



Students' Society of McGill
University Association étudiante de
l'Université McGill

Office of the Speaker
Bureau de Président du Conseil

Submitted For: March 26, 2015

Read On: March 26, 2015

**Notice of Motion Regarding Changes to the Policy Regarding Executive Officers'
Contracts and Job Descriptions**

Whereas, a Policy Regarding Executive Officers' Contracts and Job Descriptions was adopted by Legislative Council on March 29, 2012 and expires on March 29, 2017;

Whereas, the responsibilities and mandates of Executives have changed since 2012;

Whereas, the policy has not been changed since 2012 to reflect these changes,

Be it resolved, that the appended job descriptions for the positions of VP Finance and Operations, President, and VP Internal, replace the job descriptions currently in the policy.

Moved By,
Courtney Ayukawa, President
Kathleen Bradley, VP Finance and Operations
Stefan Fong, VP Clubs and Services



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JOB DESCRIPTION

POSITION TITLE: President **CATEGORY:** Executive Officer

IMMEDIATE SUPERVISOR: Legislative Council **ADOPTED:** December 1, 2011

POSITION SUMMARY:

The President is the chief officer of the Society, charged with acting on behalf of all members of the Society and ensuring the Society's long-term integrity.

The President is responsible for determining the vision of the Society, coordinating and supporting the activities of the Executive Officers, and representing the interests of students on various university governance bodies.

GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the President;
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the President;
- 3) To work with the rest of the Executive Committee and in supporting their projects as well as furthering the goals of the Society as a whole, in leadership, service and representation;
- 4) To champion and support the Society's efforts to promote bilingualism (French/English), both within the operations of the SSMU and across campus, in collaboration with other members of the Executive and SSMU staff as appropriate;
- 5) To contribute to the smooth and safe functioning of the SSMU Office and the Shatner Building, including following proper accounting procedures, contributing to office responsibilities, attending office events, and being part of SSMU's emergency evacuation team;
- 6) To coordinate and support all staff working with the portfolio of the President.
- 7) To fully participate in and contribute to all relevant transition activities to ensure successful transition between former and subsequent Executive Officers, including the submission of a detailed and comprehensive exit report before the end of the elected term.



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PORTFOLIO SPECIFIC FUNCTIONS AND RESPONSIBILITIES:

Governance

- 1) To coordinate strategic visioning and planning for the Society, in consultation with the Executive Committee, Legislative Council, and the student body;
- 2) To be responsible for the governance structures and processes of the Society including enforcement of the Constitution, Internal Regulations, and Policies;
- 3) To call the meetings of the Legislative Council **and Board of Directors**;
- 4) To designate a chair for all meetings of the Executive Committee (the President or other Executive Officer) and all meetings of the Steering Committee **(the Speaker or Parliamentarian)**, and provide reports of their business to the Legislative Council;
- 5) To actively support the Executive Officers in fulfilling their mandates and responsibilities;
- 6) To coordinate the Presidents' Roundtable, and any other Roundtable or Committee as designated by the Executive Committee or Legislative Council;
- 7) To serve as immediate oversight for and liaison between the Judicial Board and the Society's governance structures, except where the President is implicated in a matter brought to the Judicial Board;
- 8) To **support the General Manager to** serve as a liaison between Elections SSMU and the Society's governance structures;
- 9) To champion student involvement in the SSMU's decision-making processes, including the General Assembly, Council, Committees, elections, and referenda;
- 10) To champion and support the Society's efforts to promote sustainability, both within the operations of the SSMU and across campus, in collaboration with other members of the Executive and SSMU staff as appropriate;

Representation & Outreach

- 11) To serve as the chief spokesperson of the Society to relevant audiences, including campus and external media (deferring to relevant Executive Officers as appropriate);
- 12) To represent the members and to serve on the Board of Governors and Senate of McGill University, in addition to each of their respective and relevant committees, and to report on their activities as relevant and feasible within the requirements of confidentiality;
- 13) To serve as a member of the SSMU Senate Caucus;
- 14) To coordinate Society's relations with McGill's Faculty and School Student Associations in collaboration with the Vice-President (Internal);
- 15) To coordinate Society's relations with Student Associations beyond McGill in collaboration with the Vice-President (External);



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- 16) To develop external policies in cooperation with the Vice-President (External);
- 17) To coordinate the relations and participate in all negotiations between the administration of McGill University and the Society, in partnership with the Vice-President (University Affairs);
- 18) To coordinate the production of the SSMU Handbook, including supporting and approving the work of the handbook editors in collaboration with the appropriate members of the Executive team.

