

Roles and Responsibilities of the Quest University Students' Association ("QUSA")

Part I — Interpretations

Order

1.1 The Constitution, By-laws, and Policy of Quest University Students Association ("QUSA") always supersede this document.

1.2 If there are repetitions in this document with other legislative documents, they are dually maintained.

1.3 If there is a conflict between this document and those superseding, superseding documents always prevail.

1.4 Changes to this document must be approved by a two-thirds vote of the QUSA Board.

Purpose

1.5 The Roles & Responsibilities document (hereafter referred to as "R&R") outlines the entitled conduct of QUSA Board of Directors, Employees, and other administrative members (hereafter QUSA Officials). QUSA Officials are to use this document as a point of reference for their duties, purview, and authority within QUSA Board conduct and composition.

Part II — Roles

Number of directors on Board

2.1 The QUSA Board must consist of between seven and fifteen Directors.

Election or appointment of directors

2.2 The Directors that comprise the QUSA Board must be Student Association members elected by the Student Association. A Student Association member may only hold one Board position at a time. Directors for every position are elected each year at the AGM during the Spring semester. Those elected will enter office on May 1st, and leave office on April 30th of the following year.

Members may fill casual vacancy on Board

2.3 If one or some Directors have resigned or been removed, a by-election will be held for the vacated position(s) automatically unless there is less than three months left in the term. If there is less than three months left and the minimum number of Directors required is met, the QUSA board will decide whether to hold a by-election.

Term of appointment of director filling casual vacancy

2.4 The term for a director elected during a by-election ends on April 30th following their election.

Directors on Probation

2.5 A Director on probation may not fulfill any of their duties including but not limited to attending QUSA meetings, voting in QUSA decisions, or acting in any official capacity as a Director.

Board Members

2.6 QUSA is currently composed of sixteen members; twelve Directors and four employees.

2.7 The directors include an executive team, constituted of at minimum three positions: (1) a President, (2) Vice President, and (3) Treasurer.

2.8 Under the executive team nine directors hold elected, and hence voting status, these include: a Director of (1) Arts and Culture, (2) Environment, (3) External Affairs, (4) Health and Wellness, (5) Human Rights, (6) Internationalization, (7) Recreation, (8) Concentration, and (9) Foundation.

2.9 QUSA also maintains four hired, and thus non-voting, employees: (1) a Chairperson, (2) a General Manager, (3) a Secretary, and (4) a Communications Officer

2.10 Roles may be added to, or dissolved from, the QUSA governing body.

Capacity of Roles

2.11 QUSA roles (Officials) may exist in three capacities:

Rank I. An elected, and thus voting, Director.

Rank II. A hired, and thus non-voting, annual Employee.

Rank III. A hired, and thus non-voting, contract Employee.

Addition of Roles

2.12 Addition of Rank I roles must be approved by referendum vote among members of QUSA

2.13 Rank I roles may be introduced to referendum by one of two methods:

- I. A two-thirds sponsorship by current voting Directors of QUSA
- II. A petition introduced by any QUSA member(s), with signatures from at least 10% of the member body

2.14 Addition of Rank I executive roles must also be approved by the Chairperson.

2.15 Addition of Rank II and III roles do not require a referendum. Positions without historical precedent may be introduced by one of two methods:

- I. A sponsorship by a current voting Director of QUSA

- II. A petition introduced by any QUSA member(s), with signatures from at least 10% of the member body

2.16 Addition of Rank II and III roles, save in the case of review groups, must be approved unanimously by the QUSA Directors.

Dissolution of Roles

2.17 Dissolution of Rank I roles must be approved by referendum vote among all members of QUSA.

2.18 The QUSA Executive and Chairperson roles are immune from dissolution, but not removal.

2.19 A request for dissolution of Rank I roles may be introduced to referendum by one of two methods:

- III. A two-thirds sponsorship by current voting Directors of QUSA
- IV. A petition introduced by any QUSA member(s), with signatures from at least 25% of the member body

2.20 Dissolution of Rank I roles must be deemed legislatively appropriate by the Chairperson.

2.21 A request for dissolution of Rank II and III positions may be introduced by one of two methods:

- III. A sponsorship by a current voting Director of QUSA
- IV. A petition introduced by any QUSA member(s), with signatures from at least 10% of the member body

2.22 Dissolution of Rank II roles must be approved unanimously by the QUSA Directors and deemed legislatively appropriate by the Chairperson.

