



Brock University Graduate Students' Association

Document 024D

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

Name

1. This Document shall be known as the "Vice-President, External and University Affairs (VPEUA) Policy".

Purpose

2. The purpose is to provide structure and guidance on the role and pursuant responsibilities of the VPEUA of the Graduate Students' Association ("GSA"). The VPEUA policy adds additional clarity to definitions as provided in other GSA legislation and allows 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 VPEUA must abide by all qualifications set out in relevant GSA legislation, and documentation, including but not limited to Documents 001 and 046, as well as any additional requirements imposed by external legislation.

Accountability

4. The VPEUA shall report to the President and be accountable to both the President and the Executive Committee.

Term of Office

5. The VPEUA shall remain an Officer of the Corporation from 12:01 a.m. May 1st after their election until 11:59 p.m. the following April 30th, or in the case of a vacancy, immediately after the ratification of the results by the Board of Directors ("the Board") until 11:59 p.m. the following April 30th.

Vacancies

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



Brock University Graduate Students' Association

Document 024D

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

Responsibilities

7. The VPEUA shall:

- a. Plan and execute all campaigns of the Canadian Federation of Students (CFS), deemed advantageous, by the Executive and/or Board, to the GSA and its members at the University and represent the GSA at CFS meetings;
- b. Be charged with the responsibility of establishing and maintaining active communication and positive relationships with:
 - i. University graduate student associations external to Brock University;
 - ii. Ombudsman, relative to their role
 - iii. CUPE, relative to their role
 - iv. BUSU (Brock University Students' Union) relative to their role
 - v. Elected Municipal, Provincial and Federal representatives local to Brock University
 - vi. Any additional stakeholders, as determined in conjunction with the President
- c. Present a written report, prior to each 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;
- e. Keep the Executive and Board apprised of all upcoming initiatives of any organization of which the GSA, or its members, are a member (e.g., CFS, CUPE, etc.);
- f. Represent the GSA to the external community in conjunction with the GSA President;
- g. Represent the GSA's interest in all academic matters within Brock University, and ensure representation of graduate student interests and concerns with academic and administrative decision-making bodies of Brock University;
- h. In collaboration with the Executive Committee and staff, oversee the GSA communication and promotion of academic and external community and partner events for graduate students;
- i. Participate in the organization and operation of community support initiatives;
- j. Maintain close communication with the Executive Director and with members of the Executive Committee;
- k. Call and chair all meetings of the GSA External and University Affairs Committee. The VPEUA shall also support any additional committees or sub-committees, as relevant, that may be established, from time to time;
- l. Perform other duties as may be determined by the President, or the Executive;



Brock University Graduate Students' Association

Document 024D

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

- 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 Board and Executive.
- o. Attend all meetings of the Graduate Student Council.

Process for Addressing Absences or Vacancies of the VPEUA

- 8. In the absence of the VPEUA, their roles and responsibilities may be filled by nomination of an officer by the President. The nomination will be confirmed by the Executive Committee. The nominated officer will serve as Acting VPEUA during the absence and up to the duration of their term. Should the absence be deemed a vacancy of office, a termination or resignation, one of the officers may fill the role until such a time as the vacancy can be filled in accordance with GSA Bylaws and other relevant GSA legislation.
- 9. Honorarium will continue during short term absences only. Absences exceeding two (2) consecutive weeks, or cumulative four (4) weeks, per academic term will result in honorarium ceasing until the return or replacement of the VPEUA. The Acting VPEUA will not receive additional honorarium during the time they serve as "Acting".
- 10. Short Term: A short term absence of the VPEUA is anticipated to be not more than two (2) consecutive weeks, or cumulative four (4) weeks, per academic term. Such absences shall fall into two categories:
 - a. Planned: The VPEUA shall consult with the President and the need for a leave of absence not exceeding two (2) consecutive weeks, or cumulative four (4) weeks, per academic term during such time the position may be filled by another officer as outlined above.
 - b. Unplanned: The officer filling the role shall become Acting VPEUA in the event of an unplanned absence of the VPEUA for a period not to exceed two (2) consecutive weeks, or cumulative four (4) weeks, per academic term.
 - c. In the event of either a planned or unplanned short-term absence of the VPEUA, another officer shall automatically become Acting VPEUA until the return of the VPEUA or until such a time as the Executive Committee determines the absence to be long-term.
 - d. Honorarium will continue during short term absences.
- 11. Long Term: A long term absence of the VPEUA is anticipated to be more than two (2) consecutive weeks, or an absence that becomes greater than two (2) consecutive weeks, but not more than one (1) cumulative calendar month between May 1 and April 30. Such absences shall fall into two categories:
 - e. Planned: The VPEUA shall consult with the President and the need for a leave of absence not exceeding one (1) calendar month during such time the position may be filled by another officer as outlined above.



