

ASU Job Descriptions from the constitution:

ASU President: Section 3 – Page 55

The President shall: (a) Be the Chief Executive Officer of the Union, and be responsible to the S.R.C. for efficient and proper administration of the Union; (b) Ensure the enforcement and observation of the Act of Incorporation, Constitution, and By-Laws; (c) Be the official spokesperson of the Union; (d) Represent the interests of the Union at meetings of those external organizations of which the Union is a member; (e) Be a signing officer of the Union; (f) Oversee human resource matters of the Union, including those relating both to student and non-student employees of the Union; (g) Sit ex-officio on the Board of Governors and Senate; (h) Sit ex-officio on all Union Committees; (i) Represent the Union on any University Committees which require his/her presence; (j) Act as chair of: i. The Presidential Affairs Committee, ii. Meetings of the Executive Board, and iii. The S.R.C. Officials Hiring Committee; (k) Hold a minimum of 20 office hours per week during the academic year; (l) Take no more than three (3) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances; (m) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January. (n) Act as the alternate member communications officer in conjunction with the Vice President Communications; and (o) Be responsible for such other duties as may be determined by the S.R.C.

Vice President Communications: Section 3: Page 56

The Vice President Communications shall: (a) Be the member communications officer of the Union; (b) Propose an effective communication strategy to the SRC for ratification no later than one week before the start of their elected term; (c) Coordinate the effective advertising and promotion for all Union events and Programs; (d) Draft press releases for local, provincial, or national media, to be approved by the Executive Board. (e) Maintenance and the regular updating of the ASU website; (f) Coordinating and updating Social Media for the Union; (g) Be responsible to the President and S.R.C. for overseeing the activities of, and relations with all student clubs, and societies overseen by the S.R.C. including; i. Their ratification; ii. Training as per necessary; iii. Ensuring that all bodies adhere to the Constitution, by-laws, and regulations of the Union, and disciplining non-compliance as required; iv. Assisting all bodies with the preparation, review, and ratification of their respective constitutions; (h) In conjunction with the Vice President Finance, establish and oversee budgets for clubs and societies; (i) With the assistance of the Union's legal counsel and the Vice-President Programming, coordinate a session regarding legal liability for House Council Presidents, Internal Organization Coordinators, and Club Presidents. 57 (j) Act as chair of the Communications and Promotions Committee (k) Coordinate any Union involvement in advertising off-campus housing; i. Maintaining the site ads, and removing them at the end of the one-year period; ii. Ensuring payment for ads listed is received; (l) Act as a liaison between the Union and volunteer groups and community organizations, as well as between the students and these organizations; i. Provide Acadia University students information regarding volunteer opportunities and to promote student volunteerism; ii. Nominate annually one student to receive the Volunteer of the Year student leadership award; and iii. Maintain updated records of those organizations seeking student volunteers; (m) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January. (n) Hold a minimum of 15 office hours per week during the academic year; (o) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except

in the case of an exception granted by the S.R.C. due to unusual circumstances. (p) Be responsible for such other duties as may be determined by the S.R.C

Vice President Programming: Section 3: Page 57

The Vice President Programming shall: (a) Be responsible for organizing or coordinating Union involvement in the following events and activities on campus: i. Welcome Week, ii. Winter Carnival, iii. Student Leadership Awards, iv. Other Union events or activities as determined by the Executive or by Council. (b) Be responsible for the coordination of L'Arche/SMILE fundraising initiatives including: i. Overseeing the selection of a L'Arche/SMILE volunteer committee, and ii. Remission of funds raised in consort with the Vice President Finance. (c) hiring individuals to assist him/her in organizing the events and activities listed in subsection (b), including coordinators for the Winter Carnival; (d) Be responsible for coordinating the involvement of other Executive members in the events and activities listed in subsection (b), as relevant; (e) Be responsible to the President and S.R.C. for overseeing the activities of, and relations with internal organizations of the S.R.C. including: i. Training of new coordinators ii. Ensuring that they adhere to the Constitution, by-laws, and regulations of the Union and disciplining non-compliance as required; 58 iii. Assist clubs and internal organizations in the preparation, review and ratification of their respective constitutions as necessary ; iv. Organize and chair the hiring of all coordinators/editors of internal organizations; v. Establish budgets for all internal organizations, clubs, and house councils; (f) Represent the Union as a delegate to any external programming organizations; (g) Be responsible to the President and S.R.C. for overseeing the activities of, and relations with all student clubs, and societies overseen by the S.R.C. including; i. Training of new house council presidents; ii. Ensuring that all bodies adhere to the Constitution, by-laws, and regulations of the Union, and disciplining non-compliance as required; (h) In conjunction with the Vice President Finance, establish and oversee budgets of House Councils and Internal Organizations; (i) With the assistance of the Union's legal counsel and the Vice-President Communications, coordinate a session regarding legal liability for House Council Presidents, Internal Organization Coordinators, and Club Presidents. (j) Be the chief liaison between the Acadia Intramural Program and the ASU; (k) Act as a member of the Residence Care Committee; (l) Act as a liaison between the Executive and Senior Director of Student Affairs; (m) Act as a liaison to the Athenaeum and The Acadia Radio, and sit on their executive boards; (n) Act as chair of the Campus Affairs Committee; (o) Produce and annual New Student Orientation guide; (p) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January. (q) Hold a minimum of 15 office hours per week during the academic year; (r) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances. (s) Be responsible for such other duties as may be determined by the S.R.C.