Administration & Human Resources

- 19) To act as the secondary Executive signing officer on all financial matters;
- 20) To oversee the planning and submission of the President, Council and Committees, Executive Committee, Student Handbook, General Assembly, Elections, SEAMLESS, and Environmental Committee budgets;
- 21) To work in partnership with the General Manager and Human Resources Advisor on all matters pertaining to Human Resources, including the hiring, training, and dismissal of permanent and casual employees of the Society;

WORK COMPLEXITIES:

- 1) Decision-making: Decision-making is generally, but not exclusively, involved in the visioning of the Society, coordination of the Executive Officers, coordination of the governance structures, and administration of relations with the University. These decisions all have political and constitutional impact. Planning decisions effectively ensures continued service, viability, and financial accountability of the Society and the University Centre.
- 2) Impact of decisions: Decisions have a strong impact on the immediate office area and beyond and are critical in facilitating smooth operations in the challenging environment of an office with both full time staff members and students. Decisions will impact relations with student groups, the campus press, the student body, and the University Administration. Decisions also affect the overall quality of student life in the McGill community through the continuation and growth of McGill's umbrella undergraduate student organization.
- 3) Difficulties: Responding to a large and diverse membership on highly sensitive issues, usually unique in nature. Leading a group that is elected on an individual basis with differing visions, goals, and objectives of the future of the Society and the University. Multidisciplinary nature of position demands high standard of skill in management, student politics, business administration, and team-leading.
- 4) Contacts: Constant contact is made with the Executive Committee. The Legislative Council is to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact is maintained with members of the University Administration on a variety of projects and issues.



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Contact with the Legal Counsel, government, and other members of the McGill community as necessary.

WORKING CONDITIONS:

- 1) High pressure work environment from both an operational and political perspective.
- 2) Work up to seventy (70) hours per week, including many evenings and some weekends.

QUALIFICATIONS:

- 1) Formal education: must be a downtown campus McGill undergraduate student enrolled in a maximum of six (6) credits per semester, although only three (3) credits per semester are recommended.
- 2) Experience: some level of experience working with the Society **is highly recommended**, preferably in a position related to the President portfolio. Group and team-leading experience is a prerequisite. Experience in high pressure work environments with a variety of stakeholders would prove helpful in managing the workload and schedule.
- 3) Manual skills: knowledge of Microsoft Word, Excel, Powerpoint and professional email etiquette. Ability to adapt to new electronic document-sharing platforms and knowledge of social media will be highly beneficial.
- 4) Leadership skills: Dependability, integrity, good planning skills, interpersonal skills, facilitation skills, analytical ability, financial responsibility, and a high degree of organization skills and accuracy.
- 5) Good written and oral communication skills in English and French are desirable.

CONFIDENTIALITY:

It is understood that the President must uphold the highest standards of confidentiality according to the internal policies of the SSMU and to decisions of the Executive Committee and the Legislative Council.



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JOB DESCRIPTION

POSITION TITLE: Vice President (Finance & Operations) **CATEGORY:** Executive Officer

IMMEDIATE SUPERVISOR: Legislative Council **ADOPTED:** December 1, 2011

POSITION SUMMARY:

The Vice-President (Finance & Operations) is the Chief Financial Officer of the Society, charged with ensuring the long-term financial stability of the Society in cooperation with the General Manager. To elaborate the annual budget, oversee any Society group assurance plan duly approved by the membership, as well as oversee the management of its revenue-generating operations.

GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (Finance & Operations);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Finance & Operations);
- 3) To work with the rest of the Executive Committee and in supporting their projects as well as furthering the goals of the Society as a whole, in leadership, service and representation;
- 4) To champion and support the Society's efforts to promote bilingualism (French/English), both within the operations of the SSMU and across campus, in collaboration with other members of the Executive and SSMU staff as appropriate;
- 5) To contribute to the smooth and safe functioning of the SSMU Office and the Shatner Building, including following proper accounting procedures, contributing to office responsibilities, attending office events, and being part of SSMU's emergency evacuation team;
- 6) To coordinate and support all staff working with the portfolio of the Vice President (Finance & Operations), including the Funding Coordinator, FERC Commissioner, and the Mini-Courses Supervisor and Managers. ;
- 7) To fully participate in and contribute to all relevant transition activities to ensure successful transition between former and subsequent Executive Officers, including the submission of a detailed and comprehensive exit report before the end of the elected term.



