



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

EFFECTIVE: November 23rd, 2014

SUPERSEDES: N/A

AUTHORITY: Council

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November 23rd, 2014

RELATED DOCUMENTS: • By-Law #1

PAGE | 1 of 9

PREAMBLE:

The KUCSC Executive Council forms the leadership core of the KUCSC. The Executive Council and Executive members must act in a manner consistent with this fact: working diligently, transparently, and with accountability.

1.00 SCOPE

1.01 This document articulates the rights and responsibilities of that come with holding Executive Office within the KUCSC, excluding the Governance Officer.

2.00 GENERAL

2.01 All members of the Executive shall act in accordance with all KUCSC By-Laws, Policies, Procedures, any other relevant KUCSC document, the King's University College Student Code of Conduct, and all Municipal, Provincial, and Federal laws; and,

2.02 Shall act in a manner consistent with the mandate and vision of the KUCSC as outlined in the Long-Term Plan.

2.03 All members of the Executive shall:

- (1) Attend meetings as specified within By-Law #1 and governed by the KUCSC Attendance Policy;
- (2) Be a member of the King's College Council;
- (3) Be responsible to prepare a budget for their position and oversee the preparation of their portfolio budgets;
- (4) Be responsible to prepare a report to Council which will be due each meeting and will be subject to the approval of the Governance and Council Operations Committee in order to receive a monthly honorarium;
 - i. Prepare a report for August, to be given to the Chair of the Governance and Council Operations Committee
- (5) Take a maximum of four (4.0) courses during the term in office;



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

PAGE | 2 of 9

- i. May be overruled with a properly posted motion at a Duly Constituted Meeting that has two-thirds (2/3) support.
- (6) Work a maximum of 15 hours per week outside of the KUCSC
- i. May be overruled with a properly posted motion at a Duly Constituted Meeting that has two-thirds (2/3) support
 - ii. During the Summer months, Executives may work an unlimited number of hours.
- (7) Shall declare to council any substantial volunteer or philanthropic activities that may impair their ability fulfill their obligations to council.
- (8) Consist of members who have achieved a minimum of a seventy percent (70%) grade average either cumulatively or in the last academic year;
- i. The General manager shall verify this upon the Executive winning their own respective election.
- (9) Hold a minimum of ten (10) hours per week in the KUCSC Office. The hours shall be posted at the beginning of the school week both online and in the office. Office hours are subject to change with notice at the discretion of the Executive and will be selected by each individual Executive.
- i. All executives shall submit time sheets to the Governance and Council Operations Committee, or another form of proof as requested by the Committee.
- (10) Not be comprised of any members who are no less than 18 years of age;
- (11) Not be comprised of any members who have been found to be of unsound mind by a court in Canada or elsewhere; and,
- (12) Not be comprised of any members who have a status of a bankrupt.
- (13) Shall, as a team headed by the Vice-President Student Issues, write an advocacy paper, or White Paper, yearly on an advocacy issue deemed important by the Executives.
- i. Council shall be consulted on topic choices, and shall vote on the topic selection. Upon completion of the White Paper, Council shall vote to ratify, or dismiss the recommendations made.



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

PAGE | 3 of 9

- (14) Be entitled to an Honourarium to be calculated as at a full-time, fourth-year student's tuition and fees;
 - i. The President shall be entitled to receive an honourarium calculated as at a full-time, fourth-year student's tuition and fees, plus 10%.
 - (15) Be subject to a performance review and interview at the request of the Governance Officer, President, and General Manager jointly;
 - (16) Be a voting member of the KUCSC Board of Directors
 - (17) Maintain a 48-hour e-mail response time
 - (18) No Executive shall hold any Executive position on any KUCSC-ratified Club, nor shall any Executive hold a position as a Soph for the duration of their term in office.
- 2.04 The Executive shall have the power to appoint agents or attorneys for the Council with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

3.00 PRESIDENT

3.01 Mandate:

- (1) Represent the interests of the King's University College Students' Council and the student body of King's University College and oversee and provide strategic direction for the organization, as the Head of the KUCSC Executive.

3.02 Powers:

- (1) A voting member of both Council and the Executive Council;
- (2) Sign all minutes and legal documents pertaining to the KUCSC;
- (3) Have the authority to co-sign all cheques written by the KUCSC; and,
- (4) Have signing authority on the KUCSC's USC Account;

3.03 Responsibilities to Council

- (1) Be the official voice of the KUCSC;
- (2) Be an ex-officio member of all KUCSC Committees;



King's University College Students' Council **EXECUTIVE TERMS OF REFERENCE**

PAGE | 4 of 9

- i. With the exception of the Governance and Council Operations Committee
 - (3) Be responsible for coordinating the efforts and activities of the:
 - i. KCC Representatives;
 - ii. USC Representatives;
 - iii. First Year Residence Representative; and,
 - iv. King's University College Residence Council President; and,
 - v. The General Manager;
 - (4) Be responsible for coordinating Executive and Portfolio members' mid-year and year-end reports;
 - (5) Coordinate the efforts and activities of the student members of the King's College Council; and,
 - (6) Coordinate the efforts and activities of the student members of the King's College Faculty Council.
- 3.04 Responsibilities to King's University College:
 - (1) Be a voting member of the Board of Directors of King's University College at the University of Western Ontario;
 - (2) Be a voting member of the King's College Faculty Council;
 - (3) Be a member of the Educational Policy Committee;
 - (4) Act as the sole liaison between the KUCSC and the Administration of the King's University College;
 - (5) Sit on executive committee and Nominating Subcommittee of College Council and the Board of Directors; and,
 - (6) Be a member of the Planning, Campus Development, and Property Planning Committees of King's University College; and,
- 3.05 Other Duties:
 - (1) Shall chair the KUCSC Executive Council;



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

PAGE | 5 of 9

- (2) Be a voting member of the University Students' Council;
- (3) Train and serve as an assistant to the president-elect for a minimum of two weeks prior to KUCSC turnover and for a minimum of two weeks post-presidential turnover;

3.06 Shall not sit as President for more than two terms.

3.07 Shall be elected by the student body as outlined in By-Law #2.

4.00 VICE-PRESIDENT STUDENT ISSUES

4.01 Mandate:

- (1) Shall be responsible for recognizing and receiving concerns of the student body.

