Executive Committee Terms of Reference

UNIVERSITY OF CALGARY FACULTY OF ARTS STUDENTS' ASSOCIATION

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LAST AMENDED: October 21, 2026

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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.

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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;
f) [The Treasurer & Vice President, Finance; and,
g) The Vice President, Operations & Policy.]

(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* [seven] *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 10, *the electoral*

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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

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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.

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Duties

Executive Committee

13 (1) 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 (1) 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;
d) Attend all meetings of the Council and report at the same on their activities, as pertaining to the roles and responsibilities below;
e) Ensure their roles are read and understood before taking on their responsibilities in their term; and

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f) Refrain from using any form of artificial intelligence when coming up with, composing or editing any form of content relevant to the functioning, or promotion of the organization, as outlined in section 3(1)(e) of the Code of Conduct.

President

15 (1) 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.

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Vice President Academic

16 (1) 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.

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Secretary & Vice President Communications

17 (1) 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 (1) The Vice President Communications shall:

a) Develop marketing and communications plans for Association events or activities, as needed;

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b) Maintain the Association's online presence including but not limited to:
   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 (1) 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

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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 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 (1) 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 & Policy, ensure the

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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 Finance

21 (1) The Treasurer & Vice President Finance shall be referred to simply as the "Vice President Finance," but shall fulfil all required duties of the Treasurer as outlined in the Association Bylaw, including:

a) The Treasurer & [Vice President 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 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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22 (1) The Vice President Finance shall:

a) Provide ad-hoc advising and support to the Applications & Grant Development Committee on fundraising, sponsorship or other financial initiatives;
b) Co-chair the Policy Review and Amendment Committee;
c) 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;
d) Ensure any expenses paid on behalf of the Association by its members are reimbursed properly and promptly; and
e) 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.

Vice President Operations & Policy

23 (1) The Vice President Operations & Policy 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) Co-chair the Policy Review and Amendment Committee;
d) 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);

iii) The Leon the Frog Award.

e) Alongside the Vice President Communications, be responsible for the sending and receiving of any physical/postal mail of the Association; and,

f) Alongside the Vice President External, ensure the Association meets all requirements for:

iv) Its registration as a Registered Student Organization ("Club") with the University of Calgary Students' Union under the SU's Clubs Manual; and,

v) Its incorporation as a Society under the Alberta *Societies Act*.

Procedures

Meeting Procedures

24 (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.

25 (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

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(3) Additional meetings may be called by the Chair as needed, with at least one week's notice to all members.

26 (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.

27 (1) Quorum for meetings of the Executive Committee shall be four members.

Voting Procedures

28 (1) Each member of the Committee has one vote, including the Chair.

(2) In the event of a tie, the motion is defeated.

29 (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

30 (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

31 (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.

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Directors' Roles & Responsibilities

32 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.*

33 (1) Directors' role(s) may vary depending on the hiring Executive's portfolio of work, the number of directors hired, etc.

(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.

34 (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.

35 (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.

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(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.

36 (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.

37 (1) Directors must abide by the Association Bylaw and all other Association policies.

(2) Directors must execute the role(s) and responsibilities as outlined at the time of their appointment.

38 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

39 (1) Directors may be appointed by an Executive to support the roles and responsibilities of the same.

(2) Executives may appoint Directors as required.

40 (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.

41 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

42 (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;
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.

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Review

43 (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.

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[Appendix A]: Common Directorship Positions

Office of the President

Director of Strategic Planning

The Strategic Planning Team will work directly under the portfolio of the President in support of the President's role in strategic planning. This includes:

- Support the president;
- To partake in the strategic planning process in its entirety and to completion;
- Consult various stakeholders including but not limited to Arts students, department clubs, UCalgary offices and units, and alumni;
- To present the document to council and familiarize them at training or first FASA council,
- To adjust the strategic plan based on feedback from the council at the end of year; and,
- The committee chair or designate will regularly make oral reports on the committee's activities to the Council.

