



## KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL ASSOCIATE TERMS OF REFERENCE

**EFFECTIVE:** March 19, 2017

**SUPERSEDES:** N/A

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**AUTHORITY:** Executive Council

**RATIFIED BY:** Council  
March 19, 2017

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### MANDATE

The Associates of the KUCSC exist to support their respective Executive members. They do not exist in a leadership capacity, but as resources to the Executives in fulfilling their platforms and portfolios. They are not required to attend council meetings, but have a significant impact on the success of all branches of the KUCSC by ensuring that necessary tasks are completed and Executives can focus on high-level relationships and planning.

### POSITIONS

#### 1) Executive Assistant to the President (EAP)

##### i) Overview

(1) Under the direction and supervision of the KUCSC President, the EAP will provide administrative support to the portfolio.

##### ii) Responsibilities

- (1) Act as Recording Secretary of the Executive Council;
- (2) Be familiar with Robert's Rules and KUCSC By-Laws and Policies;
- (3) Respond to emails on behalf of the President;
- (4) Support the President in the completion of necessary executive tasks;
- (5) Be a resource and support all executive members;
- (6) Be able to attend committee meetings on behalf of the President when necessary.

#### 2) Speaker

##### i) Overview

(1) Under the direction and supervision of the KUCSC President, the Speaker will provide legislative support to the portfolio.

##### ii) Responsibilities

- (1) Chair the Agenda and Council Operations Committee;
- (2) Chair KUCSC council meetings
- (3) Conduct KUCSC council meetings in accordance with Robert's Rules of Order, all KUCSC by-laws, policies, and any other relevant documents;
- (4) Ensure order is maintained and enforce disciplinary action when necessary
- (5) Remain neutral when conducting meetings;
- (6) Be responsible for setting agenda and schedule for all council meetings at the advice of the President;



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- (7) Be responsible for the conduct of committee elections;
- (8) Oversee the Deputy Speaker in conjunction with the Associate Governance.

### 3) Governance Associate

#### i) Overview

- (1) Under the direction and supervision of the KUCSC President, the Governance Associate will provide governance and elections support to the portfolio.

#### ii) Responsibilities

- (1) Shall Chair the elections committee and run effective and efficient elections in accordance with By-Law #1 and By-Law #2;
- (2) Shall act as a Chief Returning Officer for all election-related issues;
- (3) Shall chair the Judiciary Committee when called upon;
- (4) Shall be an expert on Robert's Rules and KUCSC By-Laws and policies;
- (5) Shall make recommendations to executives on by-law and policies updates;
- (6) Shall give a training session to the new council in September about how to use Robert's Rules of Order;
- (7) Oversee the Deputy Speaker in conjunction with the Speaker.

### 4) Associate Vice-President Student Affairs (AVPSA)

#### i) Overview

- (1) Under the direction and supervision of the KUCSC Vice-President Student Affairs (VPSA), the AVPSA will provide support to the VPSA in overseeing the development and execution of their portfolio's programming, events, and advocacy efforts.

#### ii) Responsibilities

- (1) Act as vice-chair (assisting with coordinating and organizing meetings) and Recording Secretary at Internal Affairs, and External Affairs Committee Meetings
- (2) Assist the VPSA in the completion of necessary executive tasks.
- (3) Coordinate all food service orders and room bookings with commissioners, coordinators and representatives
- (4) Assist the VPSA with planning the Speaker Series, and providing support with tasks on the day of the events
- (5) Assist with the planning of awareness weeks and all other KUCSC advocacy programming
- (6) Act as head of the Student Outreach Team;
- (7) Shall be a resource and support to commissioners, coordinators and representatives under the Student Affairs portfolio

### 5) Associate Vice-President Student Events (AVPSE)

#### i) Overview



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- (1) Under the direction and supervision of the KUCSC Vice-President Student Events, (VPSE) the AVPSE will provide support to VPSE in overseeing the development and execution of their portfolio's events.
- ii) Responsibilities
  - (1) Act as co-chair (assisting with coordinating and organizing) and Recording Secretary at Events Committee Meetings
  - (2) Assist the VPSE in the completion of necessary events related tasks, including but not limited to: material/equipment pick-up, event set-up and teardown, brainstorming with the VPSE, help coordinators/commissioners with their event planning and execution.
  - (3) Coordinate all food service orders and room bookings necessary with commissioners, coordinators, and clubs.
- 6) Associate Communications
  - i) Overview
    - (1) Under the direction and supervision of the KUCSC Chief Communications Officer (CCO), the Associate Communications will support the CCO in their efforts to engage and connect with King's students and the community and strategically steward the KUCSC's brand. The Associate Communications will help act as a gatekeeper to balance competing promotional needs within the KUCSC.
  - ii) Responsibilities
    - (1) Shall be responsible to act as a support to the Chief Communications Officer in periods of heavy workloads.
    - (2) Build and maintain strong reciprocal relationships with the communications representative for Clubs, Affiliates, and Administration.
      - (a) Organize requests from the aforementioned individuals and forward them along to the appropriate Communications Commissioner(s).
      - (b) Forward updates of KUCSC events, activities and initiatives to the aforementioned individuals as needed. For example, contacting King's Communications with regular KUCSC updates to be shared with the college.
    - (3) Work closely with the CCO, Promotional Commissioner(s), Graphic Design Commissioner(s) and Media Commissioner(s) to ensure clear, consistent and accurate communication across all social media platforms to promote the KUCSC brand.
    - (4) Regularly update the glass bulletin board in front of the KUCSC office.
      - (a) Decorate it creatively to represent themes or highlight important times of the year (e.g. O-Week, Christmas, Frost Week).
      - (b) Pin posters for upcoming events, activities and initiative, prioritizing those organized by the KUCSC (e.g. by Executives, Representatives,



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Commissioners, Clubs).

- (5) If required, shall assist in promotional materials, including but not limited to posters and/or graphic designs, in accordance with the KUCSC Poster Policy and branding.

### **HIRING**

- i) Each respective hiring panel shall be comprised of the outgoing Associate, outgoing supervising Executive, and incoming supervising Executive. Should any of these people be unavailable, another outgoing executive should take their place. The KUCSC General Manager may be also sit on the hiring panel. The hiring decisions will be based on consensus or on a 2/3 vote.

### **TIME COMMITMENT**

- i) April to August: 2-3 hours a week;
- ii) September to March: 7-10 hours a week;
- iii) There may be increases in workload based on peak times in projects and events where more time is required.

### **COMPENSATION**

- i) The Associates shall receive two honourarium payments of \$500.00 as compensation for their work.
- ii) In order to receive the first honourarium payment, the Associates must fulfil all responsibilities, remain in the position until January 1<sup>st</sup> in the relevant academic year and submit an interim report to their supervisor by the end of fall term.
- iii) In order to receive the second honourarium payment, the Associates must fulfil all responsibilities, remain in the position until April 30<sup>th</sup> in the relevant academic year, and submit a final report to their supervisor by the end of the spring term.