



King's University College Students' Council

EXECUTIVE TERMS OF REFERENCE

EFFECTIVE	April 6 2024	SUPERSEDES	Nov 23 2014
AUTHORITY	Board of Directors	RATIFIED BY	General Council

MANDATE

The KUCSC Executive Council forms the leadership core of the KUCSC. The Executive Council and Executive members must act in a manner consistent with this fact: working diligently, transparently, and with accountability.

Related

- By Law #1
- Attendance Policy

SCOPE

- This document articulates the rights and responsibilities that come with holding an Executive position within the KUCSC.

GENERAL

1. All members of the Executive shall act in accordance with the all KUCSC Bylaw, Policies, Procedures, any other relevant KUCSC document, the King's University College Student Code of Conduct, and all Municipal, Provincial and Federal Laws and; failure to do so may result in suspension and or termination
2. Shall act in a manner consistent with the mandate and vision of the KUCSC as outlined in the Long-Term Plan
3. All members of the Executive shall:
 - a. Attend meetings as specified within By-Law #1 and governed by the KUCSC Attendance Policy;
 - b. Attend Weekly KUCSC Executive meetings
 - c. Attend Board of Directors Meetings
 - d. Attend KUCSC General Meetings
4. Shall be responsible to prepare a report to the KUCSC Council at the KUCSC General Council Meetings
5. Shall declare to the President and General Manager any substantial volunteer or philanthropic activities that may impair their ability to fulfill their obligations to council.



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6. Shall take a maximum of four (4.0) courses during the term in office;
 - i. May be overruled with a properly posted motion at a Duly Constituted Meeting that has two-thirds (2/3) support.
 - ii. It is strongly encouraged for students to evaluate their course load and if they can handle this time level commitment
 - iii. It is strongly encourage to meet with an Academic Advisor to review course load
7. Shall consist of members who have achieved a minimum of a seventy percent (70%) grade average either cumulatively or in the last academic year;
 - a) The Governance Officer shall verify this during the planning period of the election cycle
8. At the discretion of the President, executives may be authorized to work from home, from time to time, with pre- approval from the President.
9. Executives must be at least 18 years of age;
10. Shall, as a team headed by the Vice-President Student Affairs, writes an advocacy paper yearly on an advocacy issue deemed important by the Executives.
 - a) Council shall be consulted on topic choices, and shall vote on the topic selection. Upon completion of the advocacy paper Council shall vote to ratify, or dismiss the recommendations made.
11. Shall be entitled to a monthly honorarium for 9 months (August - April)
 - a. The amounts are to be reviewed on an ongoing basis annually, and any change would follow the standard procedure for a change in policies as per By-law #1.
12. Participate in an annual performance review with the President.
13. Shall be a voting member of the KUCSC Board of Directors.
14. Shall maintain a 48-hour email response time.
15. No Executive shall hold any Executive position on any KUCSC-ratified Club, nor shall any Executive hold a position as a head soph for the duration of their term in office.
 - a. An executive is allowed to hold the position of a soph, they must take an unofficial leave on absence for N and O week and make necessary arrangements to ensure this doesn't affect their work performance



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16. The Executive shall have the power to appoint agents or attorneys for the Council with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.
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Time off for Executives

Executives are granted the following time off, during their duration on Council (May 1 - April 30) without impacting their honorarium. Any additional time off may impact their honorarium.

- a. Two weeks in the summer
- b. Three sick days
- c. Two reading weeks, one in each term. During the reading weeks Executives are not expected to conduct their regular work duties, but are expected to be responsive on email.
- d. Christmas break - Executives are expected to work one week following the last day of class and return to their role when classes resume in January. During the break Executives are not expected to conduct their regular work duties however they are expected to be responsive on email and take this time to plan for the new year.

Office Hours

Executives are to hold a minimum of ten (10) office hours per week in the KUCSC Office. The purpose of this time is to connect with students who visit the office. This time is in addition to (20 - 30) hours per week spent fulfilling the duties of this role. This includes, but is not limited to, attending meetings and events, planning and all other duties defined in the job description.

The office hours shall be posted at the beginning of the school week both online and in the office. Office hours are subject to change with notice at the discretion of the Executive and will be selected by each individual Executive.

Office hours may be housed online at the discretion of the president but should not be abused or over used.

- a) All executives shall submit time sheets to the President at the end of each week and the President will submit them to the General Manager.



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PRESIDENT

Mandate:

Represent the interests of the King's University College Students' Council and the student body of King's University College and oversee and provide strategic direction for the organization as the Head of the KUCSC Executive.

