

EXECUTIVE DIRECTOR (4) – ROLE DESCRIPTIONS

President, pg. 2

VP Campaigns & Equity, pg. 3

VP University & College Affairs, pg. 4

VP Student Health & Wellness, pg. 5

Other Responsibilities and Position Details, pg. 6

Position Title: President

Honoraria: \$32,305

Terms of Work:

- 2-week scheduled shadow period: 17.5 hrs/wk
- Summer Term: 30 hrs/wk (minimum 10 hours in the TCSA office)
- Academic term: 35 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 10 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (20% of 4-week average of hours)
- Vacation pay (4% of gross)

Job's Purpose:

The President is responsible for the functioning of the Association's Executive and the Board of Directors. They coordinate the strategic direction of the organization in collaboration with other elected Directors. The President also acts as a key liaison between the TCSA and other organizations, such as Trent University or levels of government. The President is recognized as the chief spokesperson for the Association and leader of the Executive team.

Description Summary:

- Be the primary contact between the Association and the university administration.
- Organize and support the work of the Association's Vice Presidents and Directors, as necessary.
- Ensure regular communications between Executives and the Board of Directors by organizing monthly check-ins with elected student representatives.
- Assist the Operations and Services Manager to prepare and recommend to the Board of Directors a 1st, 2nd, and 3rd draft Operating budgets for the Association.
- Ensure that all money controlled or allocated by the Board is used for and does not exceed the purposes or amounts that were designated.
- Be responsible for the review of existing services and acquisition and implementation of new services for the Association with the Operations and Services Manager.
- Be responsible for establishing and maintaining relations with the Trent University Board of Governors to report to the Board of Directors on topics concerning the Association.
- Work to strengthen the communication and collaboration between the Association and the Graduate Student Association (GSA) and the Trent in Durham Student Association (TDSA).
- Oversee the communications strategy of the Association in consultation with the Communications Manager.
- Be responsible for the due observance of the Association's By-laws, Operating Resolutions and Policy Resolutions in consultation with the Association Resource Manager.
- Be responsible for coordinating the production of the Association Strategic Plan on an annual basis in collaboration with the Executive Committee.
- Maintain open communication and active ties with local members of parliament and local members of the Ontario Legislature.
- Maintain open communication and active ties with local city councillors and the DBIA; attend relevant City Councillor meetings and report to the board.
- Be responsible for sitting on the administrative and operating committees of the Trent Student Centre alongside the Operations & Services Manager.
- Chair the Standing Committee on Finance and Operations.
- Chair the Standing Committee on Organizational Review and Development.
- Call emergency meetings of the Board of Directors, in conjunction with the by-laws.
- Ensure the appointment of a Chief Electoral Officer in the event the Association Resource Manager is unable to perform their duties
- Act as Deputy Speaker.

Position Title: Vice President Campaigns and Equity

Honoraria: \$19,292

Work Terms:

- 2-week scheduled shadow period: 10 hrs/wk
- April to Turnover (52 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 7 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)

Job's Purpose:

The Vice President Campaigns and Equity works with campus and community partners to work towards a campus that is free from all forms of oppression. The position is responsible for being the liaison between the Association and the Canadian Federation of Students. The position is expected to maintain reasonable contact with other post-secondary unions in support of common student issues.

Description Summary:

- Be a key organizer of campaigns and lobby efforts led by the Association in collaboration with other directors providing support as necessary.
- Meet with Equity Commissioners on a regular basis to provide support, encourage collaboration, and when necessary, facilitate conversation with Trent Administration regarding issues facing their respective constituencies.
- Work with the BIPOC Student Organizer to plan and deliver Association sponsored initiatives and events in partnership with Trent student constituencies to ensure equitable access and engagement with Association resources and services.
- Be responsible for writing public statements in defense of student rights on behalf of the Association.
- Sit on the Events Committee, and organize socials, campaigns, and educational activities throughout the year.
- Plan the delivery of Association campaigns for the year so they can be included as part of the Association Strategic Plan, to be presented to the summer committee and then the Board of Directors for approval no later than the first Board meeting in September. This plan shall include at least one major campaign regarding issues of accessibility to and funding for post-secondary education.
- Sit on the Executive Committee of the Ontario Component of the Canadian Federation of Students as the Local 71 Representative, and actively seek to engage members of the Association with the CFS.
- Be responsible for ensuring that the Association is aware of relevant CFS campaigns and services and that it remains in good financial standing with the Canadian Federation of Students in collaboration with the Operations and Services Manager.
- Coordinate delegations to national and provincial general meetings of the Canadian Federation of Students, as well as CFS Constituency meetings in collaboration with representatives of the Association and other student groups at Trent.
- Be responsible for meeting with the Trent University Human Rights Advisor to review any applicable issues regarding discrimination, harassment, and oppression and to develop strategies for their improvement.
- Be responsible for sitting on PACHREA and liaising between it and the Board.

Position Title: Vice President University and College Affairs

Honoraria: \$19,292

Work Terms:

- 2-week scheduled shadow period: 10 hrs/wk
- April to Turnover (52 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 7 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)

Job's Purpose:

Vice President University and College Affairs (VPUC) purpose is to support students in academic, college, and university-related matters. This position focuses on academic support for students, generating feedback about the services provided to support student clubs, and broader initiatives that increase the vitality of student life in the Trent Community.

