



## King's University College Students' Council

### COMMISSIONER AND COORDINATOR TERMS OF REFERENCE

<b>EFFECTIVE</b>	April 11, 2024	<b>SUPERSEDES</b>	March 17, 2017
<b>AUTHORITY</b>	The Executive Council	<b>RATIFIED BY</b>	The Board of Directors

#### MANDATE

The KUCSC recognizes the volunteer involvement of Commissioners and associates Fundamental to the proper and effective functioning of the KUCSC. The objective of this document is to define each standard commissioner and coordinator rights and responsibilities that stem from their involvement with Council.

#### SCOPE

This term of reference applies to all commissioners and coordinators under King's University College Students' Council.

#### RELATED

- Attendance Policy

#### GENERAL

1. Each commissioner and coordinator shall be fully responsible to council for their activities, this includes:
  - a. Adherence to all KUCSC By-Laws, Policies, Procedures, and other documents, as well as adherence to the King's Student Code of Conduct and all Federal, Provincial or Municipal laws.
2. Maintenance of a turnover manual and preparation of interim and year-end reports summarizing their activities, expenditures, and any other relevant information.
3. The schedule and structure of interim and year-end reports shall follow the KUCSC Interim and Final Reports Procedure.
4. Unless otherwise stated, year-end reports must be submitted prior to the Annual General Meeting.



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5. Attendance of council or committee meetings as directed by their terms of reference and the KUCSC Attendance Policy or as requested by their Portfolio Head.
6. Presentation of a report to Council following events or activities within their portfolio, at the request of the Portfolio Head.
7. All commissioners and coordinators have speaking rights at Council meetings but not voting rights.
8. Unless otherwise stated, all positions listed in this document are to be filled by one (1) person.
9. Unless otherwise stated, all Coordinators are expected to attend every Duly Called Council Meeting, be a member of a standing committee, and attend every Duly Called Meeting for the committee that they are a member of.
10. Attendance of council meetings shall be governed by the Attendance Policy.
11. Co-curricular Recognition is a privilege, not a right. Failure to fulfill one's duties as outlined below and/or in any other relevant KUCSC document shall be considered adequate grounds to not grant co-curricular recognition.
  - a. Appeals regarding co-curricular recognition may be brought to the General Manager
12. Every effort shall be made by the portfolio head and hiring panels to ensure that, when at all possible, commissioner and coordinator positions are filled by King's students.

#### **President Portfolio**

#### **Deputy Speaker (1)**

1. Shall report to and support both the Speaker of the council and the President
2. Act as Speaker of council in the absence of the Speaker
3. Keep track of attendance records
4. Shall issue dermit points in accordance with the attendance policy and upon consultation with the Speaker and President when necessary



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5. Approve or reject regrets
6. Be familiar with and have knowledge of Robert's rules

#### VICE-PRESIDENT STUDENT AFFAIRS PORTFOLIO

##### Student Outreach Commissioner (3)

1. Shall be a member of the KUCSC Student Affairs Committee
2. Be responsible for coordinating at least two (2) Awareness Weeks throughout the academic year; and,
3. Be responsible for coordinating spotlight events and specific campaigns with other portfolios.

##### Pride Commissioner (2)

1. Shall work with the KUCSC and the college to ensure King's is welcoming to LGBTQIA+ students
2. Shall present a report to the council monthly if issues or concerns arise for their constituency
3. Shall create a comprehensive guide of support and resources for LGBTQIA+ students
4. Shall work with the communications portfolio on LGBTQIA+ awareness days and week

##### Environmental Commissioner (1)

1. Shall be a member of the Student Affairs Committee
2. Organize activities and/or fundraising events for environmental Affairs



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3. Coordinate with the Director of Physical Plant, the Environmental Intern, EnviroWestern, the King's Green Team, Food Services, and the International Office to address environmental Affairs concerning King's University College
4. Work with and provide support to the Environmental and Sustainability Intern
5. Organize and coordinate Environmental Awareness Week in consultation with the Vice President Student Affairs
6. Coordinate, expand, and run the King's Community Garden, with the help of the Head Gardener, the Garden Outreach Coordinator, and Garden Volunteer Coordinator

#### **Diversity and Inclusion Commissioners (2)**

1. Shall be a member of the Student Affairs Committee
2. Be responsible for organizing campaigns and awareness weeks on the topics of but not limited to at King's at least two awareness weeks throughout the academic year
  - a. Diversity of ability
  - b. Sexual orientation
  - c. Cultural and religious diversity
3. Work closely with the Vice President Student Affairs, Accessibilities Representative, and International Students Representative in planning these campaigns

#### **Wellness Commissioner (2)**

1. Shall be a member of the Student Affairs Committee
2. Be responsible for organizing monthly Wellness Campaigns that focus on mental health resources and promoting wellness
3. Work closely with the Vice President of Student Affairs to plan de-stressor activities, pre-exam wellness events, and animal therapy events



