

EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS' ASSOCIATION

PASSED: February 18, 2019
LAST AMENDED: February 21, 2021

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Purpose

This policy serves to reiterate and expand upon the Association Bylaw by establishing a detailed record of the expectations and duties of the Executive Committee and each member thereof.

This policy provides these requirements and expectations with the intention of ensuring vital operations are managed, that the workload of the management of the Association is distributed equitably, that the Association Executives are held to account, as well as with the intention of educating and guiding Executives in their role.

Scope

This policy applies to all members of the Executive Committee: i.e., the President, and the Vice Presidents of the Association.

The sections of this policy named for positions (i.e., Articles III through VIII) apply only to the positions for which they are named.

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Preamble

WHEREAS the Association Bylaw establishes the Executive Committee as the Board of Directors...

WHEREAS the Association Bylaw calls for a Terms of Reference document that establishes the fundamental duties of the Executive Committee and its Members...

WHEREAS the Association Bylaw and the Association Elections Policy prescribe the procedures by which the Executive Committee members shall be elected annually...

and **RECOGNIZING** that the Association Bylaw remains the highest governing policy authority of the Association...

THEREFORE The Association enacts the following...

I. The Executive Committee

1. The Executive Committee shall:
 - a. Be comprised of the President and Vice-Presidents elected by the Association;
 - b. Subject to the bylaws, policies and/or directions given it by majority vote at any properly called and constituted meeting of the Council, have full control and management of the affairs of the Association;
 - c. Ensure that the Association is acting in accordance with these bylaws;
 - d. Be accountable and available for support to members of the Association;
 - e. Represent the members of the Association, and all undergraduate Arts students in the Faculty of Arts at the University of Calgary to:
 - i. The University of Calgary;
 - ii. The administration and members of the Faculty of Arts;
 - iii. The Students' Union of the University of Calgary;
 - iv. Corporate partners and/or sponsors; and,
 - v. Other external organizations with whom the Association works.
 - f. Engage in a thorough transition and training period with their successor upon their election; and,
 - g. Fulfil any expanded duties as determined by a vote of the Association.
2. Meetings of the Executive Committee shall be held as often as may be required, but at least once every month. Meetings of the Executive Committee shall be called by at least 10 days' notice in writing or via telephone or at the discretion of the president to each member of the Executive Committee.
3. Special meetings of the Executive Committee shall be called upon receipt by the President of a written request from two or more members of the Association, detailing the reasons for the calling of the meeting. Special meetings of the Executive Committee shall be called by at least 5 days' notice in writing or via telephone to each member of the Executive Committee.
4. Any four members of the Executive Committee shall constitute a quorum of the Executive Committee, and meetings may be held without notice if a quorum is present. Where quorum is not constituted, any business conducted shall be null and void.

5. Additionally, all members of the Executive Committee shall:
 - a. Document all activities relevant to their roles in a comprehensive transition package;
 - b. Engage in a thorough transition and training period with their successor;
 - c. Fulfil any expanded duties as required within the Association policies;
 - d. Ensure the Association adheres to all Students' Union and University policies and procedures;
 - e. Provide mentorship to one or more Program Representatives/Councillors as part of an "executive mentorship" program, to provide guidance and direction for Councillors' duties within the Association; and,
 - f. Make themselves available to members of the Association to provide support, guidance and assistance as relevant to the Association's object.

II. PRESIDENT

6. The President shall:
 - a. Be the chief executive officer of the Association and Chairman of the Executive Committee;
 - b. Be ex-officio a member of all Committees within the Association;
 - c. Preside over and chair all 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;
 - d. Be responsible for the general management and supervision of the affairs of the Association;
 - e. Oversee the activities and objectives of the Association;
 - f. Ensure that the Association fulfills all Students' Union, the University of Calgary Clubs Committee requirements for registration; and,
 - g. Fulfil the position of one of two designated bookers with the Students' Union, the University of Calgary, alongside the Vice President, Events; and,
 - h. Represent Arts Students to the Faculty Council, alongside the Vice President Academic.

III. VICE PRESIDENT, ACADEMIC

7. The Vice President Academic shall:
 - a. Make themselves available to receive academic concerns from students within the Faculty of Arts;
 - b. Organize academic programming for the benefit of undergraduate students enrolled in the Faculty of Arts;

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- c. Work with the Vice-President Events to organise and execute an annual Arts Undergraduate Research Symposium;
- d. Liaise with the Faculty of Arts Administration, the Students' Union, and student organizations;
- e. Work closely with the Students' Unions Arts Representatives in assisting them with their advocacy work; and,
- f. Represent FASA within the Arts Faculty Council, alongside the President.

IV. VICE PRESIDENT COMMUNICATIONS

8. The Vice President Communications shall:
 - a. Develop an annual marketing and communications plan for the Association;
 - b. Maintain the online presence of the Association, including but not limited to a website and social media accounts;
 - c. Promote the Association, its events, and services to undergraduate students in the Faculty of Arts of the University of Calgary; and,
 - d. Oversee the design and production of promotional materials and use of the Association's branding materials.
9. The Vice President Communications shall:
 - a. Attend all meetings of the society and of the Executive Committee, and to keep accurate minutes of the same.
 - i. In case of the absence of the Vice President Communications, their duties shall be discharged by another member of the Executive Committee.
 - b. The Vice President Communications shall have charge of all the correspondence of the society and be under the direction of the President and the Board.
 - c. The Vice President Communications shall keep a record of all the members of the Association and their addresses and shall send notice of various meetings as required.
 - d. The Vice President Communications shall have custody and use of the Seal of the Association, which must be authenticated by the signature of the Vice President Communications and one other member of the Executive Committee.
10. Additionally, the Vice President Communications shall:
 - a. Manage the Association's "Street Team," to engage students in low-commitment community-oriented activities with the Association and the University community;

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- b. Provide oversight of the promotion and marketing of Association events and activities in partnership with the Vice President Events;

V. VICE PRESIDENT EVENTS

11. The Vice President, Events shall:
 - a. Be responsible for the organization and coordination of social, charitable, and athletic events for members of the Association and assist other Vice-Presidents with events in their portfolios;
 - b. Work with the Vice-President, Operations and Finance to establish budgets for Association events;
 - c. Work with the Vice-President Communications to promote Association events;
 - d. Work with the Vice-President, Operations and Finance to source sponsors and external funding for Association events;
 - e. Fulfil the position of one of two designated bookers with the Students' Union, alongside the President; and,
 - f. Create and chair ad-hoc committees for the purpose(s) of organizing Association events.

