



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

**Office of the Speakers**  
Bureau de Présidents du Conseil

### **Motion Regarding Executive Officers' Contract & Job Descriptions**

*Whereas*, SSMU Executives report directly to the SSMU Legislative Council,

*Whereas*, the descriptions of Executive Officers' duties in the Constitution provide only a general outline of each Officer's responsibilities,

*Whereas*, Executives do not currently have contracts or job descriptions detailing their responsibilities,

*Whereas*, both contracts and job descriptions can help inform the student body what precisely their elected representatives do, which in turn will help Councillors in particular and the student body in general hold Executives accountable,

*Whereas*, potential candidates for the 2012-2013 Executive may benefit from a more detailed description of each portfolio,

*Whereas*, the appended contract was developed in consultation with the SSMU's legal counsel, General Manager, and Human Resources Advisor,

*Whereas*, the appended job descriptions were developed in conjunction with the General Manager and Human Resources Advisor,

*Resolved*, the appended contract be adopted and the General Manager be responsible for ensuring all new Executives are provided with a copy to sign before taking office,

*Resolved*, the appended job descriptions be adopted, publicized, and posted on the SSMU website,

*Resolved*, that the Executive Committee shall conduct a further review of these job descriptions near the end of the Winter semester.

Moved by:

Emily Yee Clare, VP University Affairs

Carol Fraser, VP Clubs & Services

Maggie Knight, President

Shyam Patel, VP Finance & Operations

Joël Pedneault, VP External

Todd Plummer, VP Internal



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## EXECUTIVE CONTRACT

DATE

NAME

ADDRESS

### **Re: Employment as President of the Students' Society of McGill University (the "SSMU")**

Dear NAME,

This letter confirms that you have been elected POSITION of SSMU (the "Executive") by the members of the SSMU. Consequently, the SSMU hereby agrees to employ you as an Executive under the following terms and conditions:

1) **Term**

Subject to the other provisions of this letter, pursuant to your election for a mandate of one year by the SSMU members, the SSMU will employ you as Executive for a determinate term commencing as of June 1<sup>st</sup>, 2011 and terminating May 31<sup>st</sup>, 2012 (the "Term").

2) **Functions and responsibilities**

Your functions and responsibilities are those set forth in the Job Description attached hereto and which you acknowledged having reviewed, signed and accepted.

The hours of work will include office hours, working at night and during the week-ends as required. The hours of work are on average 60 hours per week.

As Executive, you will have to attend with punctuality the Executive Committee, SSMU Legislative Council and applicable Council Committees.

3) **Compensation**

The SSMU will pay you during the Term an annual salary of \$27,915.00, payable every second week, the whole subject to the usual deductions and withholdings under applicable law and in conformity with the administrative practices current at the SSMU.

Additionally, you will receive an Executive training for the period of May 1<sup>st</sup>, 2011 until May 31<sup>st</sup>, 2011 (the "Training"). As compensation for the Training, the SSMU will pay you an amount of \$1,400.00 as compensation from May 1<sup>st</sup>, 2011 until May 31<sup>st</sup>, 2011, representing 35 hours of training per week for 4 weeks, or a total of 140 hours.

As an Executive, you have the right to a maximum of three (3) calendar weeks of vacation in addition to the time off when the SSMU office is closed during the Holiday period. You agree that your annual vacation entitlement will not carry-over from year to year. Vacation weeks must be approved in advance. If supplementary vacations are desired, an approval from the Executive Committee and Council will be necessary.



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By law, employers are required to disburse a minimum of 4% of the salary as vacation allowance. SSMU offers 6% instead and this allowance is paid every second week along with your regular salary.

The SSMU will maintain, at its expense, directors and officers liability insurance coverage applicable to the Executive.

The SSMU will reimburse the Executive for any reasonable work-related expenses provided that the Executive submits to the SSMU an itemized written account and receipts acceptable to the SSMU within thirty (30) days after said expenses have been incurred.

