

# **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 30<sup>th</sup> 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 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, the media, and any other relevant stakeholders or organizations.

**3.1C** Is to act as a 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 the 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 communicate with the Quest Administration's Executive Team and Student Affairs in order to fulfill the duties.

**3.1I** Is to set the agenda and give notice of policy meetings, and to receive notification of absent Directors to assure quorum of Board meetings.

### **3.2 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 supervise all QUSA employees

**3.2E** Is to issue notices 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 file the annual report of the Society and making any other filings with the registrar under the Act.

**3.2H** Is to assist the Academic Director with the liaising between faculty and QUSA.

**3.2I** Is to manage internal paperwork such as monthly work reports submitted by staff and directors.

**3.2J** Is to act as a co-signer of QUSA bank accounts as well as a co-signer of all cheques with the Treasurer.

### **3.3 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 update the general ledger for 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;

**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 Director of Arts**

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

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

**3.4C** Is to be a member of the Arts Committee and act as a student voice on the committee.

### **3.5 Director of Social & Environmental Justice:**

**3.5A** To liaise with the administration, staff, university counsellors, and students on issues of human rights and environmental justice on campus.

**3.5B** To serve as a member of Quest University's Diversity and Equity Committee and bring student ideas and concerns to that committee.

**3.5C** To promote and support all human rights and environmental endeavours, and to advocate for students when they experience human rights abuse/discrimination.

**3.5D** To work to better integrate the Quest and Squamish communities on issues regarding social and environmental justice. Including the intersections between human rights and environmental activism—such as ecojustice, environmental racism, ecofeminism, etc.

### **3.6 Director of Health & Recreation**

**3.6A** Is to promote and support all holistic health and wellness initiatives that Quest offers as well as the general health services in the Sea to Sky Corridor.

**3.6B** Is to act as a liaison for students between Student Affairs, the Joint Health & Safety Committee and other formed official groups that work to improve student health and recreation;.

**3.6C** Is to facilitate initiatives or events to promote or support holistic health and wellness on campus.

**3.6D** Is to facilitate communication between the Recreation Complex and the rest of the university community.

**3.6E** Is to organize intramural sports every block and ensure that they are accessible to a wide range of students on campus.

**3.6F** Is to create and support new recreational events on campus that create fun opportunities for all students.

**3.6G** Is to advocate for the accessibility of health and recreation services to marginalized students, particularly students of colour and LGBTQ2+ students.

### **3.7 Director of Intercultural Affairs**

**3.7A** Is to support students in sharing their cultures on and off-campus.

**3.7B** Is to facilitate connections between international students and the Squamish community.

**3.7C** Is to plan events for days of intercultural significance.

**3.7D** Is to hold at least one Intercultural Gathering per block to discuss any concerns or projects related to fostering cultural richness for the Quest campus.

**3.7E** Is to advocate and work to improve intercultural relations and experiences with QUSA and Quest, including the Quest curriculum.

### **3.8 Academic Director**

**3.8A** Is to work with the faculty, administration, Chief Academic Officer, and students to ensure student satisfaction in academics and to shape and improve the academic program at Quest.

**3.8B** Is to actively and passively collect student feedback on academics and academic procedures and in the hiring of new faculty members.

**3.8C** Is to work alongside the QUSA Vice President to communicate student feedback on academics to the Chief Academic Officer, faculty, and other relevant persons.

**3.8D** Is to facilitate and develop initiatives to enhance student academic life at Quest University Canada, including the organization of a Question Soirée.

**3.8E** Is to support Quest faculty by communicating changes to the student body in academics and academic administration as well as the facilitation of the Faculty Awards.

## **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, and any additional assemblies, fireside chats, and other QUSA meetings if required.

**4.2B** 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 and public meeting audio to QUSA website within a week.

**4.2C** Is to take minutes of Annual General Meetings and directors' meetings;

## **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.

**6.5** All Directors are to solicit feedback from students on how to improve each Director's respective purviews.

**6.6** All Directors are to assist with events and initiatives related to their purview (as 'Affiliated Director'), including, but not limited to;

**6.6A** work with students to manage funding contracts, legacy forms, and rental agreements;

**6.6B** ensure that funded initiatives are meeting the terms agreed to in their funding contracts;

**6.6C** logistically support initiatives, including aiding in access to equipment and space if necessary;

**6.6D** ensure that these events and initiatives uphold the values, vision, and mission of QUSA, and uphold a high standard of political justice, human and environmental rights, and equity.

## **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.