



**KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL
COORDINATOR AND COMMISSIONER**

TERMS OF REFERENCE

EFFECTIVE: March 17th, 2017

SUPERSEDES: November 23rd, 2014

AUTHORITY: Executive Council

RATIFIED BY: Executive Council
March 17th 2017

**RELATED
DOCUMENTS:**

- By-Law #1

PAGE | 1 of 14

PREAMBLE:

The KUCSC recognizes that the volunteer involvement of Commissioners and Coordinators is fundamental to the proper and effective functioning of the KUCSC. The objective of this document is to define each standard commissioner and coordinator rights and responsibilities that stem from their involvement with Council.

GENERAL

1.01 Each commissioner and coordinator shall be fully responsible to council for her activities, this includes:

- (1) Adherence to all KUCSC By-Laws, Policies, Procedures, and other documents, as well as adherence to the King's Student Code of Conduct and all Federal, Provincial or Municipal laws.
- (2) Preparation of a budget pertaining to her portfolio at the request of the Chief Financial Officer (CFO).
- (3) Maintenance of a turnover manual and preparation of interim and year-end reports summarizing their activities, expenditures, and any other relevant information.
 - i. The schedule and structure of interim and year-end reports shall follow the KUCSC Interim and Final Reports Procedure.
 - ii. Unless otherwise stated, year-end reports must be submitted prior to the Annual General Meeting.



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 2 of 14

- (4) Assistance in the hiring (if requested) and transition with the incoming commissioner.
 - i. This includes, but is not limited to, meeting with the incoming commissioner once to discuss the turnover manual and budget.
 - (5) Attendance of council or committee meetings as directed by their terms of reference and the KUCSC Attendance Policy or as requested by their Portfolio Head.
 - (6) Presentation of a report to Council following events or activities within their portfolio, at the request of the Portfolio Head.
- 1.02 All commissioners and coordinators have speaking rights at Council meetings but not voting rights.
- 1.03 Unless otherwise stated, all positions listed in this document are to be filled by one (1) person.
- (1) Unless otherwise stated, all Coordinators are expected to attend every Duly Called Council Meeting, be a member of a standing committee, and attend every Dully Called Meeting for the committee that they are a member of.
 - i. Attendance of council meetings shall be governed by the Attendance Policy.
 - ii. Attendance of committee meetings shall be governed by the Attendance Policy.
- 1.04 Co-curricular Recognition is a privilege, not a right. Failure to fulfill one's duties as outlined below and/or in any other relevant KUCSC document shall be considered adequate grounds to not grant co-curricular recognition.
- (1) Appeals regarding co-curricular recognition may be brought to the Governance Officer.
 - (2) The Governance Officer may refer the appeal to the HBK Appeals Board.
- 1.05 Every effort shall be made by the portfolio head and hiring panels to ensure that, when at all possible, commissioner and coordinator positions are filled by King's students.

PRESIDENT PORTFOLIO

1.06 DEPUTY-SPEAKER



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 3 of 14

- (1) ACT AS VICE-CHAIR OF THE AGENDA AND COUNCIL OPERATIONS COMMITTEE
- (2) SHALL PREPARE A WRITTEN INTERIM AND FINAL REPORT FOR COUNCIL REGARDING THEIR PORTFOLIO.
- (3) SHALL REPORT TO AND SUPPORT BOTH THE SPEAKER OF COUNCIL AND THE ASSOCIATE GOVERNANCE;
- (4) ACT AS SPEAKER OF COUNCIL IN THE ABSENCE OF THE SPEAKER;
- (5) KEEP TRACK OF ATTENDANCE RECORDS;
 - I. SHALL ISSUE DEMERIT POINTS IN ACCORDANCE WITH THE ATTENDANCE POLICY AND UPON CONSULTATION WITH THE SPEAKER, WHERE NECESSARY.
 - II. APPROVE OR REJECT REGRETS, SUBJECT TO REVIEW BY THE GOVERNANCE AND COUNCIL OPERATIONS COMMITTEE
- (6) ENFORCE THE SIGN IN/OUT RULES, AND PROVIDE ASSISTANCE AS REQUIRED TO THE SPEAKER OF COUNCIL; AND,
- (7) BE FAMILIAR WITH AND HAVE KNOWLEDGE OF ROBERT'S RULES.