Powers:

1. Chair of the corporation
2. A voting member of both KUCSC Council and the Executive Council
3. A voting member of the KUCSC Board of Directors
4. Sign all minutes and legal documents pertaining to the KUCSC
5. Have the authority to co-sign all cheques written by the KUCSC
6. Have signing authority on the KUCSC's USC Account

Responsibilities to Council

1. Be the official voice of the KUCSC
2. Be responsible for coordinating the efforts and activities of the:
 - a) Executive Assistant to the President
 - b) Speaker
 - c) Deputy Speaker
 - d) Governance Associate
 - e) General Manager
 - f) KCC Representative
 - g) USC Representative
 - h) King's University College Residence Council Representative
3. Providing support to the executive and keeping the executive team accountable in fulfilling their mandate
4. Be responsible for coordinating Executive and Portfolio members' mid-year and year-end reports



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5. Coordinate the efforts and activities of the student members of the King's College Council *Subject to Change*
6. Coordinate the efforts and activities of the student members of the King's College Faculty Council *Subject to Change*

Responsibilities to King's University College:

All of these are subject to change as King's College carries out the governance review recommendations

1. Be a non-voting member of the Board of Directors of King's University College at the University of Western Ontario
2. Be a non-voting member on the King's Board of Directors Finance and Investment Committee
3. Be a non-voting member on the King's Board of Directors Governance Committee
4. Be a non - voting member on the King's Board of Directors Property Committee
5. Be a voting member of the King's College Faculty Council
6. Be a voting member of the King's College Faculty Council executive and nominating committee
7. Be a non-voting member of King's College Faculty Council Appointments, Promotion and Tenure Committee
8. Be a voting member of King's College Faculty Council Excellence in Teaching Award Committee
9. Be a voting member of the Educational Policy Committee
10. Be a voting member of active learning sub - committee of Education Policy Committee
11. Be a voting member of the King's College Council
12. Be a voting member of the King's College Council Executive Committee
13. Be a voting member of the King's College Nominating Subcommittee
14. Be a voting member of the King's Strategic Enrolment Planning Committee



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15. Be a voting member of the Budget Committee

Other Duties:

1. Shall chair the KUCSC Executive Council and KUCSC Board of Directors
 2. Be a voting member of the University Students' Council
 3. Train and serve as an assistant to the president-elect for a minimum of two weeks before KUCSC turnover and for a minimum of two weeks post-presidential turnover
 4. Shall not sit as President for more than two terms
 5. Shall be elected by the student body as outlined in the election policy
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VICE-PRESIDENT STUDENT-Affairs

Mandate:

Shall be responsible for recognizing and receiving concerns of the student body

Powers:

1. A voting member of both KUCSC Council and the Executive Council
2. A voting member of the KUCSC Board of Directors
3. Act as the President during the President's absence, or following the President's dismissal or demise.

Responsibilities to Council:

Be responsible for coordinating the efforts and activities of the:

Faculty Representatives

- Business, Management and Organization Studies
- Childhood and Youth Studies
- Disability Studies
- Economics
- English
- French



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- History
- Philosophy
- Political Science
- Psychology
- Religious Studies
- Saint Peter's Seminary
- Social Justice and Peace Studies
- Social Work
- Sociology
- Thanatology

Representatives

1. Mature Students' Representative
2. BIPOC Representatives (2)
3. Second Year Representative
4. International Students' Representative
5. First Year Off-Campus Students' Representatives (2)
6. First Year Residence Representative
7. Accessibilities Representative
8. Commissioners and Coordinators
 - Student Outreach Commissioner (3)
 - Environmental Commissioner (1)
 - Diversity and Inclusion Commissioner (2)
 - Pride Commissioner (2)
 - Wellness Commissioner (2)
 - Red Zone Commissioner (1)
9. WUSC Officers
 - a. WUSC Chief Executive of Student Refugee Program (SRP)
 - b. WUSC Chief Executive
 - c. Student Engagement Officer
 - d. Internal Communication Officer
 - e. Promo Commissioners (2)
 - f. Student Refugee Program Health and Wellbeing Officer
 - g. Student Refugee Program Academic Officer
 - h. Student Refugee Program Social Officer
 - i. Student Refugee Program Self Reliance Officer



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j. Community Outreach Officer

10. Chair the KUCSC Student Affairs Committee

11. To have oversight and provide supervision of the maintenance of the Reflection Room in the Student Life Centre

a. Shall ensure the Wellness commissioner is conducting weekly checks as stated in the KUCSC Commissioner and Coordinator Terms of Reference

Responsibilities to King's University College: *Subject to Change*

(1) Be a member of the Student Issues Committee and the Scholarship and Bursary Committee of College Council; and,

(2) Be a voting member of King's Faculty Council and King's College Council.

Other Duties:

(1) Train and serve as an assistant to the Vice-President-elect for two weeks prior to KUCSC AGM and for two weeks post-turnover.

(2) Shall be elected by the student body as outlined in the Election policy

VICE-PRESIDENT EVENTS

Mandate:

Coordinate involvement and facilitate engagement of students in events and programming to enhance the student experience.