Director of Internal Affairs

The Internal Affairs Team will work directly under the portfolio of the President in support of the Executive Committee's roles in internal affairs. This includes:

- Assisting the Executive Committee with administrative functions and duties as requested;

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- Assisting the Executive Committee in communicating with and receiving concerns from Council members;
- Placing Councillors' written reports in Agenda Meeting Minutes;
- Assisting Executive Committee members with communications and organizing meetings as requested; and,
- Assisting the President, Vice President Operations and Finance, and Vice President Communications in organizing, updating and maintaining Association records

Vice President Academic Portfolio

Academic Programming & Events

- **Director**
- **Associate Directors (2 positions)**

The Programming & Events Team will work directly under the portfolio of the Vice President, Academic in support of the development of engaging student programming that supports Arts students' professional and academic success. This may include:

- Attending all meetings of the Academic Committee, including the VP Academic, Directors, and Associate Directors.
- Attending Executive Council meetings when requested or available.
- Leading the planning and execution of the annual Alumni Panel and Arts Undergraduate Research Symposium (AURS), including:
    - Reviewing and updating research submission and judging criteria.
    - Recruiting and coordinating presenters.
    - Recruiting and managing judges.

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    - Recruiting alumni and guest speakers.
    - Coordinating event logistics, volunteer management, and attendee engagement.
- Planning and executing additional academic initiatives, such as the mentorship program, workshops, presentation nights, office hours, and other professional development sessions.
- Working collaboratively with the Advocacy & Outreach Team on shared initiatives.

Academic Advocacy & Outreach

- **Director**
- **Associate Directors (2 positions)**

The Advocacy & Outreach Team will work directly under the portfolio of the Vice President, Academic in support of strengthening relationships with students and faculty, while promoting academic resources and advocating for student's needs. This may include:

- Attending all meetings of the Academic Committee, including the VP Academic, Directors, and Associate Directors.
- Attending Executive Council meetings when requested or available.
- Leading the planning, publication, and promotion of *The Undergraduate Scholar*, FASA's undergraduate research journal, including:
    - Reviewing submission criteria.
    - Coordinating the paper review process.
    - Collaborating with faculty members and reviewers.
    - Promoting submissions through classroom presentations, D2L announcements, and social media.

    - Coordinating publication and distribution.
- Help manage FASA's mentorship program, including recruitment, application review, mentor-mentee matching, and program evaluation.
- Building relationships with Faculty of Arts departments, professors, student organizations, and campus partners.
- Connecting students with academic advising, degree planning resources, wellness initiatives, and other campus supports.
- Working collaboratively with the Programming & Events Team on shared initiatives.

Vice President Communications Portfolio

Photography

- **Director**
- **Associate Director**

The Photography Team 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,

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Communications; and,

- 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.

Media Content

- **Director**
- **Associate Director**

The Media Content Team 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;
- Assisting with graphic design needs as needed at the direction of the Vice President, Communications; and,
- Collaborating with other Council members and organizations to support communications needs as directed by the Vice President, Communications.

Communications and Publications

- **Director**
- **Associate Director**

The Communications and Publications Team will work directly under the portfolio of the Vice President, Communications in support of their role creating and editing the association's written communications and publications. This includes:

- Assisting the Vice President, Communications with drafting newsletters, official announcements and other written communications on behalf of the Association;
- Support the development, editing, and proofreading of written content
- Collaborate with the Media Content Directors for promotion on social media channels;
- Support the creation and distribution of the FASA newsletter and other recurring publications, and,
- Working collaboratively with the Vice President, Communications to develop messaging strategies and communications plans for the Association and its initiatives.