VICE-PRESIDENT STUDENT AFFAIRS PORTFOLIO

1.06 Student Outreach Commissioner (5)

- (1) Shall be a member of the Internal Student Affairs Committee;
- (2) Be responsible for coordinating at least two (2) Awareness Weeks throughout the academic year; and,
- (3) Be responsible for coordinating spotlight events and specific campaigns with other portfolios.

1.07 Volunteer Commissioner (2)

- (1) Shall be a member of the Internal Student Affairs Committee;
- (2) Be responsible for organizing a Volunteer Fair during first semester;



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 4 of 14

- (3) Liaise with the volunteer agencies within the London Community;
- (4) Work in conjunction with the Vice President Events and Charity Commissioners (*ad interim*) to organize a bi-semester volunteer program
 - i. Be responsible for recording the volunteer hours.
- (5) Aid in the facilitation of student volunteer placements within the King's and London communities.

1.08 Environmental Commissioner (2)

- (1) Shall prepare an interim and final report for the Vice President Student Affairs.
- (2) Organize activities and/or fundraising events for environmental Affairs;
- (3) Will assist in coordinating recycling programs within the King's University College Residence and College, including the Compost/Green Bin program instituted by King's University College.
- (4) Coordinate with the Director of Physical Plant, the Environmental Intern, EnviroWestern, the King's Green Team, Food Services, and the International Office to address environmental Affairs concerning King's University College.
- (5) Work with and provide support to the Environmental and Sustainability Intern.
- (6) Organize and coordinate Environmental Awareness Week in consultation with the Vice President Student Affairs
- (7) Coordinate, expand, and run the King's Community Garden, with the help of the Head Gardener, the Garden Outreach Coordinator, and Garden Volunteer Coordinator

1.10 DIVERSITY AND INCLUSION COMMISSIONER (2)

- (1) SHALL BE A MEMBER OF THE INTERNAL STUDENT AFFAIRS COMMITTEE;
- (2) BE RESPONSIBLE FOR ORGANIZING CAMPAIGNS AND AWARENESS WEEKS ON THE TOPIC OF DIVERSITY OF ABILITY; SEXUAL ORIENTATION; RELIGIOUS AND CULTURAL DIVERSITY AT KING'S AT LEAST TWO (2) Awareness Weeks throughout the academic year;



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 5 of 14

(3) Work closely with the Vice President Student Affairs, Accessibilities Representative, and International Students Representative in planning these campaigns

1.11 Wellness Commissioner (1)

- (1) Shall be a member of the Internal Student Affairs Committee;
- (2) Be responsible for organizing monthly Wellness Campaigns that focus on mental health resources and promoting wellness;
- (3) Work closely with the Vice President of Student Affairs to plan de-stressor activities, pre-exam wellness events, and animal therapy events

VICE-PRESIDENT EVENTS PORTFOLIO

1.09 Clubs Commissioner (2)

- (1) Shall be a member of the Events Committee;
- (2) Liaise between the Clubs Executives and the KUCSC Executives;
- (3) Work with the Advertising Commissioner(s) of the KUCSC and the advertising representatives of clubs regarding advertising initiatives;
- (4) Organize Clubs Week of the KUCSC along with the Vice President of Student Events
 - i. Clubs Week One shall be held at the beginning of the academic year, no later than the last week in September;
 - ii. Clubs Week Two shall be held at the beginning of the second academic term, no later than the first week in February;
- (5) Coordinate services available to clubs according to the KUCSC Clubs Policy; and,
- (6) May not hold any executive position on any KUCSC ratified Club.

1.10 Relay for Life Commissioner (2)

- (1) Shall be a member of the Events Committee.



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 6 of 14

- (2) Be responsible for organizing the King's/HBK Relay for Life event; and,
- (3) Assist with other charity events or campaigns held by the KUCSC.

