



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

<b>EFFECTIVE</b>	December 12, 2023	<b>SUPERSEDES</b>	MARCH 19, 2017
<b>AUTHORITY</b>	Executive Council	<b>RATIFIED BY</b>	Board of Directors

#### MANDATE

The Associates of the KUCSC exist to support their respective Executive members and assist in fulfilling their duties. With the exception of the Governance Officer and the Mascot, all Associates are required to attend the general council meetings and have a significant impact on the success of all branches of the KUCSC by ensuring that necessary tasks are completed and Executives can focus on high-level relationships and planning.

#### RELATED

- Bylaw #1
- Executive Terms of Reference
- Attendance Policy
- Interim and Turnover Reports Procedure

#### POSITIONS

##### 1) Executive Assistant to the President (EAP)

#### Overview

1. Under the direction and supervision of the KUCSC President, the EAP will provide administrative support to the portfolio.

#### Responsibilities

1. Act as Recording Secretary of the Executive Council and Board of Directors;
2. Be familiar with Robert's Rules and KUCSC By-Laws and Policies;
3. Respond to emails up to the discretion of the President;
4. Support the President in the completion of necessary executive tasks;



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

5. Be a resource and support all executive members;

#### 2) Speaker

##### Overview

1. Under the direction and supervision of the KUCSC President, the Speaker will provide legislative support to the portfolio.

##### Responsibilities

1. Chair KUCSC council meetings under the delegation of the Chair of the Board of Directors;
2. Conduct KUCSC council meetings in accordance with Robert's Rules of Order, all KUCSC by-laws, policies, and any other relevant documents;
3. Ensure order is maintained and enforce disciplinary action during the KUCSC general monthly meetings
4. Remain neutral when conducting meetings;
5. Be responsible for setting agenda and schedule for all council meetings at the advice of the President;
6. Be responsible for the conduct of Standing committee elections;
7. Oversee the Deputy Speaker in conjunction with the Governance Associate
8. Be responsible for informing council members of KUCSC council meetings and to keep the council informed about any relevant announcements throughout the month

#### 3) Governance Associate

##### Overview

1. Under the direction and supervision of the KUCSC President, the Governance Associate will provide governance and elections support to the portfolio.

##### Responsibilities



# King's University College Students' Council

## ASSOCIATE TERMS OF REFERENCE

1. Shall Chair the elections committee and run effective and efficient elections in accordance with the KUCSC Election Policy;
2. Shall act as a Chief Returning Officer for all election-related issues;
3. Shall be an expert on Robert's Rules and KUCSC By-Laws and policies;
4. Shall make recommendations to executives on by-law and policies updates;
5. Shall give a training session to the new council in September about how to use Robert's Rules of Order;
6. Oversee the Deputy Speaker in conjunction with the Speaker.

### **4) Associate Vice-President Student Affairs (AVPSA)**

#### **Overview**

1. Under the direction and supervision of the KUCSC Vice-President Student Affairs (VPSA), the AVPSA will provide support to the VPSA in overseeing the development and execution of their portfolio's programming, events, and advocacy efforts.

#### **Responsibilities**

1. Act as vice-chair (assisting with coordinating and organizing meetings) and Recording Secretary at Internal Affairs, and External Affairs Committee Meetings
2. Assist the VPSA in the completion of necessary executive tasks.
3. Coordinate all food service orders and room bookings with commissioners, coordinators and representatives within the portfolio;
4. Assist the VPSA with planning the Speaker Series, and providing support with tasks on the day of the events
5. Assist with the planning of awareness weeks and all other KUCSC advocacy programming
6. Act as head of the Student Outreach Team;
7. Shall be a resource and support to commissioners, coordinators and representatives under the Student Affairs portfolio

### **5) Associate Vice-President Student Events (AVPSE)**

#### **Overview**



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

1. Under the direction and supervision of the KUCSC Vice-President Student Events (VPSE), the AVPSE will provide support to VPSE in overseeing the development and execution of their portfolio's events.

#### Responsibilities

1. Act as vice-chair (assisting with coordinating and organizing) and Recording Secretary at Events Committee Meetings
2. Assist the VPSE in the completion of necessary events-related tasks, including but not limited to material/equipment pick-up, event set-up and teardown, brainstorming with the VPSE, and help coordinators/commissioners with their event planning and execution.
3. Coordinate all necessary food service orders and room bookings with commissioners, coordinators, and clubs, and facilitate bookings and use of the popcorn machine and council supplies.

#### 6) Associate Chief Communications Officer (ACCO)

##### Overview

1. Under the direction and supervision of the KUCSC Chief Communications Officer (CCO), the Associate Communications will support the CCO in their efforts to engage and connect with King's students and the community and strategically steward the KUCSC's brand. The Associate Communications will help act as a gatekeeper to balance competing promotional needs within the KUCSC.