2.23 Dissolution of Rank III roles must be approved by two-thirds of the QUSA Directors and deemed legislatively appropriate by the Chairperson.

Hiring

2.24 New Rank II and III employees may be hired by QUSA to enhance the fulfillment of their collective mandate. Rank II employees cannot simultaneously hold the Residence Council Chair position and/or sit on The Mark Masthead.

Hiring Committees

2.25 For any hired position, a Hiring Committee must be established that consists of no less than four and no more than five Directors. The Hiring Committee is established by the President. The Hiring Committee will publicize the employment opening to the Student Association, collect applications, and interview candidates. The Hiring Committee will decide whether or not to hire an applicant by consensus. The Hiring Committee will not discriminate on the basis of oppressed identities against candidates in their selection of an applicant. Once the Hiring Committee has come to a consensus, they will inform the rest of QUSA of who they have selected. Quorum for consensus votes is one less than the total number of Directors on the Hiring Committee. Any complaints about the hiring process by applicants must follow the complaint process

Employee Contract and Dismissal

2.26 Every employee will have an employment contract with QUSA that specifies their duties, compensation, the Director designated to supervise their work, and the terms under which they may be dismissed.

2.27 The President has the role of dismissing employees. If Directors believe an employee should be dismissed for a reason covered by the terms in their contract but the President

disagrees, they may vote to dismiss the employee. At least two-thirds of Directors must vote in favour for the employee to be dismissed.

2.28 If QUSA wishes to terminate an employment contract, QUSA is obligated to provide a written statement to all involved or implicated parties specifying the reasons for their decision. The employee may choose to make this statement available to the Student Association.

Part 3 — Responsibilities of Directors

3.1 The President:

3.1A Is to serve as Chief Executive Officer of QUSA, and to act as the chief Director, spokesperson, and overall coordinator of all QUSA operations.

3.1B Is to maintain communication with the President of Quest University, the Board of Governors, the Parents' Council, the Alumni Association, and the media.

3.1C Is to act as co-signer of QUSA bank accounts as well as a co-signer of all cheques with the Treasurer.

3.1D Is to oversee and document the creation of budget and all financial decisions.

3.1E Is to chair QUSA meetings in the case that the Chairperson is absent. In this situation they do not possess the right to vote except in the case of a tie.

3.1F Is to cast a second vote in the case of a tie at any QUSA meeting.

3.1G Is to provide clear leadership within QUSA and to facilitate the creation of a business plan.

3.1H Is to supervise all QUSA employees, i.e. Communications Officer, General Manager, Chairperson, and Secretary.

3.1I Is to communicate with the Quest Administration's Executive Team and Student Affairs in order to fulfill the duties.

3.2 The Vice President:

3.2A Is to assist the President with the administrative functioning of QUSA.

3.2B Is to liaise between different student leadership groups and to connect students with appropriate resources.

3.2C Is to support and assist individual Directors and Employees as needs arise.

3.2D Is to issue notices of Annual General Meetings and directors' meetings;

3.2E Is to take minutes of Annual General Meetings and directors' meetings;

3.2F Is to keep the records of the Society in accordance with the Act;

3.2G Is to conduct the correspondence of the Board;

3.2H Is to file the annual report of the Society and making any other filings with the registrar under the Act.

3.3 The Treasurer

3.3A Is to serve as the Treasurer of QUSA.

3.3B Is to serve as a part of the Executive Team and assist the President and Vice-President in fulfilling their duties.

3.3C Is to oversee the payroll of the Directors and employees of QUSA.

3.3D Is to sign contracts and purchase orders on behalf of QUSA, and to co-sign with the President or Vice-President all cast cheques.