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#### VICE-PRESIDENT STUDENT EVENTS PORTFOLIO

##### Relay for Life Commissioner (2)

1. Shall be a member of the Events Committee
2. Shall Chair the Relay for Life Committee
  - a. Be responsible for the selection of committee members
  - b. Be responsible for holding and attending regular and sub-committee meetings
3. Be responsible for organizing the King's/HBK Relay for Life event
4. Work with the Chief Financial Officer to manage finances and donations/funds raised
5. Be responsible for other fundraising and awareness events or campaigns for the Canadian Cancer Society with the KUCSC
6. Shall keep in contact with the Canadian Cancer Society during their term
7. Shall attend Canadian Cancer Society's Relay for Life retreat
8. Shall collaborate with Huron and Brescia commissioners on general meeting dates and plans for Relay for Life and other fundraisers

##### Event Staff Coordinator (1)

1. Shall not be required to attend council meetings or committee meetings unless requested by the Portfolio Head
2. Be responsible to both the Vice President Student Events
3. Act as a liaison between their staff, Vice President Student Events and the KUCSC
4. Shall be a member of the Events Committee.



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#### Off-Campus Commissioner (2)

1. Shall be a member of the Events Committee
2. Be responsible for the OC Don Team and chair of the Off-Campus Society
  - a. Shall connect with the OC first year reps, OC PA and soph team with the Off-Campus Society and Don Team to determine the needs of King's Off-Campus Students
3. Act as a liaison between the OC Don Team, the Off-Campus Society and the KUCSC
4. Must have lived off campus as a member of the London community or a King's student. For at least one year
5. Must Select an OC Don Team consisting of eight (8) other members
6. Be responsible for providing one (1) training sessions for the OC Don Team in cooperation with a designate from the King's University College Dean of Students Office
7. Be responsible for organizing the Off-Campus Barbeque no later than one (1) week prior to Orientation Week, and a minimum of two (2) additional events per semester
8. One (1) event per year must be academically based
9. Be a voting member of the Frost Week Committee

#### Orientation Week Coordinator (Head Soph) (1)

1. Be responsible to both the VP Events and the CFO
2. Shall attend bi-weekly meetings prior to Orientation Week with the VP of Student Events and CFO
3. Shall be a member of the Events Committee
4. The Orientation Week Coordinator (Head Soph) may appoint one (1) programming assistant to act as a permanent proxy for both council meetings and committee meetings



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5. The proxy must fill both responsibilities and shall be subject to the attendance policy
6. Be responsible for organizing a program to ease the transition of all First Year Students to University life while enhancing the educational experiences for all First Year Students at King's University College
7. Year-long responsibilities: regular team meetings, an event per semester
8. Be responsible for selecting at least one (4) Programming Assistants from the Orientation Programming Assistant Selection Policy
9. Be responsible for the actions and duties of the Programming Assistant
10. Organize the running of Orientation Week in conjunction with the USC, KUCSC and the King's University College Administration
11. Organize and facilitate the Orientation feedback sessions with Administration, First Year Students, and Sophs
12. Be responsible for implementing the year long commitments of the Soph team
13. Shall organize regular team meetings
14. Shall organize one event for First year students each semester
15. Shall be a member of the Frost Week committee
16. Be paid hourly minimum wage for the months of May-August for the organization and execution of Orientation Week
17. Organize Turnover with the incoming Head soph and VPSE after selection in November
18. Incoming Head Soph shall meet with the VP Student Events in January to discuss preliminary ideas and create a Memorandum of Understanding
19. Shall not be a part of the KUCSC campaign period along with the PA's



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#### Charity Commissioner (2)

1. Organize multiple KUCSC charity events, in cooperation with a local charity, in consultation with the Vice President Events and the Chief Financial Officer (e.g. Stars at King's Talent Show, Fashion Show, Pub Nights etc)
2. Be responsible for planning and executing charity fundraising and outreach events
3. Shall be recommended members of the KUCSC Charity Finance sub-committee;
  - a. Shall Chair the Charity sub-committee
  - b. Select members for the Charity sub-committee
  - c. Shall organize regular committee meetings
4. Shall be a member of the Events Committee

#### King's Ball Commissioner (2)

1. Attend the KUCSC General Meeting that occurs immediately prior to and immediately following the King's Ball
2. Shall be a member of the Events Committee
3. Organize and execute the annual KUCSC King's Ball in coordination with the Vice-President Student Events, the CFO, CCO, and Events Staff Coordinator
4. Be responsible for the ticket sales of King's Ball.

