

Executive Committee Terms of Reference

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS'
ASSOCIATION

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Structure

Name & Type

- 1 Pursuant to the Association Bylaw subsection 6, *the Board of Directors of the Association shall be referred to as, "the Executive Committee."*

Purpose & Scope

- 2 Pursuant to the Association Bylaw subsection 8(1), *subject to the bylaws, policies and/or directions given it by majority vote at any properly called and constituted meeting of the Council, the Executive Committee shall have full control and management of the affairs of the Association;*
- 3 (1) Pursuant to the Association Bylaw subsection 8(2), *other specific rights and responsibilities assigned to the Executive Committee shall be governed by a separate Terms of Reference document, maintained by the Policy Review and Amendment Committee.*
(2) Accordingly, this Terms of Reference document defines the specific roles and responsibilities of the Executive Committee and the members thereof.
- 4 (1) This policy additionally outlines the roles and responsibilities of Directors of the Association.
(2) Directors are not members of the Executive Committee, but work with the Executives to support their portfolios of work, as appropriate within the roles and responsibilities of the Executives defined in this policy.

Composition

Chair

- 5 The Executive Committee shall be chaired by the President.

Membership

- 6 (1) Pursuant to the Association Bylaw subsection 7, *the Executive Committee shall be comprised of six elected officers (“Executives”):*
- a) The President;*
 - b) The Vice President, Academic;*
 - c) The Secretary & Vice President, Communications;*
 - d) The Vice President, Events;*
 - e) The Vice President, External; and,*
 - f) The Treasurer & Vice President, Operations & Finance*
- (2) Pursuant to the Association Bylaw subsection 9(2), *the term of the elected members [of the Executive Committee] shall be May 1 until April 31 of the following year.*

Elections

- 7 (1) Pursuant to the Association Bylaw subsection 9(1), *the six officers of the Executive Committee of the Association shall be elected annually at the designated Annual General Meeting of the Association.*
- (2) Pursuant to the Association Bylaw subsection subsection 10, *the electoral process for the Executive Committee shall be further described and governed by an external Elections Policy document, maintained by the Association’s Policy Review and Amendment standing committee.*

Vacancies

- 8 In the event a position in the Executive Committee becomes vacant less than two months before the Annual General Meeting of the Association, the position shall remain vacant and the duties of the role shall be delegated out amongst the remaining Executives, and Directors, as appropriate.
- 9 (1) In the event of a vacancy in the office of the President, the duties of the President shall be split evenly amongst the Vice Presidents, until a Special

Meeting of the Association can be called to hold a by-election to fill the position.

- (2) Upon the election of a new President at the by-election, the Vice Presidents shall engage in a training and transition period for the new President to the best of their abilities.
- 10 (1) In the event of a vacancy in the office of a Vice President, the duties of the vacant position shall be split evenly amongst the remaining Executives, until either:
- a) If a current member of the Council or a Director of the Association expresses interest to the Executive Committee, the Council votes by special resolution (75%+) to appoint them the vacant office; or,
 - b) If no current member of the Council or Director of the Association expresses interest to the Executive Committee to fill the position, a Special Meeting of the Association can be called to hold a by-election to fill the position.

Termination

- 11 (1) A member of the Executive Committee who wishes to resign from their position may do so by provision of two weeks' notice to the Executive Committee, and to the Council.
- (2) Upon receipt of the Executive's intention to resign, the vacancy shall be filled by the procedures laid out in the Vacancies section of this policy.
- 12 (1) A member of the Executive Committee may be terminated by a special resolution with 75% or more support of the Council, only if:
- a) The Executive has failed to uphold the Association Bylaw and/or policies, including the Code of Conduct; any applicable Students' Union or University of Calgary policies; or, any municipal, provincial or federal laws; and/or,
 - b) The Executive has demonstrated prolonged negligence of duty, for example: missing 3 consecutive meetings unexcused; failure to fulfil their role or responsibilities in a compromising manner.

- (2) Upon the termination of an Executive, their role shall be filled by the procedures laid out in the Vacancies section of this policy.

