

POLICY ON ROLE OF EXECUTIVE COMMITTEE

POLICY: GV-02
GOVERNANCE

Reviewed	Governance Committee	January 2020
Approved	Students' Council	February 2020

POLICY INTENT

This policy defines duties, responsibilities, and compensation of the Executive Committee voting members of Students' Association of Bow Valley College.

CONTEXT

As per Students' Association of Bow Valley College (SABVC) Bylaws, the Students' Association Executive Committee is comprised of three (3) voting members: Director of External Affairs, Director of Internal Affairs, and Director of Finance.

GENERAL DUTIES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS

All Executives regardless of the office they hold shall:

- 1) Serve as a member of the Executive Committee advocating for student rights and demonstrating commitment to SABVC;
- 2) Serve on Students' Council and fulfil those duties required of an Executive;
- 3) Demonstrate understanding of and being committed with SABVC Bylaws and policies;
- 4) Identify and address students' needs and concerns, anticipating and/or preventing issues;
- 5) Identify and analyse opportunities to improve student's experience on campus;
- 6) Plan, develop and execute goals to achieve SABVC Strategic Plan's objectives, according to the annual budget;
- 7) Promote student engagement;

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- 8) Administer SABVC financial affairs;
- 9) Attend, actively participate in and report at:
 - a) Mandatory Executive Training in the beginning of their term;
 - b) Executive Committee meetings;
 - c) Student Council meetings;
 - d) Annual General Meeting;
 - e) Special Meetings;
 - f) Any other BVC or SABVC meeting, as per request and decision of Student Council;
 - g) Any conference, meeting, or event hosted by stakeholders, as per request and decision of Student Council;
 - h) SABVC activities and events;
 - i) SABVC *ad hoc* committees;
- 10) Provide:
 - a) monthly reports from May to April;
 - b) a final report, in April, describing all achievements during their year-term;
 - c) conference/meetings/event reports every time they attend to;
- 11) Assist other Executives in their duties as needed;
- 12) Orient their successor in the role of the Executive office held.

ROLE OF EACH EXECUTIVE

Director of External Affairs

Director of External Affairs is the representative of SABVC to the external community. Key areas and focus: *external advocacy; governance of external affairs; networking; lobbying; fundraising and partnership.*

- 13) Be SABVC's spokesperson to SABVC Members and community, Bow Valley College (BVC), the City of Calgary, and all levels of government.
- 14) Be responsible for directing the governance affairs of SABVC.

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- 15) Communicate regularly with all levels of government as part of an external advocacy role.
- 16) Research issues and external affairs that affect post-secondary education and SABVC Members and create policy statements and press releases on issues of concern with SABVC staff guidance and support.
- 17) Build and maintain a valuable network for SABVC in order to develop partnerships for the Association.
- 18) Educate and create dialogue with SABVC Members on external affairs and issues that may impact them, organizing initiatives and/or lobby efforts as applicable.
- 19) Inform Council of all government policy on post-secondary education and other issues relevant to members of SABVC.
- 20) Liaise with, and represent SABVC on outside organizations, committees, and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies, or by Council.
- 21) Liaise with provincial and national student organizations, actively participating in lobby efforts with SABVC's student government associations with priority given to organizations that SABVC is a member of (e.g. ASEC).
- 22) Perform other duties as outlined in the Bylaws or any policy of SABVC, or as assigned by Council from time to time.

Director of Internal Affairs

Director of Internal Affairs is the representative of SABVC to the internal community. Key areas and focus: *student voice; academic affairs; mental health and wellness; culture and diversity; clubs; campus engagement.*

- 23) Encourage a positive student experience at Bow Valley College considering the diversity on campus and the multicultural environment.
- 24) Develop, facilitate, and/or sponsor events, programs, and initiatives that collectively support a student's physical, social, emotional, spiritual, and/or mental wellbeing.
- 25) Advocate to the College when appropriate on behalf of SABVC Member's wellbeing.
- 26) Propose and implement mental health initiatives on campus.
- 27) Collaborate with the College or other organizations on events or initiatives when appropriate to increase SABVC's impact and campus engagement.