Brock University Graduate Students' Association

Document 024D

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

- f. Unplanned: The officer filling the role shall become Acting VPEUA in the event of an unplanned absence of the VPEUA for a period not to exceed one (1) calendar month.
 - g. In the event of either a planned or unplanned long-term absence of the VPEUA, the officer assuming the role shall, upon approval by the Executive Committee, become Acting VPEUA as outlined above.
 - h. Upon confirmation by the Executive Committee the Acting VPEUA shall serve until the VPEUA returns or until such a time as the Board determines the absence to be permanent.
 - i. The Executive Committee shall recommend next steps regarding the role of the Acting VPEUA to the Board if the absence is anticipated to be longer than one (1) calendar month.
 - j. The Board may extend the permissible period for the Acting VPEUA to continue 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 VPEUA will return during this period if it is provided with rationale indicating the probable return of the VPEUA within the granted extension.
12. Permanent: An absence of the VPEUA is anticipated to be, or has become, more than one (1) calendar month. Such absences shall fall into two categories:
- k. Planned: The VPEUA shall consult with the President about their intention to resign. In any case, an absence of more than one (1) calendar month is deemed by the GSA to be a resignation of office. The resulting vacancy shall be filled in the immediate term by another officer, who shall be confirmed as the permanent replacement by the Board on recommendation by the Executive Committee.
 - l. Unplanned: The Acting VPEUA shall become Interim VPEUA in the event of an unplanned absence of the VPEUA for a period not to exceed one (1) calendar month.
 - m. In the event of either a planned or unplanned permanent absence of the VPEUA, the officer assuming the role shall begin as Acting and upon confirmation by the Executive Committee shall become Interim VPEUA until such a time as the Board confirms the interim appointment as permanent.
 - n. The Board may delegate their authority for permanent appointment to the broader GSA membership through a general election.
 - o. The Board may extend the permissible period for the Acting VPEUA to act as Interim VPEUA 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 VPEUA will return during this period if it is provided with rationale indicating the probable return of the VPEUA within the granted extension.



Brock University Graduate Students' Association

Document 024D

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

Honorarium and Performance Appraisal

13. The role of the VPEUA is in the capacity of an elected volunteer for which mandatory deliverables on a per term basis are lined in their individual Terms of Service commencing May 1.
14. The role of the VPEUA shall require one (1) hour per week 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.
15. The VPEUA shall be eligible for a monthly honorarium in the amount of \$750, for an annual total of \$9,000, paid as outlined in their Terms of Service and pursuant to Document 029, and any other relevant GSA legislation. The VPEUA shall have their performance evaluated with honorarium reductions, if required, pursuant to this performance as outlined in their Terms of Service and relevant GSA legislation.
16. The Terms of Service will address resignations and terminations and will be enforceable in conjunction with related GSA Bylaws and Policies. For certainty, should the officer resign honorarium ceases upon the effective date of the resignation. Should the service of the officer be terminated for cause honorarium ceases effective immediately and the remainder of the service period honorarium is forfeit. Where the service of the officer is terminated without just cause, notice provisions in the Ontario *Employment Standards Act* may be applicable.
17. The VPEUA 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 \$175 per instance.
 - p. Requests for vacation are to be submitted via email a minimum of two (2) weeks in advance to the President and copied to the Executive Director.
 - q. 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.
18. Additional commitment may be required at various times throughout the term, these hours shall normally not be eligible for additional honorarium.