Duties

Executive Committee

- 13 The Executive Committee shall:
- a) Ensure the Association acts in accordance with the Association Bylaw and all other Association policies;
 - b) Be accountable to, and be available to support, members of the Association;
 - c) Work to further the object of the Association; and,
 - d) Fulfil any additional duties as determined by a vote of the Association, or of the Council;
- 14 All members of the Executive Committee shall:
- a) Act in accordance with the Association Bylaw and all other Association policies;
 - b) Engage in a thorough transition and training period with their successors upon their election or appointment, and document all major activities relevant to their roles throughout their term to aid in this process;
 - c) Provide mentorship to members of the Council to provide guidance and direction as relevant to the role of the members of the Council; and,
 - d) Attend all meetings of the Council and report at the same on their activities, as pertaining to the roles and responsibilities below.

President

- 15 The President shall:
- a) Be the chief executive officer of the Association, and chair the Executive Committee;
 - b) Chair the Council;
 - c) Chair the Strategic Planning Committee;

- d) Be, if so desired by the President, an ex-officio member of any other committee(s) within the Association;
- e) Preside over and chair all general and special meetings of the Association, and of the Executive Committee. In their absence, a Vice President shall preside at any such meetings. In the absence of both, a chair-person may be selected at the meeting to preside;
- f) Be responsible for the general management and supervision of the affairs and activities of the Association, especially including supervision of the Executive Committee and the Council;
- g) Fulfil the position of one of two Designated Bookers with MacEwan Conferences and Events Centre (MCEC), alongside the Vice President Events; and,
- h) Represent Arts Students to the Faculty Council, alongside the Vice President Academic.

Vice President Academic

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The Vice President Academic shall:

- a) Make themselves available to receive academic concerns from students within the Faculty of Arts;
- b) Hold semi-regular office hours throughout the Fall and Winter academic terms to allow students to voice academic concerns;
- c) Liaise with the Faculty of Arts staff and administration, the Students' Union Faculty of Arts Representatives, and the Arts Students' Centre (ASC) to:
 - i) Relay academic concerns from students to other stakeholders; and,
 - ii) Relay academic resources from other stakeholders to students
- d) Organize academic programming for the benefit of undergraduate students in the Faculty of Arts, for example:
 - i) Academic workshops for study skills, etc.;
 - ii) Flourishing in the Arts programs, in partnership with the University of Calgary Wellness Centre and Students' Union Faculty of Arts Representatives;

- e) Lead the Arts Undergraduate Research Symposium (AURS) Working Group to organize and execute the annual AURS, as set out in the AURS Working Group Terms of Reference and AURS Policy;
- f) Represent FASA and Arts students to the Arts Faculty Council, alongside the President.

Secretary & Vice President Communications

- 17 The Secretary & Vice President Communications shall be referred to simply as the “Vice President Communications,” but shall fulfil all required duties of the Secretary as outlined in the Association Bylaw, including:
- a) *It shall be the duty of the Secretary & Vice President Communications to attend all meetings of the Association and of the Executive Committee, and to keep accurate minutes of the same.*
 - i) *In case of the absence of the Secretary & Vice President Communications, their duties shall be discharged by another member of the Executive Committee.*
 - b) *The Secretary & Vice President Communications shall have charge of all the correspondence of the Association.*
 - c) *The Secretary & Vice President Communications shall keep a record of all the members of the Association and their contact information and shall send notice of any meetings as required.*
 - d) *The Secretary & Vice President Communications shall have custody and use of the Seal of the Association, which must be authenticated by the signature of the Secretary and one other member of the Executive Committee.*
- 18 The Vice President Communications shall:
- a) Develop marketing and communications plans for Association events or activities, as needed;
 - b) Maintain the Association’s online presence including but not limited to:

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- i) The Association website (www.fasaucalgary.ca)
 - ii) The Association's social media accounts
 - c) Oversee the promotion of the Association, its events and activities and its services to undergraduate students in the Faculty of Arts;
 - d) Oversee the design and acquisition/production of promotional materials; and, the distribution of these materials;
 - e) Oversee the use of the Association's brand(s);
 - f) Manage the Association's "Street Team," to engage general members in low-commitment, community-oriented activities with the Association and the University of Calgary community; and,
 - g) Promote relevant opportunities from affiliate organizations (e.g., University/Faculty organized opportunities; events from Faculty of Arts department or program-oriented student organizations, etc.) to Association members, as appropriate.