3.3E Is to publish an up-to-date budget detailing all the incomes and expenditures of QUSA at the end of each term and an initial budget by the end of September for the academic year.

3.3F Is to present an update to the general ledger at the end of each month.

3.3G Is to present an annual report to QUSA at the last meeting of the year.

3.3H Is to receive and bank monies collected from the members or other sources;

3.3I Is to keep accounting records in respect of the Society's financial transactions;

3.3J Is to prepare the Society's financial statements, including a budget;

3.3K Is to make the Society's filings respecting taxes.

3.3L Is to ensure that QUSA funds are spent appropriately and according to the Legislative Documents.

3.4 The Director of Arts and Culture

3.4A Is to liaise between the Quest community in matters regarding arts and culture on or affiliated with Quest campus.

3.4B Is to facilitate initiatives or events to promote or support arts and culture on campus.

3.4C Is to be a member of the Art's Committee and act as a student voice on the committee.

3.4D Is to solicit student feedback of how to improve arts and culture on campus.

3.5 The Director of the Environment

3.5A Is to ensure that the campus environment, both built and natural, is protected and considered in the future development of Quest campus and its surrounding area.

3.5B Is to protect the safety (physical and mental) and security of students in regards to their right to a clean and sustainable life.

3.5C Is to oversee and support environmental initiatives (both local and global) brought forward by students and clubs.

3.5D liaise between administration, student clubs, groups and individuals to promote improved communication and success of: environmental initiatives, awareness on campus, and greater school support towards the Quest environment.

3.5E Is to provide support to clubs, groups and individuals who wish to begin or continue projects that increase environmental awareness and make the campus more environmentally friendly.

3.5F Is to attend at least one meeting per block which pertains to the campus and the environment.

3.5G Is to work closely with the Director of External Affairs to better integrate the Quest and Squamish communities on issues regarding the environment.

3.6 The Director of External Affairs

3.6A Is to liaise with the administration, staff, teachers, students, external affairs related student clubs and/or off campus organizations, clubs, and groups in matters regarding volunteering, extracurricular activities, and work opportunities on campus, or campus-affiliated.

3.6B Is to provide support for events and groups that engage the Quest and Squamish community.

3.6C Is to be aware of, and help facilitate opportunities for jobs, volunteering, internships, and other outside involvements within the community.

3.6D Is to facilitate connection between the students of Quest University Canada and the surrounding organizations and communities.

3.6E Is to ensure diverse opportunities are presented to the student body.

3.6F Is to support student initiatives that aim to engage Quest with the outside community.

3.6G Is to solicit and utilize feedback from students in regards to events and opportunities supported by the Director of External Affairs.

3.7 The Director of Health and Wellness

3.7A Is to promote and support all physical, sexual and mental health and wellness initiatives that Quest offers as well as the general health services in the Sea to Sky Corridor.

3.7B Is to hold at least one sub committee meeting per block to discuss any concerns or projects related to health and wellness on (or around) campus.

3.7C Is to act as a liaison for the students between the Food Committee, Student Affairs, the Health and Wellness Committee, Occupational Health and Safety Committee and the Emergency First Response Team.

3.7D Is to liaise with health and wellness related student clubs and /or with off campus organizations, clubs or groups in order to improve cohesion in health and wellness initiatives and groups on campus so as to effectively carry out the Director duties.

3.7E Is to To facilitate initiatives or events to promote or support sexual, physical and mental health and wellness on campus.

3.8 The Director of Human Rights

3.8A Is to liaise with the administration, staff, university counsellors, and students on issues of Human Rights on campus.

3.8B Is to be a member of Quest University's Diversity and Equity Committee and bring student ideas and concerns to that committee.

3.8C Is to advocate for students when they experience human rights abuse/discrimination.

3.8D Is to support and facilitate student access to discussions and events related to Human Rights and social justice issues.

3.8E Is to support and liaise with student clubs related to Human Rights.

3.8F Is to solicit student feedback about their experiences of and ideas of how to address issues related to Human Rights on campus.