##### Responsibilities

1. Shall be responsible to act as a support to the Chief Communications Officer in periods of heavy workloads.
2. Build and maintain strong reciprocal relationships with the communications representative for Clubs, Affiliates, and Administration.
  - a. Organize requests from the aforementioned individuals and forward them along to the appropriate Communications Commissioner(s).
  - b. (Forward updates of KUCSC events, activities and initiatives to the aforementioned individuals as needed. For example, contacting King's Communications with regular KUCSC updates to be shared with the college.



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

3. Work closely with the CCO, Promotional Commissioner(s), Graphic Design Commissioner(s) and Media Commissioner(s) to ensure clear, consistent and accurate communication across all social media platforms to promote the KUCSC brand.
4. Regularly update the glass bulletin board in front of the KUCSC office.
  - a. Decorate it creatively to represent themes or highlight important times of the year (e.g. O-Week, Christmas, Frost Week).
  - b. Pin posters for upcoming events, activities and initiatives, prioritizing those organized by the KUCSC (e.g. by Executives, Representatives, Commissioners, Clubs).
  - c. Commissioners, Clubs).
5. If required, shall assist in promotional materials, including but not limited to posters and/or graphic designs, in accordance with the KUCSC Poster Policy and branding.

#### 7) Club Coordinator (2)

##### Overview:

1. Under the direction and supervision of the KUCSC Vice-President of Student Events (VPSE), the Clubs Coordinator will provide support to VPSE in overseeing the development and execution of club events and facilitate club reviews and maintain club policies,

##### Responsibilities

1. Shall be a member of the Events Committee
2. Liaise between the Clubs Executives and the KUCSC Executives
3. Work with the Advertising Commissioner(s) of the KUCSC and the advertising representatives of clubs regarding advertising initiatives
4. (Organize Clubs Week of the KUCSC along with the Vice President of Student Events
  - a. Clubs Week One shall be held at the beginning of the academic year, no later than the last week in September; ii. Clubs Week Two shall be held at the beginning of the second academic term, no later than the first week in February;
5. services available to clubs according to the KUCSC Clubs Policy; and,



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

6. May not hold any executive position on any KUCSC ratified Club.

#### **8) Mascot**

1. Under the direction and supervision of the KUCSC Vice-President of Student Events (VPSE), the Mascot will attend events in full, clean costume and engage the student body.

#### **Responsibilities**

1. Monitor their KUCSC email (minimum once per week)
2. Keep up with and provide confirmation or denial of requests for mascot appearances at events.
3. Work with the KUCSC Communications Portfolio to create promotional materials upon request.
4. Attend requested events that they have confirmed in full mascot gear and arrive on time for the time allotted.
5. Care for mascot gear.

#### **9) Associate of Chief Financial Officer (1)**

##### **Overview**

1. Under the direction and supervision of the KUCSC Chief Financial Officer (CFO), the associate will support the CFO portfolio.

##### **Responsibilities**

1. Shall be responsible to act as a support during heavy work loads.
2. Shall assist the CFO with the revision and evaluation of Grant Application Forms and conducting the Annual Budget Policy every year.
3. Shall be responsible for any duties outlined in the Annual Budget Policy and Procedure.
4. Shall work as liaison between the CFO, and the finance representatives for both clubs and reps and,
5. Supervise the budgets of Reps and Clubs.
6. May not hold any executive position on any ratified club and,
7. Shall act as a resource and support to commissioners and coordinators under the Chief Financial Portfolio.



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

#### 10) Athletics Facilities Coordinator (1)

##### Overview

1. Under the direction and supervision of the KUCSC Chief Financial Officer (CFO)

##### Responsibilities

1. Shall be required to attend Council Meetings or sit on a Committee;
2. Be responsible for the proper upkeep of the KUCSC rink, soccer pitch, and beach volleyball court;
3. Be assisted by Event Staff, as directed by the Vice President Events;
4. Shall be required to complete necessary events-related tasks, including but not limited to: material/equipment pick-up, event set-up and teardown, brainstorming with the CFO, help coordinators/commissioners with their event planning and execution;
5. Earn an honorarium for your participation;
6. Shall be responsible for coordinating the King's Cobras.

##### HIRING

Each respective hiring panel shall be composed of the incoming supervising Executives. Should any of these people be unavailable, another outgoing executive should take their place. The KUCSC General Manager may also sit on the hiring panel. The hiring decisions will be based on consensus or on a 2/3 vote.

##### COMPENSATION

1. I) The Associates shall receive two honorarium payments as compensation for their work;
  - a. Associates: \$625.00 per semester
  - b. Governance Associate and Speaker: \$500.00 per semester
  - c. Club Coordinator: \$250.00 per semester
  - d. Athletics Facilities Coordinator: \$250.00 per semester
  - e. Mascott: \$250.00 per semester



## King's University College Students' Council

### ASSOCIATE TERMS OF REFERENCE

2. In order to receive the first honorarium payment, the Associates must fulfill all responsibilities, remain in the position until January 1st in the relevant academic year and submit an interim report to their supervisor by the end of fall term.
3. In order to receive the second honorarium payment, the Associates must fulfill all responsibilities, remain in the position until April 30th in the relevant academic year, and submit a final report to their supervisor by the end of the spring term.