Vice President Events

- 19 The Vice President Events shall:
- a) Be responsible for the organization and coordination of Association events; and assist other Executives with major events/activities within their portfolio (e.g., the Arts Undergraduate Research Symposium);
 - b) Fulfil the position of one of two Designated Bookers with MacEwan Conference and Events Centre (MCEC), alongside the President;
 - c) Coordinate volunteers and Events Directors and their activities, as needed;
 - d) Assist members of the Council with planning events and activities as pertaining to their role(s) on the Council, as appropriate and manageable by the Vice President Events;
 - e) Alongside the Vice President Operations & Finance, arrange budgets for Association events; and,
 - f) As needed, request the Vice President External source sponsors or seek external partnerships or funding opportunities for Association events.

Vice President External

- 20 The Vice President External shall:
- a) Chair the Application and Grant Development Committee (AGDC);
 - b) Pursue funding, sponsorships, grants, gifts-in-kind or other related opportunities for the Association and/or its events, in collaboration with the AGDC;
 - c) Liaise with the Faculty of Arts staff and administration, in collaboration with the President;
 - d) Liaise with other student organizations on the University of Calgary campus (e.g., student clubs);
 - e) Liaise with the Students' Union, especially the Faculty of Arts Representatives;
 - f) Oversee the reporting by the members of the Council on their activities within their role, and, in collaboration with the Vice President Communications, ensure the transparency of their reports and activities to general members of the Association
 - g) Alongside the Vice President Operations & Finance, ensure the Association meets all requirements for:
 - i) Its registration as a Registered Student Organization ("Club") with the University of Calgary Students' Union under the SU's Clubs Manual; and,
 - ii) Its incorporation as a Society under the Alberta *Societies Act*.

Treasurer & Vice President Operations & Finance

- 21 The Treasurer & Vice President Operations & Finance shall be referred to simply as the "Vice President Operations & Finance," but shall fulfil all required duties of the Treasurer as outlined in the Association Bylaw, including:
- a) *The Treasurer & Vice President Operations & Finance shall receive all monies paid to the Association and be responsible for the deposit of the same in the Association's "Community Spirit" bank*

account, held by the Alberta Treasury Branches (o/a "ATB Financial").

- b) *Pursuant to section 19(1), the Treasurer & Vice President Operations & Finance shall adhere to all requirements for financial management of the Association as outlined in the Financial Guidelines Policy & Procedures document, including:*
- i. *Properly accounting for all funds of the Association and the maintenance of such books as may be directed;*
 - ii. *Presenting, upon request of the Executive Committee, detailed accounts of receipts and disbursements; and,*
 - iii. *Preparation and presentation of a statement, duly audited, of the financial position of the Association for the Annual General Meeting of the Association each year.*

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The Vice President Operations & Finance shall:

- a) Alongside the Director, Arts Lounge Engagement, be responsible for the organization and scheduling of events in the Arts Students' Lounge (Social Sciences Tower, Room 103, 103A and 103B);
- b) Be responsible for the Association office space (Social Sciences Tower, Room 803); and, any other physical spaces or assets of the Association;
- c) Provide ad-hoc advising and support to the Applications & Grant Development Committee on fundraising, sponsorship or other financial initiatives;
- d) Chair the Policy Review and Amendment Committee;
- e) Create an annual budget plan for the Association to be approved by the Dean of the Faculty of Arts and by the Council; and, ensure Association expenditures align with this budget plan;
- f) Ensure any expenses paid on behalf of the Association by its members are reimbursed properly and promptly;
- g) Lead the Executive Committee through the process of nomination and awarding of Association Awards, which shall be further defined and maintained in a separate policy, but including at minimum:
 - i) The Representative of the Year Award;
 - ii) The Association Builder's Award(s);

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- iii) The Leon the Frog Award
 - h) Ensure current and accurate records of Association policies and the financial status of the Association are readily available to members, in collaboration with the Vice President Communications;
 - i) Alongside the Vice President Communications, be responsible for the sending and receiving of any physical/postal mail of the Association; and,
 - j) Alongside the Vice President External, ensure the Association meets all requirements for:
 - i) Its registration as a Registered Student Organization (“Club”) with the University of Calgary Students’ Union under the SU’s Clubs Manual; and,
 - ii) Its incorporation as a Society under the Alberta *Societies Act*.

