

# Appendix A Executive Portfolios



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### Note:

*No revisions to this Policy since 2022 AGM on March 30, 2022.*

*Policy & Transition Manager*

*April 5, 2022*

## **1.0 Executive Officer General Duties**

- 1.1** Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2** Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 1.3** Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.4** Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 1.5** Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

## **2.0 President**

- 2.1** The primary purpose of the President is to uphold the mandate of the Central Student Association:
  - 2.1.1** To work with a team of Executive, Directors and staff to make decisions with the collective interests of students in mind.
  - 2.1.2** To ensure that CSA operations and services are managed effectively and efficiently.
  - 2.1.3** To lead the Executive Committee.
  - 2.1.4** To support the coordination of human resources and the development of training and transition for staff, Executive, Directors and volunteers, and to ensure that appropriate resources and support are available.
- 2.2** To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA
- 2.3** To advocate for increasing student engagement and representation on committees.

## **2.4 Public Relations**

- 2.4.1** To act as the primary spokesperson of the CSA.
- 2.4.2** To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.
  - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.
  - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- 2.4.3** To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.
- 2.4.4** To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
- 2.4.5** To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.
- To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive.
- 2.4.6** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

## **2.5 Human Resources**

- 2.5.1** To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required.
- 2.5.2** To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.

- 2.5.3** To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.
- 2.5.4** To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.
- 2.5.5** To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.
- 2.5.6** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

## **2.6 Finances**

- 2.6.1** To act as “Corporate President” and to be a primary signing authority of the CSA.
- 2.6.2** To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization.
- 2.6.3** To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.
- 2.6.4** To present financial reports to the Board of Directors and the CSA membership.
- 2.6.5** To act as the Executive liaison with the Business Office, especially on matters relating to the budget.
- 2.6.6** To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.
- 2.6.7** To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio.
- 2.6.8** To seek new revenue generating opportunities consistent with the association's mandate.

**2.6.9** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.

- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.

**2.6.10** To engage in the planning of the annual University budget.

**2.6.11** To manage Affordable Housing Initiative funding requests.

## **2.7 Operations**

**2.7.1** To be knowledgeable of the operations of all CSA services.

**2.7.2** To be Executive Supervisor for all CSA permanent staff.

**2.7.3** To uphold the CSA's general objectives, according to the Board of Directors.

**2.7.4** To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph.

**2.7.5** To act as the Executive contact for all matters related to CSA ancillary student fees.

**2.7.6** To coordinate the Annual General Meeting with the Policy & Transition Manager, in collaboration with the Executive Committee.

**2.7.7** To be responsible for the oversight of CSA designated spaces.

**2.7.8** To ensure the planning of the "Year at a Glance" calendar of events and responsibilities for the year, in collaboration with CSA staff.

**2.7.9** To initiate new projects that address the needs of the students.

**2.7.10** To contribute to the CSA's Strategic Plan review every five years.

## **2.8 Committees**

- a) Executive Committee (Chair)
- b) Finance Committee (Chair)
- c) Student Executive Council (member)
- d) Policy and Bylaw Review Committee (member)
- e) Student Leaders and Administration Meeting (member)
- f) Student Budget Committee (member)
- g) Petitions, Delegations and Representations (PDR) Committee (Chair)
- h) thecannon.ca Operating Committee (member)
- i) Committees with GSA:
  - CSA/GSA Transit Committee (Co-Chair)
  - Student Health and Dental Plan Committee (Co-Chair).

## **3.0 Vice President Student Experience**

- 3.1** The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
- 3.2** To follow the leadership and direction of the CSA President.
- 3.3** To be a primary signing authority of the CSA.
- 3.4** To be involved in event planning pertaining to University of Guelph undergraduate students.
  - 3.4.1** To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.
  - 3.4.2** To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
  - 3.4.3** To coordinate and plan Orientation Week events.
- 3.5** To advocate for increasing student engagement and representation on committees.
- 3.6** To seek alternative ways of publicizing CSA events to students.

# Appendix A

## Executive Portfolios

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**3.7** To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.

**3.8** To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.

**3.9** To supervise CSA Clubs and SafeWalk staff.

**3.10** To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.

**3.11** To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.

**3.12** To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.

### **3.13 Collaboration**

**3.13.1** To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.

**3.13.2** To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.

**3.13.3** To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

**3.13.4** To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

**3.13.5** To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

### **3.14 Club Space**

**3.14.1** To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.

- 3.14.2** To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as required.
- 3.14.3** To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.
- 3.14.4** To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

## **3.15 Student Space Initiatives**

- 3.15.1** To investigate and report CSA-specific space and building initiatives.
- 3.15.2** To work towards University-wide student space initiatives in collaboration with the Executive Committee.
- 3.15.3** To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

## **3.16 Committees**

- a) Executive Committee (Secretary)
- b) University Centre Board (member)
- c) Student Leaders and Administration Meeting (member)
- d) Athletics Advisory Committee (member)
- e) CSA Finance Committee (member)
- f) Orientation Week Advisory Committee (member)
- g) Student Life Advisory Committee (member)
- h) Sexual Violence Committee and sub-committees (member)
- i) Student Wellness Advisory Group (member)
- j) 1 in 5 Planning Committee (member)
- k) OUTline Advisory Committee (member)
- l) thecannon.ca Operating Committee (member)
- m) Innovation Fund Committee (member)
- n) Student Events and Risk Management Committee (Co-Chair)



## **4.0 Vice President Academic**

- 4.1** The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 4.2** To follow the leadership and direction of the CSA President.
- 4.3** To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 4.4** To coordinate the annual Teaching Excellence Award.
- 4.5** To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 4.6** To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.7** To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 4.8** To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 4.9** To supervise the Student Help and Advocacy Centre staff.