3.8G Is to advocate for all campus events to be inclusive, particularly for students who face oppression or marginalization.

3.9 The Director of Internationalization

3.9A Is to support international students in sharing their cultures on and off campus.

3.9B Is to facilitate connections between international students and the Squamish community.

3.9C Is to plan events for days of international significance.

3.9D Is to hold at least one committee meeting per block to discuss any concerns or projects related to internationalizing the Quest campus.

3.9E Is to solicit feedback from international students regarding international student affairs in order to improve their experience with the Student Association and Quest.

3.10 The Director of Recreation

3.10A Is to facilitate communication between the Rec-Plex, varsity teams, and the rest of the university community.

3.10B Is to organize intramural sports every block and insure that they are accessible to a wide range of students on campus.

3.10C Is to support university clubs whose aim is to provide recreational opportunities to Quest students.

3.10D Is to create an atmosphere on campus which values and rewards recreational activity.

3.10E Is to create and support new recreational events on campus that create fun opportunities for all students.

3.11 The Concentration Director

3.11A Is to collaborate with the Foundation Director, faculty, administration, the Chief Academic Officer, and students to ensure the success of the academic program at Quest.

3.11B Is to contribute to the hiring process of new faculty members.

3.11C Is to hold meetings at the end of each term for students in Concentration years to discuss the Concentration program, and to provide a report of this discussion to QUSA and the Chief Academic Officer.

3.11D Is to facilitate and develop initiatives to enhance student academic life at Quest University Canada.

3.11E Is to communicate student feedback on the Concentration Program to the Chief Academic Officer, faculty, and other relevant persons.

3.12 The Foundation Director

3.12A Is to work with the faculty, administration, Chief Academic Officer, and students to ensure student satisfaction in academics, and to shape and improve the Foundation program at Quest.

3.12B Is to take on an active role in the collection of student feedback on academics and in the hiring of new faculty members, and to work alongside the Concentration Director in this collection of feedback.

3.12C Is to communicate student feedback on the Foundation Program to the Chief Academic Officer, faculty, and other relevant persons.

3.12D Is to hold meetings at the end of each term for students in Foundation years to discuss the Foundation program, and to provide a report of this discussion to QUSA and the Chief Academic Officer.

3.12E Is to facilitate and develop initiatives to enhance student academic life at Quest University Canada.

Part 4 — Responsibilities of Annual (Rank II) Employees

4.1 Chairperson

4.1A Is responsible for facilitating QUSA meetings, and for ensuring adherence to the Constitution, bylaws, and policies of QUSA.

4.1B Is to hold the power to decide if actions by QUSA are in accordance with their legislative documents. This power is annulled in cases where a Review Group is formed.

4.1C Is to remain impartial in their interpretation of the constitution.

4.1D Is not to be unjustly dismissed, discriminated against, or internally punished by directors, employees, and members for their interpretations of any legislative documents, the calling of Review Groups, and/or the decisions they make regarding a Complaint Process.

4.1E Is to chair all funding meetings of QUSA, which includes: sending pre-meeting emails containing proposals to be discussed, posting proposals to public QUSA Google drive, announcing any procedural changes, facilitating discussion, tallying and announcement of votes.

4.1F Is to familiarize themselves with the QUSA legislative documents and act as a reference for Directors, Employees, and Members regarding this information.

4.1G Is to supervise election, referenda, complaint, and removal procedures.

4.1H Is to communicate with ministers who are seeking to recuse themselves from a discussion and vote at a funding meeting. The chairperson will uphold the highest level of confidentiality when handling ministerial reasons for recusal. They will keep track of the reasons for recusal, but not the names involved in the individual cases.

4.2 Secretary

4.2A Is to be responsible for recording the minutes and attendance of QUSA funding and policy meetings.

4.2B Is to be responsible for clearly communicating meeting updates to the student body in the form of weekly all-student emails.

4.2C Is expected to be able to identify key points of discussion and resolutions; and have strong written communications skills; attend all QUSA funding and policy meetings; and upload meeting minutes to QUSA website in a timely manner.