5) **Acceptance and Conduct**

In carrying out your functions and responsibilities as an Executive during the Term you shall:

- (1) report to the Board of Directors and the Legislative Council of the SSMU;
- (2) devote the whole of your working time, attention and skill to your duties and use your best efforts to promote the interests of the SSMU;
- (3) act at all times during the course of your employment with diligence, loyalty and honesty in accordance with your good judgement and the best of your knowledge and abilities;
- (4) not undertake the pursuant of, or engage in, any employment or business-like activity which is in conflict with your role as an Executive;
- (5) at all times adhere to applicable laws, rules, regulations and policies (including, for clarity, the SSMU Constitution and By-Laws) which are now or may hereafter be established by the SSMU for the conducts of its directors, officers and employees and the avoidance of conflicts of interest;
- (6) uphold the confidentiality of SSMU's affairs;
- (7) not to use SSMU for your own benefit or use the information to you received as an Executive for own benefit during the Term and for a period of three (3) years following the end of the Term.

Failure to follow the principles, rules and regulations listed above will result in measures up to a discharge taken by the Council and the Executive Committee.

6) **Termination**

The Legislative Council of the SSMU will refer to the Constitution and By-Laws to terminate the mandate of the Executive, where applicable. If the Executive wishes to terminate the mandate, three (3) weeks notice must be given in writing to the SSMU.

Upon termination of employment, you will remit all of the SSMU's property in your possession to the SSMU, including but not limited to, any material whatsoever and any information whatsoever whether written, printed, saved in electronic format, taped, computerized or otherwise kept, and any copy or reproduction of such material that you have in your possession or under your control and which pertains or relates, in any manner whatsoever, the your employment with the SSMU.



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Should the above be acceptable to you, kindly sign a copy of the present letter, signifying your acceptance of the terms and conditions contained herein and in your job description.

Yours truly,

---

Marie-Elaine Reid  
Human Resources Advisor  
Students' Society of McGill University

c.c.: Pauline Gervais, General Manager  
Monique Bélanger, Payroll

**ACCEPTANCE:**

I, \_\_\_\_\_, the undersigned, understand, accept and agree to the terms and conditions contained herein.

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NAME

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DATE



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## CONFIDENTIALITY AGREEMENT

DATE

To the Students' Society of McGill University:

I, the undersigned \_\_\_\_\_, having been elected to the position of \_\_\_\_\_, do hereby undertake and agree to respect and uphold the confidentiality of information provided to me in connection with the affairs of the SSMU.

In the event that I breach any part of this agreement, I shall resign my position forthwith and if any monetary damages are caused or occasioned as a result of my breach of confidentiality, I shall pay all costs or expenses related thereto.

Signature:

\_\_\_\_\_

Witness Signature:

\_\_\_\_\_

Witness Name (printed):

\_\_\_\_\_

Date: \_\_\_\_\_



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## JOB DESCRIPTION

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**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, including the Secretary General, Speaker(s) of Council, Environment Commissioners, Green Building Coordinator, and Green Events Coordinator.
- 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 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, By-Laws, and Policies;
- 3) To call the meetings of the Legislative Council;
- 4) To designate a chair for all meetings of the Executive Committee (the President or other Executive Officer) and to chair all meetings of the Steering Committee, 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, Athletics 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 serve as immediate oversight for and 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);
- 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, General Assembly, Elections 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 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



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- 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. 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 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 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

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**POSITION TITLE:** Vice President (Clubs & Services)      **CATEGORY:** Executive Officer

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

### POSITION SUMMARY:

*The Vice President (Clubs and Services) of the Students' Society of McGill University is the point person for all internal relations between the Society and its clubs, services and publications.*

*Their main duties include: communicating all policies and procedures to the clubs and services, discussing budget submissions of all clubs, services and the student handbook publication, and providing activities, events and support to all clubs and services to enhance the well-being of the groups. Along with the internal support, the Vice President (Clubs & Services) must also maintain relations with all independent student groups (excluding Faculty associations) and manage the use and upkeep of the William Shatner University Centre.*

### GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (Clubs & Services);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Clubs & Services);
- 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 (Clubs & Services), including but not limited to the Handbook Editors, Interest Group Coordinator, Advanced Room Bookings Coordinator, Activities Night Coordinator, Culture Shock Coordinator, and Clubs Website Designer.
- 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 & Representation**

- 1) To coordinate and/or oversee the Interest Group Committee, Building/Operations Committee, and other Council committees as required and report on their business to the Legislative Council;
- 2) To work with the McGill Administration, including the Deputy Provost (Student Life and Learning), the Director of Services for Students, and the Director of Campus Planning, on a regular basis, to ensure:
  - a. That students' needs and desires for student services are met;
  - b. That students are being broadly consulted on issues of campus planning and space;