Vice President Academic: Section 3: Page 58

The Vice President Academic shall: (a) Be responsible to the President and the SRC on academic matters of the University; (b) Act as a liaison between the Union and the offices of the University Vice President Academic, the Registrar, Admissions, Student Accounts, Financial Aid, Career Services, the Learning Commons, and the Student Resource Centre; (c) Act as an ombudsperson for students with academic appeals or complaints; (d) Be responsible for coordinating Union involvement in tutoring services at the University; (e) Represent the Union as a delegate to any external lobbying organizations of which the Union is a member; 59 (f) Be the external lobbying communications officer of the Union, and present a strategy for

communicating the efforts of our external lobby groups to the membership; (g) Foster an academic and intellectual climate on campus and within the Union, and communicate such endeavors to the membership (h) Be responsible for organizing the ASU Teaching Recognition Awards; (i) Sit on any University and Union committees which are relevant to the office; (j) Sit on the Senate of Acadia University and all relevant Committees and Boards; (k) Make all student appointments to appropriate Senate Committees, in consultation with the Student Senators. (l) Propose a tangible goal document to the S.R.C. for ratification at the Transition Meeting, as well as the first regular meeting of the S.R.C. in both September and January. (m) Act as chair of the Academic Affairs Committee. (n) Hold a minimum of 15 office hours per week during the academic year; (o) Take no more than four (4) courses, including correspondence courses, in each the fall and winter semester, except in the case of an exception granted by the S.R.C. due to unusual circumstances. (p) Be responsible for such other duties as may be determined by the S.R.C.

Councillors: Section 4: Page 60:

The Councillors shall: (a) Be responsible for representing the Acadia student body as a whole, regardless of faculty, year of study, nationality, etc. (b) Be resource Councillors for the members of the Executive and other members of Council; (c) Initiate and carry out, with the consent of Council, one project per semester which he/she feels are of importance to the student body (d) Be active members of at least three ASU or University committees; (e) Act as Elections Assistants as required at the discretion of the Chief Returning Officer, in compliance with By-Laws 3; 61 (f) Hold at least three (3) regular office hours per week during the academic year; and (g) Be responsible for such other duties as are assigned by Council.

Equity Officer: Section 4: Page 60:

The Equity Officer shall: (a) Be responsible for representing the Acadia student body as a whole, with a particular focus on representing the interests of groups underrepresented on the Acadia campus; i. Consideration should be given to year of study, nationality, gender, sexual orientation, etc; (b) Liaise regularly with campus organizations which focus on diverse groups as part of their mandate; (c) Initiate and carry out, with the consent of Council, one project per semester which he/she feels are of importance to the student body, with a particular focus on those constituencies which the Equity Officer represents; (d) Chair the Campus Representation Committee, and be an active member of at least three additional ASU or University committees; (e) Hold at least three (3) regular office hours per week during the academic year; and; (f) Be responsible for other such duties as assigned by Council.

Student Senators: Section 5: Page 61:

One (1) Student each from The Faculty of Arts, The Faculty of Pure and Applied Science, The Faculty of Professional Studies and a Graduate Student shall be tasked with representing the students of their faculty to the Acadia Senate and related bodies. (a) Each Student Senator shall be an active member of at least three (3) Senate Committees (b) Student Senators will also serve on the Academic Affairs Committee (c) Sit on the planning committee of if their respective faculties, where applicable; (d) At the first regular meeting of Council upon assuming office, present a goal document for the year, including an outline of how the position will communicate with constituents. 2. They shall represent academic related concerns of their students to the S.R.C. and the Vice President Academic; 3. Be responsible for such other duties as are assigned by Council. 4. Note that faculties other than the ones mentioned above have other means of appointing student senators.