Powers:

1. A voting member of both KUCSC Council and the Executive Council

2. A voting member of the KUCSC Board of Directors

Be responsible for coordinating the efforts and activities of the:

Associate Vice President of Student Events

Coordinators and Commissioners



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- Club's Coordinators (2)
 - Event Staff Coordinator (1)
 - Relay for Life Commissioners (2)
 - Off-Campus Commissioners (2)
 - Charity Commissioners (2)
 - King's Ball Commissioners (2)
 - Grad Ball Commissioner (2)
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- Special Events Commissioners (2)

Clubs

- Association of Short Kings at King's
- Best Buddies
- Chapter Chats at King's
- Jack.org
- JMS Careless History
- King's Accounting Club (KAC)
- King's Black Students Association (KBSA)
- King's BMOS Association
- King's Capital Management
- King's Childrens Association (KCA)
- King's Economics and Maths Society (KEMS)
- King's English Association and Tea Society (KEATS)
- King's Entrepreneurship Association (KEA)
- King's French Club
- King's International Association (KIA)
- King's Muslim Students Association (MSA)
- King's New Liberal Arts Association (TNLA)
- King's Players Theatre Company
- King's Political Science Students Association
- King's Psychology Association
- King's Sociology and Criminology Association
- Philosophy Club
- Pride Project
- Religious Studies Students Association
- Social Justice and Peace Club (SJP)
- Thanatology Club
- Volunteer Club

Responsibilities to Council:

1. Chair the Events Standing Committee
2. Be responsible for coordinating student events



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3. Be responsible for coordinating ticket sales for Council-organized events with the CFO
4. Sit on the Campus Life Committee
5. Sit on the First Year Experience Committee
6. Sit on the Author Event Series Working Group
7. Sit on the Homecoming Planning Committee

Other Duties:

1. Train and serve as an assistant to the Vice-President-elect for two weeks prior to the KUCSC AGM and for two weeks post-turnover.
 2. Shall be elected by the student body as outlined in the election policy
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CHIEF FINANCIAL OFFICER (CFO)

Mandate:

Ensure effective management of the allocation of corporate resources and endeavors of the KUCSC.

Powers:

1. A voting member of both KUCSC Council and the Executive Council
2. A voting member of the KUCSC Board of Directors

Other Duties:

1. Be responsible for the collection and review of all budget materials
2. Be responsible for the financial management of the King's Connection
3. Approve all cheque requisition
4. Be responsible for overseeing the financial obligations for all Clubs ratified by the KUCSC



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5. Train and serve as an assistant to the CFO-elect for two weeks prior to KUCSC AGM and for two weeks post- turnover
6. Must have successfully passed the KUCSC CFO Candidacy Exam
7. Shall be internally elected as outlined in the Election policy
8. To have oversight and provide supervision of the maintenance of the Games Room and Fitness Centre in the Student Life Centre
 - a. Shall ensure the Athletics Coordinator is conducting weekly checks as stated in the KUCSC Commissioner and Coordinator Terms of Reference

Responsibilities to King's University College - *Subject to change*

1. Sit on the King's University Board of Directors Finance and Investment committee
2. Sit on the King's Budget Committee

Be responsible for coordinating the efforts and activities of the:

- Associate Chief Financial Officer
- Athletics Facilities Coordinator
- Athletics Commissioners (2)

CHIEF COMMUNICATIONS OFFICER (CCO)

Mandate:

Facilitate communication on behalf of the Corporation, including but not limited to the maintenance of the website and all social media platforms, and develop promotional and branding strategies to further the KUCSC mandate.

Powers:

1. A voting member of both KUCSC Council and the Executive Council
2. A voting member of the KUCSC Board of Directors

Responsibilities to Council:



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1. Ensure that the KUCSC Website and official social media platforms are regularly updated to ensure that all information is relevant, accessible, and accurate.
2. Be responsible for implementing an effective communications program for the KUCSC and for advising members on their communications associated with their positions on the KUCSC;
3. Be responsible for advising the Council and the KUCSC Board of Directors on media relations;
4. Be responsible for, in conjunction with the President, establishing and working to improve relationships and partnerships within the King's and Western Community.
5. Be responsible for informing the media outlets of King's, Western and London of events, initiatives, and successes related to the KUCSC, and the student body;
6. Chair the Communications Committee;
7. Release press statements, in conjunction with the President, regarding any pertinent information that impacts the status of the KUCSC and King's Students;
8. Be responsible for the activities of the: Commissioners and Coordinators in her portfolio, as outlined in the Coordinator and Commissioner Terms of Reference.

Be responsible for coordinating the efforts and activities of the:

- Promotional Team Commissioners (2)
 - Graphic Design Commissioners (2)
 - Media Commissioners (4)
 - Promo Team Member (2)
9. Act as liaison among the KUCSC, the Office of the Registrar, Student Financial Services, Campus Ministry and the Office of the Academic Dean to support the KUCSC's goal of ensuring effective dissemination of information to all students of King's.
 10. Shall be internally elected as outlined in the election policy

PROCEDURAL AUTHORITY



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Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Council.

- (1) The scope of such Procedures is limited to the scope of this policy.
- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Council before taking effect.
- (4) Any Procedures ratified by the Council, or any subsections therein, may be repealed by a resolution of the Council



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