### **Clubs, Services, & Independent Student Groups**

- 3) To act as the point-person between the Society and its Clubs by:
  - a. Supporting the Interest Group Coordinator in reviewing and approving new club applications;
  - b. Communicating the policies and procedures of the Society, financial and otherwise, to the clubs, in an engaging, efficient and respectful manner;
  - c. Providing activities, events and support services to enhance the overall success and well-being of the Society's Clubs and Services, including Activities Night and clubs executive training workshops;
  - d. Attending the meetings of the Interest Group Committee, and contributing to projects which further support the activities of the Society's clubs;
- 4) To act as the point-person between the Society and its Services by:
  - a. Communicating the policies and procedures of the Society, financial and otherwise, to the Services, in an engaging, efficient and respectful manner;
  - b. Meeting, on a consistent basis, with either the Executive Officers or the collective members of the Society's Services to discuss their budget needs and allocations;
  - c. Providing activities, events and support services to enhance the overall success and well-being of the Society's Services, including Activities Night and Services executive/collective member training workshops;
  - d. Supporting the Services of the Society in fulfilling their social, political and environmental mandates and reaching out to as many members of the Society as possible;
- 5) To support Independent Student Groups on campus (not including Faculty associations) by:
  - a. Supporting the proliferation of information which encourages students to make an informed choice as about opting in to fee-leivies that support such groups,
  - b. Liaising with the McGill Administration regarding supporting student life on campus;
  - c. Raising awareness of Independent Student Groups on campus and collaborating on events that reach out to the student population;

### **Building**

- 6) To manage, in cooperation with the General Manager, the use of the William Shatner University Centre, while:
  - a. Allocating office and locker space for clubs and services on a yearly (and sometimes semesterly) basis;
  - b. Upholding the Society's commitment to leadership in sustainability and social equity in any project undertaken in the building;

### **Administration**

- 7) To oversee the planning and submission of the VP Clubs & Services and Culture Shock budgets;
- 8) To oversee all Services' budgets;
- 9) To act as a signing officer for all Services' cheque requests and purchase orders.



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#### **WORK COMPLEXITIES:**

- 1) **Decision-making:** Decision-making is generally involved in the day-to-day as well as long-term functioning of support services for clubs and services, as well as the upkeep and development of the William Shatner University Centre. Some of these decisions have political and constitutional impact. To effectively make decisions constant consultation and communication with clubs and services is necessary, as well as with over a dozen support staff.
- 2) **Impact of decisions:** Decisions have a strong impact on the direction of student life on campus, as well as the use of the William Shatner University Centre by thousands of students. Decisions will impact relations with student groups, SSMU staff, 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:** The workload is often administrative and bureaucratic, as many questions are fielded to the Vice President (Clubs and Services) by email. Projects take a long time to be completed and must go through many bureaucratic hoops. The distinctions between social, personal and work-related activities blur as the term of office develops. Political and interpersonal feuds on campus periodically erupt and the Vice President (Clubs and Services) is often a key mediator in these conflicts. Must maintain a fair and open-minded demeanor even in difficult situations.
- 4) **Contacts:** Constant contact is made with the Executive Committee, SSMU staff, and services and, to a much lesser extent, the clubs. 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.

#### **WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Work on average 50 hours a week during the academic year, up to seventy (70) hours per week, including some weekends.

#### **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 (Clubs and Services) portfolio, for example as a club executive, a service employee or group collective member, or a member of the Interest Group Committee or Legislative Council of the Society. 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:** 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.