1.11 Event Staff Coordinator (1)

- (1) Shall not be required to attend council meetings or committee meetings unless requested by the Portfolio Head;
- (2) Be responsible to both the Vice President Events and the General Manager;
- (3) Act as a liaison between her staff, Vice-President Student Events, the KUCSC, and the Administration;
- (4) Be paid an hourly wage as set by the KUCSC.

1.12 Off Campus Commissioner (2)

- (1) Shall be a member of the Events Committee.
- (2) Be responsible for the OC Don Team and chair of the Off Campus Society
- (3) Work with the Off Campus Society and Don Team to determine the needs of King's Off Campus Students.
- (4) Act as a liaison between the OC Don Team, the Off Campus Society and the KUCSC
- (5) Must be a King's University College student;
- (6) Must have lived off campus as a member of the London community or a King's student for at least a year;
- (7) Must Select an OC Don Team consisting of eight (8) other members;
- (8) Be responsible for providing one (1) training sessions for the OC Don Team in cooperation with a designate from the King's University College Dean of Students Office;
- (9) Be responsible for organizing the Off-Campus Barbeque no later than one (1) week prior to Orientation Week, and a minimum of two (2) additional events per semester



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 7 of 14

- i. One (1) event per year must be academically based
 - (10) Be a voting member of the O.C.C.S.C. (Off-Campus Commissioner Selection Committee).
- 1.13 Orientation Week Coordinator (Head Soph) (1)
- (1) Be responsible to both the VP Events and the CFO.
 - (2) Shall be a member of the Events Committee.
 - i. The Orientation Week Coordinator (Head Soph) may appoint one (1) programming assistant to act as a permanent proxy for both council meetings and committee meetings.
 - a. The proxy must fill both responsibilities and shall be subject to the attendance policy.
 - (3) Be responsible for organizing a program to ease the transition of all First Year Students to University life while enhancing the educational experiences for all First Year Students at King's University College;
 - (4) Be responsible for selecting at least one (1) Programming Assistant from the Orientation Programming Assistant Selection Policy;
 - (5) Be responsible for the actions and duties of the Programming Assistant;
 - (6) Organize the running of Orientation Week in conjunction with the USC and the King's University College Administration;
 - (7) Organize and facilitate the Orientation feedback sessions with Administration, First Year Students, and Sophs, and;
 - (8) Communicate with the Vice-President Student Events and Administration in the organization and implementation of "Frost Week".
 - (9) Be entitled to an Honourarium of \$500, subject to the approval of the Governance and Council Operations Committee.



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 8 of 14

1.14 Music Events Commissioner (1)

- (1) Help organize the annual KUCSC Concert in consultation with the Vice-President Student Events and the Chief Financial Office;
- (2) Be responsible for staging, planning, assisting the day of;
- (3) Be responsible for the ticket sales of the annual KUCSC concert, and;
- (4) Organize at least two (2) open0 coffeehouse events each semester.

1.15 Charity Commissioner (2)

- (1) Shall prepare a written report for council regarding the event.
 - i. The report shall be submitted within twenty-one (21) days of their event.
- (2) Organize one (1) KUCSC charity event, in cooperation with a local charity, in consultation with the Vice President Events and the Vice President Finance (e.g. Stars at King's Talent Show, Fashion Show);
- (3) Be responsible for planning and executing this charity event;
- (4) Be responsible for the ticket sales; and,
- (5) Shall be recommended members of the KUCSC Charity sub-committee.

1.16 King's Ball Commissioner (2)

- (1) Shall prepare a written report for council regarding the event.
 - i. The report shall be submitted within twenty-one (21) days of their event.
- (2) Attend the KUCSC General Meeting that occurs immediately prior to and immediately following the King's Ball.
- (3) Attend the Events Committee Meeting immediately prior to and immediately following the King's Ball.



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 9 of 14

(4) Organize and execute the annual KUCSC King's Ball in coordination with the Vice-President Student Events and the CFO; and,

(5) Be responsible for the ticket sales of King's Ball.