## **4.10 Financial Support**

- 4.10.1** To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).
- 4.10.2** To promote the financial aid available to students.
- 4.10.3** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External.

## **4.11 Academics**

- 4.11.1** To collaborate with and act as a resource to other student leaders and student organizations.
- 4.11.2** To communicate with students regarding various academic initiatives that are occurring on campus.
- 4.11.3** To be knowledgeable of the Undergraduate Degree Regulations and Procedures.
- 4.11.4** To represent undergraduate students on all academic and accessibility related committees.
- 4.11.5** To actively engage with students on academic issues that are currently relevant to the undergraduate student body.
- 4.11.6** To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

## **4.12 Advocacy**

- 4.12.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]
- 4.12.2** To advocate on behalf of undergraduate students who self-identify as having a disability.
- 4.12.3** To work with student leaders and organizations to increase access to support services for academic advocacy.
- 4.12.4** To advocate for increasing student engagement and representation on committees.

## **4.13 Tenancy Rights**

- 4.13.1** To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.

- 4.13.2** To refer students to the appropriate community organization when advocacy requires a legal opinion.
- 4.13.3** To act as a resource for SHAC on issues related to the Residential Tenancies Act.
- 4.13.4** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

## **4.14 Senate**

- 4.14.1** To act as an ex-officio member of Senate.
- 4.14.2** To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

## **4.15 Committees**

- a) Executive Committee (member)
- b) Student Leaders and Administration Meeting (member)
- c) Academic Policy and Procedures Committee (member)
- d) Campus Accessibility Committee (member)
- e) Compulsory Fees Committee (member)
- f) Calendar Review Committee (member)
- g) Committee of Undergraduate Academic Advising (member)
- h) Judicial Committee (member)
- i) Student Budget Caucus (member)
- j) Student Rights and Responsibilities (member)
- k) Special service fee committees (member)
- l) Accessibility and/or Academic Working Groups and Task Forces, wherever possible.

## **5.0 Vice President External**

- 5.1** The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government.
- 5.2** To follow the leadership and direction of the CSA President.

**5.3** To supervise the CSA Bike Centre and the Guelph Student FoodBank staff.

**5.4** To coordinate with the CSA President for responses to hate activity on campus.

**5.5** To advocate for increasing student engagement and representation on committees.

## **5.6 Campaigns**

**5.6.1** To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community:

- To inform, educate, mobilize and involve as many students as possible in these campaigns.
- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

**5.6.2** To research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs.

## **5.7 Federal, Provincial and Municipal Governance**

**5.7.1** To act as a liaison to the City of Guelph, the Ontario government and the Canadian government:

- To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students.

**5.7.2** To be knowledgeable of City bylaws, programs, and initiatives that impact students:

- To represent the CSA at municipal events, activities and initiatives where appropriate.
- To communicate student issues with community members.

- 5.7.3** To establish and maintain working relationships with the MPP and MP for Guelph.
- 5.7.4** To disseminate municipal, provincial or federal election information to students.
- 5.7.5** To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
- 5.7.6** To record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- 5.7.7** To remain non-partisan during the campaigning period and voting days, both in person and online.

## **5.8 Social and Environmental Justice and Coalition Work**

- 5.8.1** To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
  - Office of Diversity & Human Rights (DHR)
  - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
  - Ontario Public Interest Research Group Guelph (OPIRG)
  - Indigenous Student Association (ISS)
  - Guelph Black Students Association (GBSA)
  - Guelph Queer Equality (GQE)
  - International Student Organization (ISO)
  - CFRU FM
  - The Peak
- 5.8.2** To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- 5.8.3** To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

## **5.9 Labour Unions**

**5.9.1** To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:

- Ontario Federation of Labour
- Canadian Union of Public Employees (Locals 1334 and 3913)
- Ontario Public Service Employees Union
- United Steel Workers
- Guelph District Labour Council
- Future labour unions on campus.

## **5.10 Advocacy / Lobbying**

**5.10.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic. [see VPE 14.5.12a]

**5.10.2** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic. [see 14.5.10c]

**5.10.3** To disseminate information and research with other areas regarding post-secondary education matters. [from 14.6.8]

**5.10.4** To establish and maintain positive working relationships with student lobby groups.

## **5.11 Bus Pass Distribution**

**5.11.1** To coordinate the CSA Bus Pass Distribution, in collaboration with the Office Manager & Executive Support, in consultation with CSA core staff.

## **5.12 Committees**

- a) Executive Committee (member)
- b) Code of Suppliers Conduct Advisory Committee (member)
- c) Hate Activity Sub-Committee (member)
- d) Human Rights Advisory Group (member)
- e) Town & Gown Committee (member)
- f) Guelph Transit Advisory Committee (member)
- g) CSA/GSA Transit Committee (member)
- h) Student Leaders and Administration Meeting (member)
- i) Guelph District Labour Council (member).