Website

- **Director**
- **Associate Director**

The Website Team will work directly under the portfolio of the Vice President Communications in support of their role in managing the FASA and website. This includes:

- Maintain and update the FASA website, ensuring all content remains current, accurate, and accessible.
- Coordinate with members of Council to publish and update information, resources, and materials relevant to the association and its initiatives.
- Support the ongoing development and organization of the website to enhance the student experience and maintain a consistent visual identity.
- Ensure that digital content published on the website aligns with the association's branding, communication standards, and strategic priorities.
- Collaborate with the Vice President Communications to identify opportunities for improving the website's functionality, organization, and user experience.

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NOTE: Those interested in the role must be available for the full term and should have some knowledge of website design.

Vice President Events Portfolio

Director of Inventory

The director of inventory will work directly under the portfolio of the Vice President, Events in support of researching and procuring resources required for events hosted by FASA. This includes:

- Research where resources (catering, venue, decor) can be found and bought for greatest value, adhering to the budget outlined by VP Finance
- Making the trips to purchase said resources with VP Events,
- Attend team meetings, assist in general planning, as well as set-up/tear down and execution of FASA events.

Director of Event Resources

The director of event design will work directly under the portfolio of the Vice President, Events in support of designing and creating any required resources to prepare for events. This includes:

- Assisting VP events in creating slide decks to meet the unique requirements and goals of any event.
- Assisting VP Comms with the design and creation of Posters and other promotional material.
- Any digitally designed decor such as table numbers, QR codes, food labels, etc.
- Attend team meetings, assist in general planning, as well as set-up/tear down and execution of FASA events.

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Director of Event Logistics

The director of event design will work directly under the portfolio of the Vice President, Events in support of researching technical requirements behind an event. This includes:

- Assisting in the research of venues and caterers with a focus on student convenience and value pricing.
- Research regarding any ambiguous policy behind an event (ie, licensing requirements, first aid requirements, etc)
- Attend team meetings, assist in general planning, as well as set-up/tear down and execution of FASA events

Student Engagement

- **Director**
- **Associate Director (2 positions)**

The Student Engagement Team 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
- Attend team meetings, assist in general planning, as well as set-up/tear down and execution of FASA events.

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Vice President External Portfolio

Director of Partnerships & Sponsorships

Responsibilities:

- Secure sponsorships and external funding opportunities.
- Develop and maintain relationships with sponsors and community partners.
- Create sponsorship packages and assist with fundraising initiatives.
- Represent the organization at networking and external events.

Director of Community Engagement

Responsibilities:

- Lead the volunteer committee and coordinate volunteer recruitment and engagement.
- Build relationships with community organizations and external partners.
- Organize community service initiatives and outreach programs.
- Promote scholarship opportunities and connect members with external resources.

Director of Club Relations

Responsibilities:

- Build relationships with student clubs and organizations.
- Reach out to clubs for recommendations, referrals, and potential collaborations.
- Coordinate joint events and cross-club initiatives.
- Maintain communication with partner organizations and support external promotions.

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Vice President Finance

Auditing Team

- **Director**
- **Associate Director (2 positions)**

  The auditor will work directly with the Vice President of Finance to:
  - Inspect the Association's financial accounts to ensure they are in order and comply with the bylaws;
  - Examine financial records, procedures, and policies to determine whether FASA is properly accounting for its transactions and assets;
  - Recommend ways to improve internal controls to prevent errors in accounting records;
  - Account for short- and long-term projects, sponsorships, or donations (in collaboration with directors of sponsorship); and
  - Examine the effectiveness of FASA's internal reporting procedure and identify any instances of fraudulent reporting.
- The Auditor must gain general understanding of the financial policy in the following University of Calgary's Students' Union documents:
  - SU Registered Clubs Policy; and
  - SU Registered Clubs Funding and Services Procedure.
- Must have the ability to:
  - Delegate tasks to associate directors; and
  - Act as the supervisor in the absence of the VP Finance.
- The Director must report to the VP Finance in all cases when representing the VP in their absence.