1.17 Grad Ball Commissioner (1)

(1) Shall prepare a written report for council regarding the event.

i. The report shall be submitted within twenty-one (21) days of their event.

(2) Attend the KUCSC General Meeting that occurs immediately prior to and immediately following Grad Ball.

(3) Attend the Events Committee Meetings immediately prior to and immediately following Grad Ball.

(4) Organize and execute the annual KUCSC Grad Ball in coordination with the Vice-President Student Events and the CFO; and,

(5) Be responsible for the ticket sales of Grad Ball.

1.18 Special Events Commissioner (2)

(1) Shall be responsible for putting on one (1) event for the King's community each semester, on or off campus, preferably (but not necessarily) accessible for students of all ages (e.g. HBK Festifall, Palasad bowling night, Pool party);

(2) Shall work closely with both the Vice-President Student Events, the CFO, the KUCSC, administrations, and (optionally) the HUCSC and BUCSC in the planning and execution of the events;

(3) Shall be responsible for initiating and monitoring ticket sales for these events.

CHIEF COMMUNICATIONS OFFICER (CCO) PORTFOLIO

1.19 Promotional Team Commissioner (2)

(1) Shall be a member of the Communications Committee.



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 10 of 14

- (2) Be responsible for the organization and chairing of the Promotions sub-committee
 - i. Provide consistent leadership and support to a project-based team. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
 - (3) Be responsible, with the assistance of the Promotions sub-committee, for the regular promotion of events, activities and initiatives that are beneficial to students and their undergraduate experience using a variety of mediums and communication channels. This includes but is not limited to: events, activities and initiatives organized by the KUCSC (e.g. by Executives, Representatives, Commissioners, Clubs), King's University College (e.g. by departments or faculty), Affiliate organizations (including Western and its faculties) and their students' councils, and the London Community.
 - i. Notwithstanding Section 1.19 (3), while the Promotions Commissioner should be willing and able adapt to changing circumstances and manage their time in order to effectively meet deadlines, they are willing to prioritize KUCSC events.
 - ii. The Chief Communication Officer and/or Associate Communications will provide the Promotions Commissioner with regularly updated lists of upcoming KUCSC events, activities and/or initiatives.
 - (4) Update events and activities of the KUCSC, King's University College, and/or Affiliate organizations on the Students' Council chalkboards in the Monsignor Wemple Cafeteria (1) and Darryl J. King Student Life Centre (2).
 - i. Notwithstanding Section 1.19 (4), the individual and/or group who requests chalkboard promotions may be given permission to update it themselves without assistance from the Promotional Team, especially if requests are time-sensitive.
- 1.20 King's Undergraduate Research Journal (KURJ) Commissioner (KURJ Editor-in-Chief)
- (1) Be responsible for the coordination and dissemination of the KUAJ;
 - (2) Oversee the KUAJ budget;
 - (3) Act as KUAJ Ad Officer;



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 11 of 14

- (4) Although highly encouraged to attend, The King's Undergraduate Research Commissioner will not be required to go to council meetings.

1.21 The Regis Commissioner (Editor-in-Chief) (1)

- (1) Be responsible for the coordination and dissemination of The Regis;
- (2) Be responsible for the selection and implementation of The Regis staff to contribute to the publication of the Regis;
- (3) Oversee The Regis budget; and,
- (4) Act as The Regis Ad Officer;
- (5) Although highly encouraged to attend, The Regis Commissioner will not be required to go to council meetings.

1.22 Graphic Design Commissioner (2)

- (1) Shall be a member of the Communications Committee.
- (2) Create promotional graphics (e.g. posters, banners) for digital publication and/or print to advertise KUCSC events and activities as requested by Executives, Commissioners, Representatives and Clubs;
- (3) Although the aforementioned groups are to provide the Graphic Design Commissioner with a minimum of 2-weeks notice, the Graphic Design Commissioner should be willing and able adapt to changing circumstances and manage their time in order to effectively meet deadlines;
- (4) The Graphic Design Commissioner will be responsible for archiving graphic design requests in editable formats to be accessed by the Chief Communications Officer and/or Associate Communications.