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PORTFOLIO SPECIFIC FUNCTIONS AND RESPONSIBILITIES:

Governance

- 1) To ensure that all financial policies and procedures are followed as per referenced in the Constitution and By-Laws of the Society and create new procedures and implement them if necessary;
- 2) To coordinate and/or oversee Funding Committee, , Operations Management Committee, and the Financial Ethics Research Committee, and provide reports on their business to the Legislative Council;
- 3) To work in cooperation and in partnership with the SSMU Comptroller, SSMU General Manager, Executives, and Services to assess the budget for the next fiscal year;
- 4) To present the budget to Council as follows: revised budget for the fall semester in October, the revised budget for the winter semester in February, and the budget for the next fiscal year by the last Council meeting;
- 5) To strategize, analyze, review, implement and oversee all budgets of the organizations and Society activities;
- 6) To participate in SSMU Events to ensure the fiscal responsibility and proper handling of monies;

Student Groups & Organizations

- 7) To meet with students involved in the Students' Society recognized clubs, services, activities and organizations to train them and review financial procedures and controls and assist in their implementation;
- 8) Undertake to assist the Comptroller in performing the annual club audits and to ensure that clubs receive the proper support in completing the annual club audits;
- 9) To ensure that the SSMU Funds (Club Fund, Ambassador Fund, Campus Life Fund, Green Fund, Charity Fund, **Equity Fund**, and the Space Fee) are communicated to the student groups on campus and monitored to ensure the best financial practices.

Administration & Operations

- 10) To exercise signing authority in conjunction with the General Manager for the issuance of all SSMU cheques, purchase orders, expense reports, and so forth, as per the approved budget allocations;
- 11) To oversee the management of all the Society's business operations;



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- 12) To work in conjunction with ASEQ, the Student Health & Dental Program, to inform students about the coverage plan.

WORK COMPLEXITIES:

- 1) Decision-making: Decision making is generally, but not exclusively, involved in the areas of strategy and organization, major financial expenditures, building and security and committee work. These decisions all have political and constitutional impact. Planning decisions effectively ensures continued service, viability and financial growth of the Society and the University Centre.
- 2) Impact of decisions: Decisions impact strongly on the immediate office area and ensuring the financial stability of the organization. Decisions are critical in facilitating smooth operations in the challenging environment of an office with both full time staff members and students. Decisions directly affect numerous specific student groups, as well as students at large, in providing efficient operations and services within the University Centre. Decisions also affect the overall quality of student life in the McGill community through the continuation and growth of McGill's umbrella undergraduate student organization.
- 3) Difficulties: Responding to a large and diverse membership on highly sensitive issues, usually unique in nature. High level of communication required to explain financial and accounting technicalities to students. Multidisciplinary nature of position demands high standard of skill in association management, student politics, marketing, bar and restaurant industry, equity, alcohol policy, building management and business administration.
- 4) Contacts: Constant contact is made with the Executive Committee and the Legislative Council, and Executives from various Faculty Associations to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact with the Society Legal Counsel and other members of the McGill community as necessary.

WORKING CONDITIONS:

- 1) High pressure work environment from both an operational and political perspective.
- 2) Work up to a maximum of 70 hours per week, including some weekends.



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- 3) Equipment used: Microsoft Office Environment (Word, Excel, Outlook, Access), Sage Accpac ERP.

QUALIFICATIONS REQUIRED:

- 1) Formal education: must be a downtown campus McGill undergraduate student enrolled in a maximum of 6 credits per semester, although only three (3) credits per semester are recommended. A background in some accounting or budgeting is recommended.
- 2) Experience: some level of experience working with the Society (i.e., councilor, a member at large on **a committee**), minimal office environment experience. Some accounting or bookkeeping is an asset but not mandatory.
- 3) Manual skills: ability to work in a Windows PC environment, knowledge of Microsoft Excel and Word.
- 4) Dependability, integrity, good planning skills, interpersonal skills, analytical ability and some degree of organization skills and accuracy.
- 5) Good communication skills both in English and French desirable, particularly in the area of explaining financial matters to lay audiences.

CONFIDENTIALITY:

It is understood that the Vice President (Finance & Operations) must uphold the highest standards of confidentiality according to the internal policies of the SSMU and to decisions of the Executive Committee and the Legislative Council.



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- 5) To contribute to the smooth and safe functioning of the SSMU Office and the Shatner Building, including following proper accounting procedures, contributing to office responsibilities, attending office events, and being part of SSMU's emergency evacuation team;
- 6) To coordinate and support all staff working with the portfolio of the Vice President (Internal), including the translators, graphic designers, Creative Marketing Manager, Frosh coordinators, Old McGill yearbook staff, photographer, **Sponsorship and Marketing Coordinator** and Francophone Commissioners
- 7) To fully participate in and contribute to all relevant transition activities to ensure successful transition between former and subsequent Executive Officers, including the submission of a detailed and comprehensive exit report before the end of the elected term.

