Name

1. This Document shall be known as the "Associate Vice-President(s) Policy".

Purpose

2. The Graduate Students' Association recognizes the additional requirements of members of the Executive Committee, beyond those that are prescribed specifically within other legislation. Such responsibilities may shift from year to year and respond to needs of a specific moment and a specific team. It is important that the GSA can round out a team's specific skills to best support the association, its members, as well as the initiatives of its Executive Committee.

Definition

3. An Associate Vice-President, or AVP, shall refer to roles that are developed, and approved in conjunction with this document and other relevant legislation.
4. A statute responsibility is a responsibility prescribed in other GSA legislation, namely Document 001 and Document 020 through 026.

Term

5. The term of an Associate Vice-President shall normally run concurrently with the role to which they report. This shall be May 1st to April 30th of the following year. Positions filled because of vacancy shall end no later than the following April 30th.
6. Noting the term of office identified in Section 4 of this document, AVP's of the GSA shall hold office based on the confidence of the Executive Committee member to whom they report, who in turn reserve the right to dismiss the appointee if there are concerns of misconduct, inaction, misuse of role or any other potential liability for the association.
7. The Executive Committee, by a two-thirds (2/3rds) majority vote, may dismiss any AVP if there are concerns about their misconduct, inaction, misuse of role or any other potential liability for the association.

Position Creation

8. Once elected, the incoming Executive Committee shall identify which AVP positions would be effective and necessary for the coming term. Any member of the Executive Committee seeking to have an AVP appointed to support their portfolio must justify this need to the rest of the Executive Committee.
9. Each AVP position shall have a position profile developed and approved as policy.
10. The Executive Committee reserves the right to adjust the mandate of any AVP, at any time during their term of office, so long as those adjustments do not conflict with Sections 15-17 of this document.

Recruitment

11. Recruitment and Appointment of an Associate Vice-President shall be undertaken under the provisions of Document 045 – Recruitment & Appointment of the Associate Vice-President(s) Policy.

Reporting and Accountability

12. Each AVP shall report directly to their corresponding Executive Committee member, who in turn shall be specifically responsible for their conduct.
13. Accountability for actions of a specific AVP remain with the member of the Executive Committee to whom they report, while broadly with the whole of the Executive Committee.

Remuneration

14. AVP's may be eligible to receive an honorarium capped at $500, annually, based upon performance and recommendation by the Executive Committee in consultation with the Executive Director, Board Chair and Vice-Chair..

General Responsibilities

15. Subject to election through the GSA's annual process, the Executive Committee may have certain backgrounds, experiences and skillsets that contribute to the overall function and general development of the GSA. Within this is the potential to identify certain areas where additional support would be beneficial.
16. The appointment of any AVP must be done with the understanding that they provide additional support to Executives not covered by current members of the Executive Committee.
17. AVP's may have responsibilities for items beyond those specified within specific Executive legislation. No AVP may have responsibilities delegated to them from the statute responsibilities outlined for each Executive.

Vacancies

18. Should a vacancy in an AVP position occur, it shall be up to the Executive to whom they reported, with affirmation by the Executive Committee, to determine whether the position shall be refilled.
19. If it is determined that the position shall be refilled the process shall follow the provisions set out in provisions of Document 045 – Recruitment & Appointment of the Associate Vice-President(s) Policy.

Renewal

20. Individuals serving in an AVP role shall be eligible for reappointment but must go through the processes outlined in this document, and any additional requirements required by the corresponding year's Executive. At no point shall

the term of an AVP bridge terms of the Executive Committee without a formal reappointment from the Committee.

Limitation

21. No AVP shall jointly serve as member of the GSA's Board of Directors. Additionally, they may not serve as a voting member or student-at-large on one of the GSA's committees, commissions, or any other appointed or assembled bodies. Current members of any such bodies shall be eligible to be appointed an AVP but is required to resign from said position prior to the appointment start date.