Procedures

Meeting Procedures

- 23 (1) The Chair shall prepare an agenda for each meeting of the Executive Committee, detailing:
 - a) The date, time, and location of the meeting; and,
 - b) The business to be tended to at the meeting
- (2) The agenda shall be distributed to all Executive Committee members at least 3 days in advance of the meeting.
- 24 (1) Regular meetings shall be held at least once monthly during the Spring/Summer Intersession term(s) of the University of Calgary.
- (2) Regular meetings shall be held at least once biweekly during the Fall and Winter academic terms of the University of Calgary
- (3) Additional meetings may be called by the Chair as needed, with at least one week’s notice to all members.

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- 25 (1) Special meetings of the Executive Committee shall be called upon receipt by any member of the Executive Committee of written notice signed by two or more members of the Association, detailing the business to be tended to at the meeting.
- (2) Notice of the special meeting shall be provided to all members of the Executive Committee at least one week in advance, including the date, time, location, and business to be tended to at the meeting as requested by the two or more signatory members.
- 26 Quorum for meetings of the Executive Committee shall be four members.

Voting Procedures

- 27 (1) Each member of the Committee has one vote, including the Chair.
- (2) In the event of a tie, the motion is defeated.
- 28 (1) Members of the Executive Committee must be present to vote, and may not vote by proxy.
- (2) Notwithstanding section 28(1), members of the Executive Committee may vote over the phone if they are on-call throughout the entire duration of the meeting.
- (3) Votes of the Committee shall be conducted by a verbal “yes” or “no”, and only the result shall be recorded, except where a member calls for a division.
- a) If a member calls for a division, the Chair shall maintain a record of the vote including: the names of those members present; and, which way each person voted.

Directors

Eligibility

- 29 (1) Any general member of the Association may be appointed as a Director.
- (2) The appointing Executive may establish additional criteria for any given Director position, as appropriate for the role. (E.g., time/schedule availabilities, prior and relevant experience/skills, etc.).

Ambassadors

- 30 (1) Persons ineligible for Director positions pursuant to subsection 29(1) may be appointed as Ambassadors, so long as they are undergraduate students at the University of Calgary.
- (2) Ambassadors may be appointed by consensus of the Executive Committee, and will report directly to the President on any duties pursuant to subsection 30(3).
- (3) Ambassadors shall work to promote inter-Faculty cooperation and multi-disciplinary experiences across the University campus.

Directors' Roles & Responsibilities

- 31 Pursuant to subsection 4(2) of this policy, *Directors are not members of the Executive Committee, but work with the Executives to support their portfolios of work, as appropriate within the roles and responsibilities of the Executives defined in this policy.*
- 32 (1) Directors' role(s) may vary depending on the hiring Executive's portfolio of work, the number of directors hired, etc.

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- (2) Directors' primary role is to assist the appointing Executive in their portfolio of work. Specifics of the role(s) may be determined by the appointing Executive, based on the requirement for additional support in their portfolio.
- 33 (1) Executives appointing director(s) for work in their portfolio are advised to consult Appendix A: Common Directorship Positions
- (2) If an Executive wishes to appoint a director for a position not listed in Appendix A, they must provide both to the Executive Committee and the appointed director a written description of the specifics of their role, including but not limited to:
- a) Tangible tasks and requirements for the position.
 - b) Time requirements, including attendance of meetings and expectations of hourly commitments per week.
- 34 (1) Directors must meet with the Executive under whose portfolio they work a minimum of twice per academic term. Requirements for meetings in addition to this requirement may be outlined at the time of appointment.
- (2) Additional meetings may be called by either the Executive or the Director as needed with a minimum 3 days' notice of the time, location and business of the meeting.
- 35 (1) Directors may be required to attend and/or report to meetings of the Council at the request of the Executive under whose portfolio they work.
- (2) If required to attend or report to a meeting of the Council, a minimum of 7 days' notice including the time, location and agenda for the meeting must be provided to the Director.
- 36 (1) Directors must abide by the Association Bylaw and all other Association policies.