4.3 Communications Officer

4.3A Is to be responsible for marketing the QUSA brand and communicating QUSA information and updates to the student body. As such, the Communications Officer is responsible for attending QUSA funding and policy meetings, and remaining up-to-date on QUSA discussions and resolutions in order to craft relevant social media posts; creating or and/or purchasing promotional multimedia on behalf of QUSA (e.g. stickers, posters, videos); managing and updating QUSA social media accounts over the course of the year (e.g. Facebook, Twitter, QUSA website); providing regular updates to QUSA about the state and use of social media; and designing and implementing creative strategies in order to promote and raise awareness about QUSA

4.3B Is to complete tasks requested by Directors within three business days, notwithstanding extenuating circumstances

4.3C Is expected to have good communication skills, videography skills as well as previous social media advertising and graphic design experience. The Communications Officer must possess the following skills and experiences: a basic understanding of HTML and CSS or

WordPress customization; good communication skills; familiarity with a number of social media platforms (Facebook, Twitter, etc.); filming and video editing skills; and a willingness to find creative means to market QUSA and to explain QUSA procedures.

4.3D Is to have the abilities to work regularly and independently, to concisely report information to QUSA Directors during meetings, and to communicate information about QUSA to the public through the use of a variety of graphic design strategies.

4.4H Is to collaborate with the General Manager to create functional systems and resources for students that are well advertised and accessible via the QUSA website.

4.4 General Manager

4.4A Is to be responsible for the management of QUSA equipment and systems of organization.

4.4B Is to be the point of contact and responsible for loan agreements with members wishing to use QUSA equipment, and to appropriately liaise with the Board regarding QUSA resources, availability, condition, uses, purchases, and removal.

4.4C Is to collaborate with Quest University Canada on shared spaces and equipment for on campus events.

4.4D Is to manage internal paperwork such as monthly work reports submitted by staff and ministers.

4.4E Is to work with students to manage funding contracts, legacy forms, and rental agreements and organize any associated paperwork.

4.4F Is to confirm that funded events/initiatives are meeting the terms agreed to in their funding contracts.

4.4G Is to manage QUSA's ticketing software and oversee its use by any student group or event.

4.4H Is to work with Vice-President to manage club/group ratification and any associated paperwork.

4.4I Is to meet with stakeholders (QUSA members, ratified groups, funded initiatives) to support them logistically.

4.4J Is expected to be organized, efficient, and meet regarding the use of QUSA property and resources.

Part 5 — Responsibilities of Rank III (Contract) Employees

Contract Mandates

5.1 Rank III Employees are to be hired through common policy and procedure, and fill their collective mandate as outlined and approved within their contract(s).

5.2 Ranks III Employees are to not extend their responsibilities beyond the mandate laid within their contracts.

Part 6 — Mutual Responsibilities

6.1 All QUSA Officials are to act with respect and dignity for all fellow members, and behave accordingly in meetings and all other circumstances where the powers of their role are active.

6.2 QUSA Officials are to consistently work towards the efficiency, success, and mutual support of their colleagues. While this does not mandate agreement, it does request professionalism and communication in their capacity as Officials.

6.3 All QUSA Officials are to attend QUSA funding, policy, and internal meetings to stay up to date with events, provide updates, and contribute relevant information to discussions, save extenuating circumstances.

6.4 For the purposes of consistency and continuity, every QUSA Official is expected to compose a Portfolio that is to be presented to the General Manager and, when applicable, succeeding Officials, no later than the last QUSA meeting of the year. The Portfolio details the responsibilities, contacts, committees, budgets, documents, property relevant to their position, and, in the case of the Treasurer, any outstanding debit or credit related to QUSA. This portfolio may also include general advice for the incoming Official based on the experience of the incumbent Official.

Part 7 — Work Timelines

7.1 The President, Vice President, and Treasurer work during the Summer, Fall, and Spring semesters.

7.2 All other Rank I, II, and III Officials work during the Fall and Spring semesters.

7.3 Rank I, II, and III Officials may be hired during the Summer via unanimous agreement from the Executives and approval from the Chairperson.