#### Grad Ball Commissioner (2)

1. Attend the KUCSC General Meeting that occurs immediately prior to and immediately following Grad Ball
2. Shall be a member of the Events Committee
3. Organize and execute the annual KUCSC Grad Ball in coordination with the Vice President Student Events and the CFO, CCO, and Events Staff Coordinator
4. Be responsible for the ticket sales of Grad Ball





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#### Special Events Commissioner (2)

1. Shall be responsible for putting on one (1) event for the King's community each semester, on or off campus, preferably (but not necessarily) accessible for of all ages (e.g. HBK Festifall, Palasad bowling night, Pool party)
  2. Shall work closely with both the Vice-President Student Events, the CFO, the KUCSC, administrations, and (optionally) the HUCSC and BUCSC in the planning and execution of the events
  3. Shall be responsible for initiating and monitoring ticket sales for these events.
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#### CHIEF COMMUNICATIONS OFFICER (CCO) PORTFOLIO

##### Promotional Team Commissioner (2)

1. Shall be a member of the Communications Committee
2. Be responsible for the regular promotion of events, activities and initiatives that are beneficial to students and their undergraduate experience using a variety of mediums and communication channels. This includes but is not limited to: events, activities and initiatives organized by the KUCSC (e.g. by Executives, Representatives, Commissioners, Clubs), King's University College (e.g. by departments or faculty), Affiliate organizations (including Western and its faculties) and their students' councils, and the London Community
3. The Promotions Commissioner should be willing and able to adapt to changing circumstances and manage their time in order to effectively meet deadlines, they are willing to prioritize KUCSC events
4. The Chief Communication Officer and/or Associate Communications will provide the Promotions Commissioner with regularly updated lists of upcoming KUCSC events, activities and/or initiatives
5. Update events and activities of the KUCSC, King's University College, and/or Affiliate organizations on the Students' Council chalkboards in the Student Life Center
6. The individual and/or group who requests chalkboard promotions may be given permission to update it themselves without assistance from the Promotional Team, especially if requests are time-sensitive.



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#### Graphic Design Commissioner (2)

1. Shall be a member of the Communications Committee
2. Create promotional graphics (e.g. posters, banners) for digital publication and/or print to advertise KUCSC events and activities as requested by Executives, Commissioners, Representatives and Clubs
3. Although the aforementioned groups are to provide the Graphic Design Commissioner with a minimum of 3-weeks notice, the Graphic Design Commissioner should be willing and able adapt to changing circumstances and manage their time in order to effectively meet deadlines
4. The Graphic Design Commissioner will be responsible for archiving graphic design requests in editable formats to be accessed by the Chief Communications Officer and/or Associate Communications

#### Media Commissioner (4)

1. Shall be a member of the Communications Committee
2. Take photos, videos and use social media at KUCSC events, activities and initiatives that include but are not limited to Club Events, Awareness Weeks, Speaker Events, and major KUCSC Events (e.g. King's Ball, Speaker Series, Frost Week)
3. Work with the Chief Communications Officer and/or Associate Communications to keep the KUCSC social media platforms relevant, up-to-date, and representative of our branding and priorities
4. Be responsible for creating promotional material (e.g. lookbooks, teaser trailers, YouTube videos) for KUCSC events and initiatives in conjunction with the Chief Communications Officer and/or Associate Communications
5. Upon completion of an assigned event, the Media Commissioner is responsible for submitting photos and/or videos to the Chief Communications Officer in a timely manner. The Media Commissioner will be responsible for archiving photos and videos in editable formats that may also be made accessible -to the rest of the executive portfolios, and the parties that reside within them



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#### CHIEF FINANCIAL OFFICER (CFO) PORTFOLIO

##### Athletic Facilities Coordinator (1)

1. Shall not 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. Be paid an an honorarium per semester of \$250
5. Be responsible for the KUCSC Athletics Staff as outlined in the KUCSC Athletics Staff policy
6. Shall be responsible for coordinating the King's Cobras

##### Athletics Commissioner (2)

1. Be responsible for planning and coordinating the annual sport event → Be responsible for planning and coordinating a minimum of three sports event per year
2. Distribution and retention of all athletic equipment;
  - a) Required to perform an inventory check of all athletic equipment in the August, January and April
3. Be responsible for the collection of monies from the distribution of team materials, including, but not limited to, team sweaters and other sports equipment, in conjunction with the Chief Financial Officer
4. Shall be responsible for assisting Athletics Facilities Coordinator in running the King's Cobras.



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#### GENERAL MANAGER (GM) PORTFOLIO

##### King's Connection Retail Manager

1. Shall not be required to attend Council Meetings or sit on a Committee
2. Be responsible for the KUCSC King's Connection
3. Be responsible for the management of staff to operate the KUCSC King's Connection
4. Act as a liaison between her staff and the KUCSC
5. Be responsible for the ordering of merchandise and implementation and maintenance of any inventory
6. Will receive a contracted hourly wage as dictated by the KUCSC
7. Will work fifteen (15) hours per week according to a preset schedule which will be determined prior to the signing of the employment contract.

#### PROCEDURAL AUTHORITY

1. Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors
2. The scope of such Procedures is limited to the scope of this policy.
3. In the event of any conflict, this Policy supersedes any documents created under it.
4. Any new Procedures and amendments to any existing Procedures must be ratified by the Board of Directors before taking effect.



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