

POLICY ON ROLE OF STUDENTS' COUNCIL CHAIR

**POLICY: GV-03
GOVERNANCE**

Reviewed	Governance Committee	January 2020
Approved	Students' Council	February 2020

POLICY INTENT

This policy defines duties, responsibilities, and compensation of the Chair of Students' Council of Bow Valley College.

CONTEXT

As per Students' Association of Bow Valley College (SABVC) Bylaws, each year-term Students' Council nominates one Councillor to be the Council's Chair.

DUTIES AND RESPONSIBILITIES

1. Chair and moderate SABVC Students' Council meetings;
2. Ensure that all discussions in the Students' Council meetings remain focused within the scope, goals, mission, vision, and values of SABVC;
 - 2.1. If a Councillor or guest engages in improper conduct at a Council meeting, the Chair has the right and authority to remove this person from the meeting.
3. Ensure that SABVC Bylaws and policies are being adhered to Students' Council meetings, using and interpreting Rules of Order;
4. Consultation on Bylaws updates and development of new policies or updates;
5. Prepare and share the agenda for Council's meetings, in consultation with Councillors and Executive Committee;
6. Liaise with other SABVC student leaders, especially Executive Committee members and SABVC staff, including the Executive Director, on matters relating to Students' Council governance.

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7. Serve as the official Council spokesperson on all matters affecting Council's governance responsibilities.
8. Serve as the *internal* Board of Governors Representative.
9. Provide:
 - 9.1. Monthly reports to Students' Council outlining the status of individual position duties, projects and official communications as requested;
 - 9.2. A final report, in April, describing all achievements during their year-term;
 - 9.3. Conference/meeting/event reports every time they attend to.

COMPENSATION

10. For adequate fulfilment of their responsibilities outlined in this Policy, the Chair shall receive a compensation for services rendered during their term, as approved by Council from time to time, always in accordance with SABVC Bylaws.
11. The Chair shall be paid an hourly wage based on hours worked monthly, as the other Councillors.
12. The Chair shall be paid per meeting based on the Board of Governors meetings they attend.
13. Minimum requirements in order to receive compensation, the Chair must:
 - 13.1. Work up to fifteen (15) hours per month, with a minimum of ten (10) hours per month;
 - 13.2. Submit the required timesheet monthly and reports on time.
14. Work hours may not be carried over to subsequent months.

RELATED POLICIES

GV-01 Policy on the Role of Students' Council

GV-02 Policy on the Role of Executive Committee

GV-04 Policy on the Role of Board of Governors Representative

GV-05 Policy on the Role of Executive Director