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Director of Funding and Budgeting

- The Director of Funding and Budgeting will work closely with the Vice President of Finance to:
    - Draft and propose a strong budget to present to the Faculty of Arts Associate Dean(s); and
    - Establish a strong relationship with said Faculty members.
- The Director will work with the VP Finance and the other executive teams regarding costs needed for programming and initiatives.
- The Director must:
    - Represent the VP Finance in their absence; and
    - Communicate with other Executive Committee members regarding event/program budgeting in the absence of the VP Finance.
- The Director must report to the VP Finance when representing the VP in their absence.

Associate Director of Funding and Budgeting

- Assist the Director of Funding and Budgeting with any needs regarding their responsibilities.
- The Associate Director will work directly with the Director of Partnerships and Sponsorships 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; and,

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- Working alongside the VP Finance to maintain the Association's charitable status, if/as delegated by the Vice President External.

Vice President Operations Portfolio

Deputy of Operations

The Deputy Director of Operations is the VP Ops' right-hand, providing flexible support across all portfolios and committees. This role is for someone who enjoys variety, likes staying organized, and wants to get a broad view of how student organizations run.

Responsibilities include, but are not limited to:

- Acting as the VP Ops' designee when the VP is unavailable, including overseeing the smooth operation of the Arts Lounge and ensuring committee members are meeting their responsibilities;
- Ensuring the Arts Lounge remains in good working order, proactively identifying issues and, if necessary, communicating with the Arts Lounge Engagement Director and/or Equity, Diversity, and Inclusion Director to address them;
- Collaborating with the Arts Lounge Committee to ensure the Arts Lounge space is well-maintained;
- Supporting email correspondence, building and maintaining relationships for funding, and tracking important communications;

Arts Student Lounge Engagement

- **Director**
- **Associate Director (2 positions)**

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The Arts Lounge Engagement Team oversees the day-to-day operations of the Arts Lounge, including booking approvals, food pantry restocking, and lounge upkeep. This role also supports community-building initiatives such as the Belonging Wall, mural project, and Community Care Station. The Director ensures the lounge remains a clean, welcoming, functional, and inclusive space for all Arts students.

Responsibilities include, but are not limited to:

- Managing Arts Lounge booking approvals and inquiries, ensuring a response time of 2 days or less;
- Overseeing the Community Care Station, including restocking food, hygiene products, and study supplies;
- Supporting community-building initiatives like the Belonging Wall, mural project, and other Arts Lounge events;
- Enforcing Arts Lounge guidelines, including ensuring the space is left in proper condition and addressing any violations with clubs and students;
- Checking the lounge regularly to ensure it is maintained and that all equipment is working well, reporting any issues to the VP Ops and/or University Facilities;
- Collaborating with the VP Communications Director to ensure the Arts Lounge page on the FASA website is up to date with booking information, guidelines, and resources;

Equity, Diversity, and Inclusion (EDI)

- **Director**
- **Associate Director**

The EDI Directors lead equity, diversity, inclusion, and belonging initiatives for FASA,

working with the VP Ops to ensure the Arts Lounge and FASA policies are inclusive, accessible, and welcoming to all students. This role involves conducting an accessibility audit, leading the Belonging Wall project, and ensuring that FASA spaces and policies reflect the diversity of the Faculty of Arts community.

Responsibilities include, but are not limited to:

- Working collaboratively with the VP Ops to conduct an accessibility audit of the Arts Lounge and recommend improvements to physical accessibility, sensory comfort, and inclusivity;
- Leading the development and implementation of the Belonging Wall, a space for students to share messages, celebrate achievements, and build community;
- Fostering collaboration with equity-seeking communities and partner organizations, including the QCentre, Women's Resource Centre, and Queers on Campus, to get resources to the Arts Lounge;
- Building meaningful and respectful relationships with internal teams and external organizations focused on empowering marginalized groups;
- Advising on initiatives that promote belonging, inclusion, and accessibility for all Arts students;
- Serving as Vice Chair of the Equity, Diversity, and Inclusion Committee;
- Assisting the VP Ops in their role as Chair of the Equity, Diversity, and Inclusion Committee.