-Chair, where necessary, in maintaining order, recognizing speakers, and proceedings with the Board agenda at all meetings, unless they are absent;
  - n. Maintain close communication with the Executive Director and with members of the Executive Committee;
  - o. Normally sit on the following University committees and attend their regular meetings as a representative of the GSA:
    - i. Graduate Council
    - ii. Senate Graduate Studies Committee
    - iii. Dean's Advisory Committee (Graduate Studies)



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### **Document 020B**

#### **The Graduate Students' Association President & CEO Policy**

- p. Under various circumstances, the University will formulate committees vital for the progression and benefit of the institution. It is expected that the President will sit upon such committees or find the best graduate student representative;
  - q. If they are unable to attend specific meetings, ensure that a suitable replacement from within the GSA Executive Committee can attend;
  - r. Keep in regular communication with the Dean of the Faculty of Graduate Studies, the President of the University, and the senior administration of the University (whenever possible);
  - s. Pursuant to GSA legislation, evaluate the performance of the Executive team and staff members;
  - t. Be responsible for leading all recruitment efforts for vacant Executive positions, as well as senior staff positions; and
  - u. Recommend, whenever the role is vacant, a Deputy President for approval by the Executive.
10. The President, in coordination with the Deputy President and the Executive Director, shall:
- a. Keep full and accurate account of all receipts and disbursements of the GSA in the proper books of account;
  - b. Disburse the funds of the GSA, under the direction of the Executive of the GSA, and provide to the Executive of the GSA at the regular meetings an account of all transactions conducted, and of the financial position of the GSA;
  - c. Be responsible for policy surrounding the merchandising projects of the GSA;
  - d. Set-up and actively participate, in regular meetings (at least one per term) with the Brock University senior administration; and
  - e. Shall call to order at least two GSA Executive Committee meeting per month.

#### **Absence of the President**

11. In the absence of the President, their roles and responsibilities shall normally be filled by the Deputy President until such a time as the vacancy can be fill the vacancy in accordance with the GSA Bylaw and other relevant GSA legislation.

#### **Additional Responsibilities**

12. Individuals nominated for the role of President shall also normally be jointly nominated for the ex-officio, non-voting GSA Senate position as well as the GSA's representative on the University's Board of Trustees.



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### Document 020B

#### The Graduate Students' Association President & CEO Policy

#### Additional Senate Responsibilities

13. As a member of Senate, the President shall be responsible for:
  - a. attending all meetings and functions as required by the Brock University Senate;
  - b. serving as a member of the Student Senate Caucus;
  - c. determining, in conjunction with the Vice-President, Equity and Inclusion and the Vice-President, External Affairs, who shall sit on which committees of the University Senate;
  - d. providing oversight, in conjunction with the other GSA Senators and the Executive Director, of graduate student representation on Senate Committees; and
  - e. designating the responsibilities of the ex-officio role to another member of the executive, who is not currently a Senator, if they are unable or unwilling to fulfill the role.

#### Additional Board of Trustees Responsibilities

14. Shall attend all meetings and functions as required by the University's Board of Trustees, unless these responsibilities have been designated to another member of the Executive, if they are unable or unwilling to fulfill the role.
15. Liaise with other members of the Board of Trustees, where required.
16. Communicate concerns of graduate students to the Board of Trustees and ensure that issues are appropriately raised and addressed.

#### Performance Appraisal and Remuneration

17. The President shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant GSA legislation.
18. The role of the President shall normally require a minimum of ten (10) hours per week for the duration of the appointment. These hours shall normally be eligible for monetary compensation, pursuant Document 029, in addition to any non-monetary compensation, and any other relevant GSA legislation.
19. Additional commitment may be required at various times throughout the term, these hours shall normally not be eligible for additional compensation.