VI. TREASURER & VICE PRESIDENT OPERATIONS & FINANCE

13. The Treasurer & Vice President Operations and Finance shall:
 - a. Be responsible for the general management of the Arts Students' Lounge, the FASA Office and any spaces or physical assets of the Association;
 - b. Chair the Policy Review & Amendment Committee.
14. The Treasurer & Vice President Operations and Finance shall:
 - a. Receive all monies paid to the society and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch that the Executive Committee may order.
 - b. Properly account for the funds of the Association and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Executive Committee whenever requested and shall prepare for submission to the Annual General Meeting a statement, duly audited, of the financial position of the society and submit a copy of same to the Vice President Communications for the records of the society.
 - c. Create an annual budget plan for the Association and ensure Association expenditures align with this budget.
15. Additionally, the Treasurer & Vice President Operations and Finance shall:

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- a. Lead the nomination, selection and provision procedures of Association Awards, which shall be further defined and mandated in a separate policy, but including at minimum:
 - i. The Representative of the Year Award
 - ii. The Association Builder's Award(s)
 - iii. The Leon the Frog Award
- b. Ensure current and accurate records of the Association policies and financial status are readily available on the Association's website by collaborating with the Vice President Communications.

16. Additionally, the Treasurer & Vice President Operations and Finance shall:

- a. Be responsible in developing and executing sponsorship strategies;
- b. In cooperation with the Executive Committee, pursue funding, sponsorship, grants, gifts in kind, and other related opportunities for Association activities;
- c. Liaise with the Faculty of Arts administration in collaboration with the President;
- d. Work with the Vice-President Events to source funding and donations for charitable activities as needed; and,
- e. Ensure that the Association fulfills all Students' Union, the University of Calgary Clubs Committee requirements and guidelines for registration with the Union.

VII. TERMINATION

A member of the Executive Committee who wishes to resign from their position may do so by provision of two weeks' notice to the Council.

- a. Upon receipt of the Executive's intention to resign, the vacancy shall be filled by the procedures laid out in Article X of this policy.

17. If a member of the Executive Committee is to be terminated, it may only be for the reason(s) of:

- a. Misconduct per the Association's Code of Conduct, or for breach of any applicable Students' Union or University of Calgary policy or municipal, provincial or federal law(s); and/or,
- b. Prolonged and unexcused negligence of duty.

18. In the event that a member of the Executive Committee has failed to uphold the duties of their position or abide by the Code of Conduct and/or other applicable policies and legislation, their term in their Executive role and active membership in the Association may be terminated by:

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- i. Supermajority vote of the Executive Committee, with appeals to the Council
- ii. Supermajority vote of the Council

19. Upon the termination of the Executive's term, the role shall be filled as appropriate per Article X.

VIII. VACANCIES

20. Notwithstanding Articles X(21) and X(22), if a position on the Executive Committee becomes vacant within one month or less until the Annual General Meeting of the Association, the position will remain vacant until a new candidate can be duly elected at the Meeting.

21. In the event of the vacancy of the role of one of the Vice Presidents:

- a. The Executive Committee shall accept applications to the position for a period of two weeks ("the application period") from general members of the Association who are eligible for the position per the Elections Policy;
- b. After the end of the application period, the Executive Committee shall review all applications duly before interviewing and selecting:
 - i. If 1-3 applications are received: all candidates;
 - i. If 4-5 applications are received: 3 candidates;
 - ii. If 6-10 applications are received: 4 candidates;
 - iii. If 11+ applications are received: 5 candidates.
- c. Upon the conclusion of the interview and selection process of Article X(21)(b), the Executive Committee shall vote for one of the selected candidates. The candidate receiving the highest number of votes from the Executive Committee shall assume the vacant Vice President role until the next Annual General Meeting of the Association.

22. In the event of a vacancy of the role of President:

- a. The Executive Committee shall accept applications to the position for a period of two weeks ("the application period") from general members of the Association who are eligible for the position per the Elections Policy;
- b. After the end of the application period, the Executive Committee shall review all applications duly before interviewing and selecting:
 - i. If 1-3 applications are received: all candidates
 - ii. If 4-5 applications are received: 3 candidates

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- iii. If 6-10 applications are received: 4 candidates
- iv. If 11+ applications are received: 5 candidates
- c. Upon the conclusion of the interview and selection process of Article X(22)(b), the Executive Committee shall announce the selected candidates to the Council, who in a Special Meeting called as needed shall vote for one of the candidates.
- d. The Executive Committee shall abstain from this vote, except in the event of a tie.
- e. The candidate receiving the highest number of votes from the Council shall assume the role of the President of the Association until the next Annual General Meeting of the Association, when a new election shall be held for all members of the Executive Committee.

IX. AMENDMENTS

23. This policy may be amended by recommendation of the Policy Review and Amendment Committee to the Council who shall vote on any such recommendations. A record of any amendments made to this policy will be kept by the Vice President Communications in an appendix to this document.