1.23 Media Commissioner (4)

- (1) Shall be a member of the Communications Committee.



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 12 of 14

- (2) Take photos, videos and use social media at KUCSC events, activities and initiatives that include but are not limited to Club Events, Awareness Weeks, Speaker Events, and major KUCSC Events (e.g. King's Ball, Speaker Series, Frost Week);
- (3) Work with the Chief Communications Officer and/or Associate Communications to keep the KUCSC social media platforms relevant, up-to-date, and representative of our branding and priorities;
- (4) Be responsible for creating promotional material (e.g. lookbooks, teaser trailers, YouTube videos) for KUCSC events and initiatives in conjunction with the Chief Communications Officer and/or Associate Communications; and,
- (5) Upon completion of an assigned event, the Media Commissioner is responsible for submitting photos and/or videos to the Chief Communications Officer in a timely manner. The Media Commissioner will be responsible for archiving photos and videos in editable formats that may also be made accessible to the Advertising and Regis Commissioners.

CHIEF FINANCIAL OFFICER (CFO) PORTFOLIO

1.24 Athletic Facilities Coordinator (1)

- (1) Shall not be required to attend Council Meetings or sit on a Committee.
- (2) Be fully responsible to the KUCSC for her actions;
- (3) Be responsible for the proper upkeep of the KUCSC rink, soccer pitch, and beach volleyball court;
- (4) Be assisted by Event Staff, as directed by the Vice President Events;
- (5) Be paid an hourly wage as set by the KUCSC; and,
- (6) Be responsible for the KUCSC Athletics Staff as outlined in the KUCSC Athletics Staff policy.

1.25 Athletics Commissioner (2)

- (1) Be responsible for planning and coordinating the annual sport event



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 13 of 14

- (2) Be responsible for the athletic activities provided to male and female students;
- (3) Be responsible for co-educational athletic activities;
- (4) Be responsible for the formation of teams, team captains and team coaches;
- (5) Be responsible for distribution and retention of all athletic equipment;
- (6) Be responsible for the collection of monies from the distribution of team materials, including, but not limited to, team sweaters and other sports equipment, in conjunction with the Chief Financial Officer;
- (7) Shall be a member of the Finance Committee and shall sit on at least one (1) Finance Committee subcommittee; and
- (8) Shall be responsible for coordinating the King's Cobras.

1.26 Treasurer (1)

- (1) Shall be considered a coordinator.
- (2) Shall be a member of the Finance Committee and shall sit on all Finance Committee subcommittees.
- (3) Shall be responsible for any duties outlined in the Annual Budget Policy and Procedure; and,
- (4) Have signing authority for KUCSC cheques.
- (5) Work as liaison between the CFO, and the finance representatives for both clubs and reps.
- (6) Supervise the budgets of Reps, and Clubs as well as coordinate the services available to clubs according to the KUCSC Clubs Policy.
- (7) May not hold any executive position on any ratified club.

GENERAL MANAGER (GM) PORTFOLIO

1.27 King's Connection Retail Manager (1)



King's University College Students' Council C & C TERMS OF REFERENCE

PAGE | 14 of 14

- (1) Shall not be required to attend Council Meetings or sit on a Committee.
- (2) Be responsible for the KUCSC King's Connection;
- (3) Be responsible for the management of staff to operate the KUCSC King's Connection;
- (4) Act as a liaison between her staff and the KUCSC;
- (5) Be responsible for the ordering of merchandise and implementation and maintenance of any inventory.
- (6) Will receive a contracted hourly wage as dictated by the KUCSC and;
- (7) Will work fifteen (15) hours per week according to a preset schedule which will be determined prior to the signing of the employment contract.

PROCEDURAL AUTHORITY

- 1.28 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Council.
- (1) The scope of such Procedures is limited to the scope of this policy.
 - (2) In the event of any conflict, this Policy supersedes any documents created under it.
 - (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
 - (4) Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.