



Brock University Graduate Students' Association

Document 020C

The Graduate Students' Association President Policy

Name

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

Purpose

2. To provide structure and guidance on the role and pursuant responsibilities of the President of the Graduate Students' Association ("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 GSA, 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 GSA Board of Directors ("the Board").

Term of Office

5. The President shall remain an Officer of the Corporation, and ex-officio GSA Student Senator, 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 until midnight of the following 30th day of April.
6. The University's Board of Trustees ("Board of Trustees") component of the portfolio begins July 1st and ends April 30th 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 be invited to sit as an ex-officio, non-voting guest of the Board of Trustees until June 30th, while transitioning the role to the newly elected President.



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Vacancies

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

Responsibilities

8. 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 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 Executive, unless they are absent;
 - g. In collaboration with the Executive Committee and staff, determine and approve additional promotions and events for the year, within approved budget limits, outside the core annual events and promotions. In addition, provide guidance and final approval to staff on all GSA communications, promotions and events.
 - h. Support the Board Chair and Vice-Chair in the development of agendas and setting direction for Board meetings;
 - i. Present an annual written report which is satisfactory to the outgoing Executive, as well as contribute to GSA website updates;
 - j. 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;
 - k. Call and chair all meetings of the GSA Governance, Elections and Nominating Committee, and support any additional GSA committees or sub-committees, as relevant, that may be established, from time to time;
 - l. Call and chair an All-Members open-forum (hybrid format), once per term (Spring, Fall and Winter) to provide graduate students the opportunity to raise concerns from their individual programs to the attention of the GSA as well as a means of communication between various programs.
 - m. Serve as the GSA representative on:
 - Board of Trustees, pursuant to legislation set by the Board of Trustees, in association with GSA Document 022;
 - Senate, pursuant to legislation set by the University
 - Graduate Student Council
 - Dean's Advisory Committee (Graduate Studies)
 - n. Fulfill such other duties as do not properly fall to any other Officer, as may be determined by the Board;



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Deputy President will not receive additional compensation during the time they serve as Acting President.

12. Short Term: An absence of the President anticipated to be not more than two (2) consecutive weeks per academic term. Such absences shall fall into two categories:
 - a. Planned: The President shall consult with the Deputy President and the need for a leave of absence not exceeding two (2) consecutive weeks per academic term during such time the Deputy President shall be known as Acting President until the return of the President.
 - b. 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) consecutive weeks per academic term.
 - c. 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 time as the Executive Committee determines the absence to be long-term.
 - d. Compensation will continue during Short Term absences.
13. Long Term: An absence of the President anticipated to be more than two (2) consecutive weeks but not more than one (1) calendar month between May 1 and April 30. Such absences shall fall into two categories:
 - a. Planned: The President shall consult with the Deputy President and the need for a leave of absence not exceeding one (1) calendar month during such time the Deputy President shall be known as Interim President until the return of the President.
 - b. 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) calendar month.
 - c. 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) consecutive weeks.
 - d. Upon confirmation by the Executive Committee the Interim President shall serve until the President returns or until such a time as the Board determines the absence to be permanent.
 - e. The Executive Committee shall recommend next steps regarding the role of the Interim President, to the Board if the absence is anticipated to be longer than one (1) calendar month.
 - f. The Board may extend the permissible period for the Deputy President to act as Interim President for an additional period of time not exceeding one (1) calendar 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.



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14. Permanent: An absence of the President anticipated to be more than one (1) calendar month. Such absences shall fall into two categories:
 - a. 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 on recommendation by the Executive Committee.
 - b. 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) calendar month.
 - c. 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 Interim President until such a time as the Board confirms the interim appointment as permanent.
 - d. The Board may delegate their authority for permanent appointment to the broader GSA membership through a general election.
 - e. The Board may extend the permissible period for the Deputy President to act as Interim President for an additional period of time not exceeding one (1) calendar 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.

Additional Responsibilities

15. 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 Board of Trustees.
16. In an ex-officio, non-voting GSA Senate position, 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 and providing oversight, in conjunction with the two (2) elected GSA voting Senate representatives and the Board, graduate student representation on committees of the University Senate;
 - d. 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.
17. As a voting member, shall attend all meetings and functions as required by the 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.
18. Liaise with other members of the Board of Trustees, where required.



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19. Communicate concerns of graduate students to the Board of Trustees and ensure that issues are appropriately raised and addressed.

Honorarium and Performance Appraisal

20. The role of the President shall normally require fifteen (15-20) hours per week of which two (2) hours per week must be served in-person at the GSA business office for student engagement for the duration of the appointment. These in-person business hours will be served individually and not in conjunction with other Executive's in-person office hours.
21. The President shall be eligible for a monthly honorarium in the amount of \$1,000, for an annual total of \$12,000, paid as outlined in their employment contract, and pursuant to Document 029, in addition to any non-monetary compensation, and any other relevant GSA legislation. The President shall have their performance evaluated with compensation reductions, if required, pursuant to this performance as outlined in their employment contract and relevant GSA legislation.
22. The employment contract will address resignations, terminations and severance and will be enforceable in conjunction with related GSA Bylaws and Policies. For certainty, should the Officer resign compensation ceases upon the effective date of the resignation. Should the employment of the Officer be terminated for cause compensation ceases effective immediately and the remainder of the contract period compensation is forfeit. Where the employment of the Officer is terminated without just cause, notice provisions in the Ontario *Employment Standards Act* may be applicable.
23. The President shall be eligible for three (3) weeks vacation during their term of office between May 1 and April 30 of the following year. These may be taken consecutively or separately. Any vacation remaining at the end of their term of office will not be paid out. Any vacation exceeding three (3) weeks will result in a reduction of the monthly honorarium in which the additional vacation was taken in the amount of \$230 per instance.
 - a. Requests for vacation are to be submitted via email a minimum of two (2) weeks in advance to the Board Chair and copied to the Executive Director.
 - b. While on vacation Executives are excused from attending any GSA meetings or events, as well as responding to or sending email correspondence. No GSA business shall be conducted during the vacation period.
24. Additional commitment may be required at various times throughout the term. These hours shall normally not be eligible for additional compensation.