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**CONFIDENTIALITY:**

It is understood that the Vice President (Clubs and Services) 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

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**POSITION TITLE:** Vice-President External **CATEGORY:** Executive Officer

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

### POSITION SUMMARY:

*The Vice-President (External) is the executive officer in charge of coordinating the SSMU's relations with various levels of government, with other student associations, with civil society groups, with campus labour unions. In addition, the Vice-President (External) is responsible for the Society's political campaigns and mobilization efforts.*

### GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice-President (External);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice-President (External);
- 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 (External), including the Political Campaigns Coordinator and Community Affairs Coordinator.
- 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, Communications, & Mobilization**

- 1) Coordinate meetings of the External Affairs Committee, the Community Engagement Committee, and other relevant committees falling under the portfolio, and provide reports of their business to the Legislative Council;
- 2) Communicate to Council relevant external issues which may significantly affect McGill University or its students;
- 3) Maintain relations with campus labour unions, and participate in campus inter-union meetings;
- 4) Maintain information tools (websites, flyers, etc.) on issues of interest to students, especially in the area of post-secondary education policy;
- 5) Keep abreast of, and organize McGill student participation in, local, national or international campaigns aiming for accessible, quality, post-secondary education;



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- 6) Provide material, logistical and organizational support for students organizing campaigns which further the objectives, goals and policies of the Society with respect to social and environmental issues;

#### **External Affairs & Representation**

- 7) Represent the Society and communicate positions and policies taken by the Society to external bodies and agencies;
- 8) Lobby federal, provincial, and municipal governments to further the objectives, goals and policies of the Society;
- 9) Attend meetings of relevant local, provincial, national or international student organizations, including but not limited to those of which SSMU is a member;
- 10) Act as the Society's primary spokesperson on issues of government policy vis-a-vis campus and major media sources;

#### **Community Affairs**

- 11) Organize events and awareness campaigns for and relating to the off-campus McGill community, especially in the Milton-Parc neighbourhood and in other neighbourhoods affected by the presence of McGill students;
- 12) Encourage students to get involved in their communities off-campus, integrate into Montreal, and act as good neighbours.

#### **Administration**

- 13) To oversee the planning and submission of the VP External, Community Relations, Campaigns, External Affairs, and Charity Fund budgets.

#### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision making is generally, but not exclusively, involved in the areas of political action and media relations. The content of decisions is often related to highly contentious spheres of political action, thus requiring tact and good judgment, as well as an ability to clearly and convincingly convey certain political stances.
- 2) Impact of decisions: Decisions may have an impact on the Society's ability to create and maintain relations with, or influence, a diversity of actors (governmental, institutional, media, community groups), as well as its ability to mobilize students now and in the future around specific campaigns.
- 3) Difficulties: The nature of this position requires that the executive be often off-campus or out of the office, thus posing challenges in terms of collaborating with the rest of the Executive team. It can be challenging to connect McGill students to the broader Quebec student movement, particularly given the large number of non-Quebecker students and the language barrier for Anglophone students.
- 4) Contacts: Constant contact is made with the Executive Committee, the Legislative Council, elected representatives of local and supra-local student associations, representatives from civil society groups and organizations, and campus representatives in order to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact with campus representatives, student activists, civil society members and journalists as required.

#### **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.
- 3) Frequent presence off campus, often during the weekend is required. This may include participation in meetings, round tables, congresses and demonstrations.



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**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 external affairs portfolio. Group and team-leading experience is a prerequisite. Experience developing peer-education strategies and materials is preferable.
- 3) Manual skills: ability to work in a Windows PC as well as Macintosh environment; knowledge of Microsoft Word, Excel, and Powerpoint; knowledge of Wordpress and social media. Some understanding of graphic design software such as Photoshop and InDesign can be an asset.
- 4) Dependability, integrity, good planning skills, interpersonal skills, analytical ability and organizational skills and accuracy.
- 5) Good written and oral communication skills in both English and French are crucial, given the frequent nature of contacts outside the organization. Experience facilitating bilingual environments, providing whisper translation, and translating time-sensitive event notices and media releases is an asset.

**CONFIDENTIALITY:**

It is understood that the Vice President (External) 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

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**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, Mini-Courses Supervisor and Managers, and the student Junior Clerk(s);
- 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 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, Finance 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;



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- 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, 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;
- 12) To sit on the Gerts Bar Administration Committee and Accounting Administration Committee;
- 13) To work in conjunction with ASEQ, the Student Health & Dental Program, to inform students about the coverage plan.
- 14) To oversee the planning and submission of the VP Finance & Operations, Book Bazaar/Marketplace, .

#### **WORK COMPLEXITIES:**

- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.