Description Summary:

- Be the chief organizer for the activities and programming related to the Association's Orientation & Frost Week
- Shall represent the Association on relevant university committees and task forces concerning the colleges, residences, food, and licensing.
- Shall liaise between the Colleges of Trent and the Association, including college cabinets and college offices.
- Lead the planning of Clubs, Senate and College initiatives for the term, so they can be included as part of the Association Strategic Plan, to be presented to the Board of Directors for approval no later than the first Board meeting in September
- Maintain open communication and active ties with Trent University Levy Groups
- Sit on Events Committee and support the events running on behalf of the Association.
- Be responsible for organizing Dionysus with support from the Events Committee.
- Sit as a voting member on the Clubs & Groups funding and approval committees, reporting all decisions to the Board of Directors.
- Actively consult with student groups regarding clubs' services to assist the Community Coordinator in keeping the service relevant to students.
- Sit on the Colleges and Student Services Committee as the Association's representative.
- Work to engage students in the formation and review of Trent University policies.
- Attend the applicable proceedings of the Trent University Senate and relevant committees and report to the Board of Directors on those proceedings.
- Liaise with the Ontario Public Service Employees Union, the Canadian Union of Public Employees, and the Trent University Faculty Association on common issues when necessary.
- Be the Association's primary contact for students seeking assistance with academic matters.
- Investigate and address curriculum concerns through the existing channels, and where none exist through the lobbying of new policies.

Position Title: Vice-President Student Health and Wellness

Honoraria: \$19,292

Work Terms:

- 2-week scheduled shadow period: 10 hrs/wk
- April to Turnover (52 weeks): 20 hrs/wk (minimum 10 hours in TCSA office)
- 20 days paid vacation (10 to occur during reading weeks, 10 to occur during winter break)
- 7 paid sick days, access to additional paid sick days for appropriate medical issues
- Statutory holiday pay if holiday falls on a vacation day (4-week average @ hourly wage)
- Vacation pay (4% of gross)

Job's Purpose:

The Vice-President Student Health and Wellness purpose is to lead the promotion of student health initiatives and advocate for the physical, emotional, sexual, and mental health of students. This is achieved through the sharing of resources, workshops, and campaigns.

Description Summary:

- Work with campus and community partners to increase student involvement in wellness initiatives, combat wellness-related stigma, and educate students about resources available to them on campus, and in the community.
- Sit on the Events Committee to ensure the organization of wellness-related events, campaigns, or education activities during the academic year on behalf of the Association, including but not limited to Wellness Weeks s (i.e., de-stress events, massage days and/or oxygen bar), seminars, workshops, performances, and other activities as deemed appropriate.
- Support the Association's Equity Commissioners in the organization of wellness-related activities that are specific to various student demographics on campus.
- Share mental health resources with board members to support their well-being and plan at least one board social per semester.
- Collaborate with the Centre for Human Rights, Equity, and Accessibility, and the Wellness Centre to address barriers to accessing services including the physical accessibility of Trent's facilities.
- Plan the delivery of wellness related events, initiatives, and activities so they can be included as part of the Association Strategic Plan to be presented to the Board of Directors for approval by the first meeting in September. This plan shall include at least one major campaign regarding mental health.
- Sit on all Trent University and Association committees related to Student Health and Wellness on which the TCSA is given a voting seat.
- Act as chair of the Trent Student Health and Dental Benefits Plan Special Committee as outlined in the Association's Operating Resolutions.
- Liaise with the Association's Operations and Services Manager, and benefits provider, to ensure the benefits being provided by The Association are appropriate, this may include data collection and presentation to the benefits provider, the wellness center, and the Board.
- Lobby and advocate for change regarding wellness related policies within Trent, the City of Peterborough, as well as the Provincial and Federal Governments where appropriate or necessary.
- Ensure that the board of directors and membership of the Association have access to relevant wellness related training and work to coordinate any identified when necessary.

Other Responsibilities and Position Details

Additional Responsibilities of Executives:

- Attend meetings of the Executive Committee.
- Attend and assist with all major events and initiatives of the Association.
- Advise, assist, and encourage the members of the Board of Directors in carrying out of their various duties.
- Endeavour to become acquainted with all aspects of the functioning and operating of the Association.
- Assist members who approach the Association with academic or other problems relating to Trent University, and when necessary, act in the capacity of an advocate on behalf of individual members to appropriate university bodies, committees, administrators, or persons.
- Establish the Association Strategic Plan to be approved annually by the Board of Directors by the first meeting of the Board in September. It should be detailed by semester and include campaigns and events as well as overall group and individual position focuses. The Executive is encouraged to be as specific and detailed as possible in describing the year ahead.
- Endeavour to gain student representation on Trent University committees where it is non-existent or who students are under-represented.
- Be responsible for recording all hours worked for the Association on a weekly basis with the assistance of the Association Resource Manager.
- Be responsible for completing the Executive exit survey & any transition documentation with the assistance of the Association Resource Manager.

Reports to:

Board of Directors

Shadow Period (Training):

After the ratification of Spring General Elections, the Shadow Executive shall begin transition with the outgoing Executive of the Association under the direction of the Association Resource Manager for a period of two weeks. During shadow, the incoming Executive shall work with the current Executive member holding the same portfolio to acquire the knowledge needed for said position at half (1/2) the hours as determined in the appropriate Operating Resolution.

Until the completion of the turnover, no member of the incoming Executive shall have a vote at the meetings of the Board of Directors unless he or she is currently a voting director as outlined in the appropriate operating resolutions of the Board except where the executive member is returning to the same position in which case, they will receive no additional honoraria.

Other Notes/Benefits:

The Association shall provide a bus pass and benefits plan to each member of the Executive or provide reimbursement of these costs if an Executive has been charged for them by the University. Executive will also have access to an individual taxable \$750.00 fund provided by the Association. This fund will be dispersed in halves in the pay period prior to each reading break, or in full in the pay period prior to the spring reading break as requested.