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- 28) Coordinate events, in conjunction with SABVC staff, from October to March of each year, always promoting awareness, engagement, and support to learners.
- 29) Be responsible for SABVC academic affairs, representing the Association in the BVC Academic Council and any other committee or group that offers peer support.
- 30) Encourage student engagement and promote quality of life on campus through student support, events, activities, initiatives, campaigns, and development of clubs.
- 31) Liaise with, and represent SABVC on internal committees managed by BVC, unless such duties have been otherwise assigned in the Bylaws, policies, or by Council.
- 32) Liaise with the Executive Director in order to:
 - 32.1 provide a link between the organization's governance and its administration;
 - 32.2 liaise with the administration of the College along with members of the Executive Committee, meeting with key administration as necessary;
- 33) Perform other duties as outlined in the Bylaws or any policy of SABVC, or as assigned by Council from time to time.

Director of Finance

Director of Finance is the representative of SABVC responsible for a sustainable finance and effective services. Key areas and focus: *finance; budget; health and dental plan; student services; administration.*

- 34) Provide the link between the finances of SABVC to Council and the Executive Committee and make recommendations for policy changes as necessary to ensure long-term sustainability of SABVC.
- 35) Review SABVC's operations such as, but not limited to, insurance coverage, regular financial reports, budgets, audit reports, contractual obligations, student services and to report any potential organizational risk to Council.
- 36) Ensure that the financial records of the Students' Association are maintained in good condition for the annual audit at the end of each fiscal year, in consultation with the Executive Director and the Controller.
- 37) Update the Executive Committee and Council on SABVC's financial position monthly by providing appropriate reports.
 - 37.1 Monthly reports to Executive Committee should include, but not limited to, SABVC profit and loss; and the biggest expenses, such as Health and

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Dental Plan, events, conferences and travelling, staff salary and compensation.

- 38) Prepare SABVC's budget, in conjunction with the Executive Director and the Controller, and in alignment with SABVC's mission, vision, and priorities.
- 39) Liaise with the Executive Director in order to monitor and manage health and dental plan provider and any service provided to Members by SABVC.
- 40) Participate in making recommendations to Council concerning expenditures not covered in, or amendments to, the budget approved by Council.
- 41) Keep accurate records of Council and Executive Committee meeting attendance and minutes, and ensure proper quorum and proper recording of motions, decisions, and actions of items of Council.
- 42) In conjunction with other Executive members, report to Council annually in order to provide performance evaluation, salary and benefit reviews for the Executive Director.
- 43) Perform other duties as outlined in the Bylaws or any policy of SABVC, or as assigned by Council from time to time.

COMPENSATION

- 44) For adequate fulfilment of their individual responsibilities outlined in this Policy, Executive voting members shall receive a compensation for services rendered during their term, as approved by Council from time to time, always in accordance with SABVC Bylaws.
 - 44.1 Executive voting members shall be paid an hourly wage based on hours worked monthly.
- 45) Minimum requirements in order to receive compensation, Executive voting members must:
 - 45.1 Work up to fifty (50) hours per month, with a minimum of thirty (30) hours per month;
 - 45.2 Submit the required timesheet monthly and reports on time.
- 46) Executive voting members are entitled to be paid travelling and living expenses as per the SABVC Travel Policy when on SABVC business.
- 47) Work hours may not be carried over to subsequent months.

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- 48) Executive voting members are responsible for holding one another accountable for hours worked.
- 49) Executive voting members shall receive Health and Dental coverage during their term of office.

RELATED POLICIES

GV-01 Policy on the Role of Students' Council

GV-03 Policy on the Role of Chair

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

GV-05 Policy on the Role of Executive Director