



Brock University Graduate Students' Association

Document 024B

The Graduate Students' Association Vice-President, External Affairs Policy

Name

1. This Document shall be known as the "Vice-President, External Affairs Policy".

Purpose

2. To provide structure and guidance on the role and pursuant responsibilities of the Vice-President, External Affairs 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, External Affairs 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, External Affairs shall report to the President and be accountable to both the President and the Executive Committee.

Term of Office

5. The Vice-President, External Affairs shall remain an Officer of the Corporation from the 1st day of May after their election until the following midnight of the 30th 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 30th 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.

Vacancies

7. Vacancies in the role of Vice-President, External Affairs shall be filled pursuant to Document 001 and any other relevant GSA legislation.



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Responsibilities

8. The Vice-President, External Affairs shall:
 - a. Plan and execute all campaigns of the Canadian Federation of Students (CFS) at the University and represent the GSA at the CFS meetings;
 - b. Be charged with the responsibility of establishing and maintaining active communication with University graduate student associations external to Brock University;
 - c. Present a written report, prior to each GSA Board Meeting, of all activities undertaken on behalf of the GSA for the previous period;
 - d. Be charged with the responsibility of establishing and maintaining active communication and positive relationships with organizations external to Brock University, as may be deemed advantageous by the Executives of the GSA;
 - e. Keep the Officers and Directors apprised of all upcoming initiatives of any organization of which the GSA, or its members, are a member (i.e. CFS, CUPE, etc.);
 - f. Represent the GSA to both the external community and Brock University in conjunction with the GSA President;
 - g. Participate in the organization and operation of community support initiatives;
 - h. Maintain close communication with the Executive Director and with members of the Executive Committee;
 - i. Normally take up the GSA's responsibility on the Ombuds Advisory Committee, if the Vice-President, Equity and Inclusion is unable to;
 - j. Serve as a resource to the GSA External Affairs 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. Perform other duties as may be determined by the President, or the Executive of the GSA;
 - l. 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
 - m. Attend all meetings of the GSA Board, Executive and Program Assembly, where required.

Additional Responsibilities

9. Individuals nominated for the role of Vice-President, External Affairs shall also be jointly nominated for one of the two voting GSA Senate positions, along with the Vice-President, Equity and Inclusion, both of whom shall have first choice for any additional Senate committee assignments.
10. As a member of Senate, the Vice-President, External Affairs shall be responsible for:



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- a. Attending all meetings and functions as required by the Brock University Senate;
- b. Submitting a written update within their executive report prior to each GSA Board Meeting, on Senate affairs that impact graduate students directly. In return, they shall seek information from graduate students regarding upcoming and current Senate proposals;
- c. Serving as a member of the Student Senate Caucus;
- d. Determining, in conjunction with the Vice-President, Equity and Inclusion and the President, who shall sit on which committees of the university senate; and
- e. Providing oversight, in conjunction with the other GSA Senators and the Executive Director, of graduate student representation on Senate Committees.

Performance Appraisal and Remuneration

11. The Vice-President, External Affairs 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.
12. The Vice-President, External Affairs 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.
13. Additional commitment may be required at various times throughout the term, these hours shall normally not be eligible for additional compensation.