



# Brock University Graduate Students' Association

## Document 023B

The Graduate Students' Association Vice-President, Student Engagement Policy

### Name

1. This Document shall be known as the "Vice-President, Student Engagement Policy".

### Purpose

2. To provide structure and guidance on the role and pursuant responsibilities of the Vice-President, Student Engagement (VPSE) 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 Vice-President, Student Engagement 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 Vice-President, Student Engagement shall report to the President and be accountable to both the President and the Executive Committee.

### Term of Office

5. The Vice-President, Student Engagement 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.

### Vacancies

6. Vacancies in the role of Vice-President, Student Engagement shall be filled pursuant to Document 001 and any other relevant GSA legislation.

### Responsibilities

7. The Vice-President, Student Engagement shall:
  - a. Be responsible for the organization, coordination, general management for all social, recreational, artistic, literary, and educational activities;



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- b. Organize a variety of events which will appeal to the various interests of the membership (e.g. regular inclusion of non-sport events);
- c. Submit a written report, prior to each GSA Board Meeting, of all activities undertaken on behalf of the GSA for the previous period;
- d. Be aware of activities ongoing throughout the University that relate directly to graduate students and will make the Executive members aware of activities they should be attending;
- e. Announce at the monthly Board meeting upcoming activities within the University community of which other graduate students may be interested;
- f. Coordinate with the Executive Director and Vice-President, Communications and Advancement to support the promotion of GSA events through the GSA website, Facebook page, Twitter account, posters, and email newsletter or other media venues;
- g. Maintain close communication with the Executive Director and with members of the Executive Committee;
- h. Perform other duties as may be determined by the President, or the Executive of the GSA;
- i. Advocate for the inclusion of graduate student specific events and programming, and work collaboratively with campus units to create such events and programming;
- j. Attend meetings of the Orientation Planning Committee, or any such meeting called reasonably falling within this mandate;
- k. Serve as a resource to the GSA Student Engagement 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;
- l. Serve as a resource to any additional committee of the GSA;
- m. Present an annual written report for the Annual General Meeting (AGM), and a transition report to pass on their knowledge and contacts to the next incoming GSA Executive; and
- n. Attend all meetings of the GSA Board, Executive and Program Assembly, where required.

#### Performance Appraisal and Remuneration

8. The Vice-President, Student Engagement shall have their performance evaluated by the GSA President and Executive Director, and receive compensation pursuant to this performance, as outlined in relevant GSA legislation.
9. The role of the Vice-President, Student Engagement shall normally require a minimum of five (5) hours per week for the duration of the appointment. These hours shall normally be eligible for monetary compensation, in addition to any non-monetary compensation, pursuant Document 029 and any other relevant GSA legislation.
10. Additional commitment may be required at various times throughout the term, these hours shall normally not be eligible for additional compensation.