4.02 Powers:

- (1) A voting member of both Council and the Executive Council; and,
- (2) Act as the President during the President's absence, or following the President's dismissal or demise.

4.03 Responsibilities to Council:

- (1) Be responsible for coordinating the efforts and activities of the:
 - i. First Year Off Campus Students' Representative;
 - ii. Faculty Representatives;
 - iii. Graduating Class Representative;
 - iv. Mature Students' Representative;
 - v. Seminary Representative;
 - vi. Social Work Representative;
 - vii. International Students' Representative;
 - viii. Accessibilities Representative; and,
 - ix. Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

- (2) Chair the KUCSC Student Issues Committee;
- (3) Be responsible for the administration of activities of all Clubs and their respective Executive members;
- (4) Direct and manage the Executive Council in regard to the annual White Paper

4.04 Responsibilities to King's University College:

- (1) Be a member of the Student Issues Committee and the Scholarship and Bursary Committee of College Council; and,
- (2) Be a member of Faculty Council and King's College Council.

4.05 Other Duties:

- (1) Train and serve as an assistant to the Vice-President-elect for two weeks prior to KUCSC AGM and for two weeks post- turnover.

4.06 Shall be elected by the student body as outlined in By-Law #2.

5.00 VICE-PRESIDENT EVENTS

5.01 Mandate:

- (1) Coordinate involvement and facilitate engagement of students in events and programming to enhance the student experience.

5.02 Powers:

- (1) A voting member of both Council and the Executive Council.

5.03 Responsibilities to Council:

- (1) Be responsible for coordinating the efforts and activities of the Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.
- (2) Chair the Events Standing Committee;
- (3) Be responsible for coordinating student events; and,
- (4) Be responsible for coordinating, with the CFO, tickets sales for Council organized events.



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

PAGE | 7 of 9

5.04 Other Duties:

- (1) Train and serve as an assistant to the Vice-President-elect for two weeks prior to KUCSC AGM and for two weeks post- turnover.

5.05 Shall be elected by the student body as outlined in By-Law #2.

6.00 CHIEF FINANCIAL OFFICER (CFO)

6.01 Mandate:

- (1) Ensure effective management of the allocation of corporate resources and endeavors of the KUCSC.

6.02 Powers:

- (1) A voting member of the Executive Council.
- (2) Have signing authority on the KUCSC's USC Account;
- (3) Have authority to co-sign all cheques written by the KUCSC;

6.03 Responsibilities to Council:

- (1) Oversee the general financial management of the KUCSC;
- (2) Be responsible for the activities of the:
 - i. Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.
- (3) Chair the Finance Standing Committee;
 - i. Chair the Budget Review Sub Committee;
- (4) Be responsible for the collection and review of all budget materials;
- (5) Be responsible for the financial management of the King's Connection;
- (6) Approve all cheque requisition;
- (7) Be responsible for overseeing the financial obligations for all Clubs ratified by the KUCSC.

6.04 Responsibilities to King's University College



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

- (1) Sit on the budget and planning committee of College Council as well as the Board of Directors.

6.05 Other Duties:

- (1) Train and serve as an assistant to the CFO-elect for two weeks prior to KUCSC AGM and for two weeks post- turnover.

6.06 Must have successfully passed the KUCSC CFO Candidacy Exam;

6.07 Shall be internally elected as outlined in By-Law #2.

7.00 CHIEF COMMUNICATIONS OFFICER (CCO)

7.01 Mandate:

- (1) Facilitate communication on behalf of the Corporation, including but not limited to the maintenance of the website and all social media platforms, and develop promotional and branding strategies to further the KUCSC mandate.

7.02 Powers:

- (1) A voting member of the Executive Council.

7.03 Responsibilities to Council:

- (1) Ensure that the KUCSC Website and official social media platforms are regularly updated to ensure that all information is relevant, accessible, and accurate.
- (2) Be responsible for implementing an effective communications program for the KUCSC and for advising members on their communications associated with their positions on the KUCSC;
- (3) Be responsible for advising the Council and the KUCSC Board of Directors on media relations;
- (4) Be responsible for, in conjunction with the President, establishing and working to improve relationships and partnerships within the King's and Western Community.
- (5) Be responsible for informing the media outlets of King's, Western and London of events, initiatives, and successes related to the KUCSC, and the student body;
- (6) Chair the Communications Committee;



King's University College Students' Council
EXECUTIVE TERMS OF REFERENCE

PAGE | 9 of 9

- (7) Release press statements, in conjunction with the President, regarding any pertinent information that impacts the status of the KUCSC and King's Students;
- (8) Be responsible for the activities of the:
 - i. Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.
- (9) Chair the Regis Advisory Board and have the official ability with the Board's authority to appoint or temporarily appoint Editor and Assistant Editor in the absence of an Editor to carry out duties over a period of one month; and,
- (10) Act as liaison among the KUCSC, the Office of the Registrar, Student Financial Services, Campus Ministry and the Office of the Academic Dean to support the KUCSC's goal of ensuring effective dissemination of information to all students of King's.

7.04 Shall be internally elected as outlined in By-Law #2.

8.00 PROCEDURAL AUTHORITY

8.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by 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 Council before taking effect.
- (4) Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.