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

**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 the finance and operations management 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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## JOB DESCRIPTION

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**POSITION TITLE:** Vice-President Internal **CATEGORY:** Executive Officer

**IMMEDIATE SUPERVISOR:** Legislative Council **ADOPTED:** Nov. 24, 2011

### POSITION SUMMARY:

*The Vice President (Internal) is the chief programming and communications officer of the Society. They are responsible for establishing a sense of rapport with the membership, in a way which complements the work of the other Executive Portfolios.*

*The Vice President (Internal) is ultimately responsible for fostering a sense of McGill identity and community, through a portfolio of events and a communications strategy which engage the student body. The Vice President (Internal) is charged with discovering new ways of not only how the Membership can get involved with the Society, but also with how the Society can be more responsive to the Membership's needs and desires.*

*Their main duties include: event-planning which engages and promotes the well-being of the Membership, and overseeing all internal communications between the Society and its members.*

### GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (Internal);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Internal);
- 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 (Internal), including the translators, graphic designers, Creative Marketing Manager, Frosh coordinators, Old McGill yearbook staff, photographer, 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**



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- 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, 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.

### **Communications**

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



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## JOB DESCRIPTION

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**POSITION TITLE:** Vice President (University Affairs)      **CATEGORY:** Executive Officer

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

### POSITION SUMMARY:

*The Vice President (University Affairs) of the Students' Society of McGill University maintains relations between the Society and all levels of government at McGill University. Through the activities of Senate Caucus, Council, student Senators and student members of University committees, the VP (University Affairs) manages the representation of Society members at various levels of University government.*

*The VP (University Affairs) coordinates representation on all committees and subcommittees of Senate as well as on University selection committees for Deans and Directors of Faculties and Schools, senior administrators and University representatives.*

### GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (University Affairs);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (University Affairs);
- 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 (University Affairs), including the University Affairs Secretary General, Academic Research Commissioner, Equity Commissioner, Equity Outreach Officer, Library Improvement Fund Coordinator, and Social Justice Days Coordinator.
- 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, Research, & Equity**

- 1) To coordinate and/or oversee the Equity Committee, Library Improvement Fund Committee, Awards of Distinction Selection Committee, and Queer McGill Undergraduate Fund Selection Committee, and provide reports of their business to Council.
- 2) To serve as an Equity Officer in the investigation of equity complaints throughout the duration of the VP (University Affairs)'s term;
- 3) To consult with and assess the needs of all different student constituencies;



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- 4) To organize and implement a yearly forums discussing different issues germane to the VP (University Affairs)'s portfolio, such as undergraduate research, consultation, etc.;
- 5) To coordinate student research on various topics germane to the Society's political and service oriented functions;

#### **Representation & Campus Relations**

- 6) Outreach to various Society and University services and organisations, for example, the First Year Office, Service Point, First People's House, Off Campus Fellows Program, Queer McGill, etc.;
- 7) To serve on the Senate of McGill University, in addition to its respective and relevant committees, including but not limited to Senate Nominating Committee and Senate Steering Committee;
- 8) To support the Undergraduate Senators in fulfilling their mandates and responsibilities;
- 9) To serve as chair and member of the SSMU Senate Caucus;
- 10) To coordinate and participate in all negotiations between the administration of McGill University and the Society, in partnership with the President;

#### **Administration**

- 11) To oversee the planning and submission of the budgets for the VP (University Affairs), Research and University Relations, Awards of Distinction, Equity, and Social Justice Days.

#### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision making is generally, but not exclusively, involved in the areas of strategy and organization of Senators and Student Representatives on University Committees, visioning of the Society, coordination of the committee appointments, student research projects, and administration of relations with the University. 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 throughout campus. Decisions 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 the University administration, as well as student groups and students at large. 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 of Student Senators 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 association management, student politics, representation, negotiation, equity, sustainability, business administration, and team-leading.
- 4) Contacts: Constant contact is made with the Executive Committee, 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, McGill Administration, 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.

#### **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.



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- 2) Experience: some level of experience working with the Society, preferably in a position related to the Vice President (University Affairs) portfolio, for example, as a Student Senator, student employee, or member of the Legislative Council of the Society. Group and team-leading experience is a prerequisite.
- 3) Manual skills: ability to work in a Windows PC environment, knowledge of Microsoft Word, Excel, and PowerPoint.
- 4) Dependability, integrity, good planning skills, interpersonal skills, analytical ability and some 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 Vice President (University Affairs) 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.