PORTFOLIO SPECIFIC FUNCTIONS AND RESPONSIBILITIES:

Governance

- 1) To coordinate meetings of the Students' Society Programming Network and oversee the coordination of the meetings of the Commission des Affaires Francophones, and provide reports of their business to the Legislative Council.

Programming

- 2) To develop and implement programming, both academic and social, for the Society. To produce a schedule of events which engages the membership and greater McGill community in a meaningful way, such as Orientation, Four Floors, Movies in the Park, Week 101, Faculty Olympics, SSMU Awards, concerts, **Red and White Week/Grad Frosh** and speaker series. For each of these events, the VP Internal must:
 - a. Coordinate logistics with relevant stakeholders as appropriate, such as student groups, SSMU security, the Gerts Bar Manager, and the General Manager.
 - b. Develop and implement a publicity strategy in conjunction with relevant committees, volunteers, Executives, Councillors, etc.
 - c. Ensure that due diligence is undertaken to gain all necessary permits and approvals are received in ample time before the event.
 - d. Proactively address concerns related to sustainability and equity associated with the event.
 - e. **Provide opportunities for students to learn how to plan events within the McGill community.**

Communications and Publications

- 3) To oversee all communications within the Society, including but not limited to:



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- a. Coordinating, in conjunction with the Communications and Publications Manager, Photographer, and Yearbook staff, the publication of the Old McGill yearbook;
- b. Publicizing, maintaining, and editing the listserv;
- c. Coordinating and maintaining the Society's social media presence; and
- d. The use of the Society's website, ensuring its content is current, relevant, accessible, and appealing.

Campus Relations

- 4) To foster relationships and rapport with the Faculty Associations, and other departments of the University as necessary which might not be tied to another Executive Portfolio.

Administration

- 5) To oversee the planning and submission the VP Internal, Frosh, Faculty Olympics, Franco Fete, Homecoming, SSPN, Award Banquet, Four Floors, Movies in the Park, Athletics, Concerts & Conferences, **Red and White Week/Grad Frosh** and Council – Communications budget.

WORK COMPLEXITIES:

- 1) Inclusivity of Programming: It is important to produce a schedule of events which is both broad in its appeal and targeted at particular demographics. Issues of equity and inclusivity may arise.
- 2) Impact of decisions: Decisions have a strong impact on the immediate office area and beyond and are critical in facilitating smooth operations in the challenging environment of an office with both full time staff members and students. Decisions will impact relations with student groups, the campus press, the student body, and the University Administration. Decisions also affect the overall quality of student life in the McGill community through the continuation and growth of McGill's umbrella undergraduate student organization.
- 3) Difficulties: Responding to a large and diverse membership on highly sensitive issues, usually unique in nature. Multidisciplinary nature of position demands high standard of skill in association management, student politics, business administration, and team-leading.
- 4) Contacts: Constant contact is made with the Executive Committee. The Legislative Council is to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact is maintained with members of the University Administration on a variety of projects and issues. Contact with the Legal Counsel, government, and other members of the McGill community as necessary. Contact with the Faculty Associations is crucial.



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WORKING CONDITIONS:

- 1) High pressure work environment from both an operational and political perspective.
- 2) Work on average 50 hours a week, up to seventy (70) hours per week, including some weekends. Intensity of workload is largely determined by how the Vice President (Internal) chooses to schedule programming throughout the year.

QUALIFICATIONS REQUIRED:

- 1) Formal education: must be a downtown campus McGill undergraduate student enrolled in a maximum of 6 credits per semester, although only three (3) credits per semester are recommended.
- 2) Experience: some level of experience working with the Society, preferably in a position related to the Vice President (Internal) portfolio, or in a similar position with a Faculty Association, or a member of the Students' Society Programming Network or Legislative Council of the Society. Group and team-leading experience is a prerequisite. Experience with budgeting, financial procedures, and arranging contracts in the entertainment industry are highly beneficial. Experience in high pressure work environments with a variety of stakeholders would prove helpful in managing the workload and schedule. **Experience in events committees such as Frosh/Orientation Week is vital.**
- 3) Manual skills: knowledge of Microsoft Word, Excel, Powerpoint and professional email etiquette. Ability to adapt to new electronic document-sharing platforms. Knowledge of web and social media is crucial.
- 4) Leadership skills: Interpersonal skills, dependability, integrity, good planning skills, facilitation skills, analytical ability, financial responsibility, and a high degree of organizational skills and accuracy.
- 5) Excellent written and oral communication skills in English are required and good written and oral communication skills in French are desirable.

CONFIDENTIALITY:

It is understood that the Vice President (Internal) must uphold the highest standards of confidentiality according to the internal policies of the SSMU and to decisions of the Executive Committee and the Legislative Council.