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- (2) Directors must execute the role(s) and responsibilities as outlined at the time of their appointment.
- 37 Directors shall, within reason, work to promote the events and activities of the Association and contribute to the positive community of the Faculty of Arts. This may include:
- a) Sharing event invitations on social media;
 - b) Working to engage fellow students in Association activities;
 - c) Attend scheduled Association events, activities and meetings whenever possible.

Appointment

- 38 (1) Directors may be appointed by an Executive to support the roles and responsibilities of the same.
- (2) Executives may appoint Directors as required.
- 39 (1) The Executive may choose to establish an appointment screening process for any Director positions in their portfolio.
- (2) An appointment screening process may include (but does not require) an application form, interview(s) or other procedures as desired.
- 40 Notwithstanding subsections 39(1) and 39(2), in the event of a conflict of interest of the Executive (e.g., a pre-existing relationship with the applicant), a screening interview must be held with at least one other member of the Executive Committee, prior to hiring.

Dismissal

- 41 (1) The appointing Executive may dismiss a Director from their role only if:
- a) The Director breaches the Association's Code of Conduct;
 - b) The Director fails to effectively execute their role(s) and responsibilities; and/or;

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- c) The Director displays prolonged negligence of duty.
- (2) The Executive Committee may vote to dismiss a Director from any Executive's portfolio only if the Director breaches the Association's Code of Conduct.

Review

- 42 (1) This Terms of Reference document shall be reviewed annually at the first meeting of the Executive Committee. Amendments to this document shall be approved by:
- a) A super-majority vote of the Council; or,
 - b) A majority vote of the Council, when changes to the policy have been duly reviewed and recommended by the Policy Review and Amendment Committee.
- (2) A record of any such amendments will be kept by the Policy Review and Amendment Committee.

[Appendix A]: Common Directorship Positions

President

Director, Strategic Planning (max. 1 position)

The Director, Strategic Planning will work directly under the portfolio of the President in support of the President's role as Chair of the Strategic Planning Committee. This includes:

- Attending all meetings of the Strategic Planning Committee;
- Producing a progress report at the end of the Fall and Winter academic terms, to be presented by the Director, Strategic Planning or the President to the Council.
- Assisting in the management and facilitation of the Strategic Planning Committee and its members to execute the Committee's duties.

Vice President, Academic

Director, Arts Undergraduate Research Symposium (max. 4 positions)

The Director, Arts Undergraduate Research Symposium will work directly under the portfolio of the Vice President, Academic in support of their role in organizing and executing the annual Arts Undergraduate Research Symposium. This includes:

- Attending all meetings of the Arts Undergraduate Research Symposium Working Group, and assisting in managing and facilitating the AURS Working Group;
- Assisting in the revision or creation of judging criteria for research submissions;
- Assisting in the recruitment and management of AURS participants;
- Assisting in the planning and execution of the Symposium event itself (typically with assistance from the Events team);
- Working to recruit University professors as judges for the Symposium;
- Working to establish requirements and outlines for potential participants to meet prior to acceptance for the Symposium.

Director, Academic & Advocacy Initiatives (max. 2 positions)

The Director, Academic & Advocacy Initiatives will work directly under the portfolio of the Vice President, Academic in support of the facilitation of their overall duties. This may include:

- Assisting in the planning and execution of academic workshops;
- Providing resources to Arts students for academic advising, degree planning, etc.;
- Assisting Arts students in exploring and accessing scholarships;
- Connecting students with wellness initiatives, such as mental health workshops;

Vice President, Communications

Director, Photography (max. 2 positions)

The Director, Photography will work directly under the portfolio of the Vice President, Communications in support of their role in managing and organizing content for the Association's communications materials. This includes:

- Attending all Association events to take pictures. If the Director is unable to attend an event, they will notify the Vice President, Communications with no less than 48 hours notice (with the exception of extenuating circumstances) and recommend an alternate photographer;
- Collaborating with the Vice President, Events, and any other relevant Executives to ensure the Association's photography needs are being met
- Taking miscellaneous photos on an as-needed basis for the Association's communications and marketing materials at the direction of the Vice President, Communications;
- Editing and releasing photos to the Vice President, Communications in a timely fashion.