Student Board of Governors Representative: Section 6: page 62:

The Student Board of Governors Representative shall: (a) Be responsible for representing the Acadia student body to The Acadia Board of Governors and related Boards and Committees; (b) Sit on the Presidential Affairs Committee; (c) At the first regular meeting of Council upon assuming office, present a goal document for the year, including an outline of how the position will communicate with constituents. The Student Board of Governors Representative shall also, in coordination with the President, keep the student body abreast with issues and projects before the Board, within the limits of publicity outlined by the Board.

ASU Sustainability Officer - Section 2:

1. Name

(a) The name of this position shall be the ASU Sustainability Officer.

2. Objectives

(a) The role of the ASU Sustainability Officer is to nurture an active interest in environmental and sustainability issues and to pursue the creation of a more sustainable Acadia University, Town of Wolfville, and ultimately, a more sustainable Earth. The ASU Sustainability Officer shall be the chief liaison between the organization and any environmental and/or sustainability initiatives of the Union and the University.

3. Membership

- (a) All Acadia students, regardless of sex, age, ethnic origin, religion, physical/mental disabilities, sexuality or political affiliation are eligible to become members of the Acadia Environmental & Sustainability Office;
- (b) Honorary membership may be bestowed on non-union members at the discretion of the coordinator; and
- (c) An active member is defined as someone who attends scheduled meetings and events and/or is included on the ASU Sustainability Officer email list.
- (d) All other environmental groups on campus will be invited to become members to increase environmental awareness and activism on campus.

4. Officer

- (a) There will be one (1) coordinator to oversee the operations of the ASU Sustainability Officer;
- (b) The coordinator will be elected in the Spring Elections and will be trained by the outgoing coordinator prior to the end of term;

5. Duties of Officer

- (a) The coordinator:
 - i. Shall attend all scheduled meetings with the ASU Vice President Programming;
 - ii. Shall hold a minimum of three (3) office hours per week;
 - iii. Shall enforce the organization's constitution;
 - iv. Shall aid in the development and lobbying for the implementation of creative sustainability policies, initiatives, educational programs, management systems and networking activities
 - v. Shall organize and facilitate regular meetings of the organization;
 - vi. Shall be the chief liaison between the organization and any environmental

- and/or sustainability initiatives of the Union and the University;
- vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
 - viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
 - ix. Serve as a voice for sustainability perspectives within the ASU;
 - x. Collaborate with the Acadia Sustainability Office on initiatives that affect students at Acadia
 - xi. With support from the Acadia sustainability Office and Residence Life, oversee the residence eco-reps program;
 - xii. Serve as Acadia's student representative on the Atlantic Youth Environmental Council and/or other inter-university student sustainability initiatives;
 - xiii. Shall present a semesterly report to the ASU Executive and SRC; and
 - xiv. Shall oversee and assist officers in the performance of their duties.

6. Meetings

- (a) The Acadia Environmental & Sustainability Office shall meet regularly at a time determined by the ASU Sustainability Officer;
- (b) Meetings shall be publicized to members and the general student body at least a week in advance; and
- (c) The regular meeting time shall be publicized by means including but not limited to:
 - i. Notice on the ASU website,72
 - ii. Posters,
 - iii. Notice to email list,
 - iv. Notice in the ASU all student email.

7. Replacement of Officer

- (a) In the event that the ASU Sustainability Officer must be replaced the IO hiring committee will hire a replacement until the following Spring Election

8. Finance and Audit

- (a) The coordinator of the organization will be responsible for the proper allocation of the funds provided by the Acadia Students' Union, in conjunction with the ASU Vice President Finance;
- (b) All additional funds collected by the organization through fundraising initiatives shall be deposited directly into the organization's ASU account and held in trust by the ASU;
- (c) The fiscal period for the organization shall coincide with the fiscal period of the ASU;
- (d) The coordinator must sign all reimbursement requests and/or purchase orders; and
- (e) All expenditures for the organization shall be subject to the approval of the ASU Vice President Finance.

9. Property

- (a) Any items purchased by the organization shall be recorded by the officer and be included in the semesterly reports submitted by the coordinator;
- (b) All items purchased by the organization shall remain property of the

organization and held in trust by the ASU.

10. Internal Policies

(a) The organization may develop internal policies as the coordinator and the officers see fit, subject to the approval of the ASU Vice President Programming.⁷³

11. Constitutional Amendment

(a) Either the coordinator or the ASU Vice President Programming may propose amendments to this constitution;

(b) The ASU Vice President Programming shall bring any proposed constitutional amendments to the Chairperson of the SRC for consideration by the Review Board.