Applicants for this position are required to submit a portfolio of previous photography work.

Director, Media Content (max. 2 positions)

The Director, Media Content will work directly under the portfolio of the Vice President, Communications in support of their role in managing the Association's communications channels. This includes:

- Assisting the Vice President, Communications with organising and posting content to the Association's communication channels, including social media and the website;
- Assisting with graphic design needs as needed at the direction of the Vice President, Communications;
- Collaborating with other Council members and organizations to support communications needs as directed by the Vice President, Communications.

Director, Street Team (max. 2 positions)

The Director, Street Team will work directly under the portfolio of the Vice President, Communications in support of their role in coordinating and managing the Association's Street Team. This includes:

- Assisting the Vice President, Communications in organizing and executing Street Team activities;
- Supporting the Vice President, Communications in onboarding and managing Street Team members;
- Working collaboratively to brainstorm and develop ideas for future Street Team activities and initiatives.

Vice President, Events

Director, Events (max. 3 positions)

The Director, Events will work directly under the portfolio of the Vice President, Events in support of organizing, planning and executive Association events and activities. This includes:

- Working collaboratively with the Vice President, Events, and other Events Directors in the planning and execution of FASA events;

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- Assisting in the brainstorming and conception of both special events and recurring events;
 - Working with MacEwan Conference and Events Centre (MCEC) and the University's Conference & Event Management (CEM);
 - Assisting with promotion and marketing of FASA events;
 - Assisting with other FASA events organized under the External and Academic portfolios, as needed and requested by the other Vice Presidents and approved by the Vice President, Events.

Vice President, External

Director, Sponsorship & External Affairs (max. 2 positions)

The Director, Sponsorship will work directly under the portfolio of the Vice President, External in support of pursuing and attaining sponsorship agreements or grants for the Association and its activities. This includes:

- Assisting in developing and executing sponsorship strategies;
- Pursuing funding, sponsorship, and other related opportunities for Association activities;
- Assisting in maintaining ongoing relationships with external sponsors/partners;
 - Creating/distributing reports, debriefs & invoices for accountability
- Working alongside the Vice President, Operations and Finance to maintain the Association's charitable status, if/as delegated by the Vice President, External.

Director, Student Engagement (max. 3 positions)

The Director, Student Engagement will work directly under the portfolio of the Vice President, Events in support of promoting Association activities, encouraging general members to become involved in the Association and their campus, etc. This includes:

- Develop and execute recruitment strategies to encourage general members to participate in Association activities and become or remain engaged on campus;
- Generating ideas for, and pursuing, outreach opportunities;
- Managing the Association's presence at the Students' Union's Clubs Week in Fall and Winter semesters and similar events.

Vice President, Operations and Finance

Director, Arts Lounge Engagement (max. 2 positions)

The Director, Arts Lounge Engagement will work directly under the portfolio of the Vice President, Operations and Finance in support of managing, maintaining and facilitating the Arts Students' Lounge (Rooms 103, 103A and 103B of the Social Sciences Tower on University campus). This includes:

- Assisting in the promotion of the Lounge as a collaborative space for students' use;
- Reviewing lounge event applications for eligibility and completeness;
- Assisting in booking events into the Lounge;
- Actively searching for ways to make the space more accessible and enjoyable for students;
- Checking the lounge weekly to ensure it is maintained and that all equipment is working well and if any issues arise, report them to the Vice President, Operations and Finance, and/or University Facilities;
- Collaborating with the Vice President, Communications to ensure an up to date schedule of bookings is posted and available on the Association website.

Director, Policy Review and Amendment (max. 1 position)

The Director, Policy Review and Amendment will work directly under the portfolio of the Vice President, Operations and Finance in support of their role as Chair of the Policy Review and Amendment Committee. This includes:

- Service as Vice-Chair of the Policy Review and Amendment Committee, in the absence of the Chair;
- Attending the meetings of the Policy Review and Amendment Committee;
- Attending meetings of the Council;
- Meeting at minimum bi-weekly with the Vice President, Operations and Finance to report on policy-related work for the Association;
- Assisting in organizing and delegating PRAC work assignments;
- Assisting PRAC members in reviewing and amending policies to ensure policies match Association standards and coincide with all requirements.