

St. Lawrence College Student Association

Student Council Positions Descriptions

Positions Available in April:

- (1) President
- (2) Internal Officer
- (3) Financial Officer
- (4) Academic Officer
- (5) Social Officer
- (6) Communications Officer

Positions Available in September:

- (1) Vice-President
- (2) Assistant Internal Officer
- (3) Assistant Social Officer
- (4) Secretary General
- (5) Artistic Director

Positions Descriptions:

- (1) The President shall:
 - (a) Exercise a general oversight over the affairs of the Corporation;
 - (b) Be the official spokesperson for the Corporation and sit ex-officio on all of the Corporation's committees.
 - (c) Prepare an annual report on the activities of the Corporation for the presentation to the members of the Corporation near the end of the winter academic semester on a date to be set by the Student Council;
 - (d) Act as a Chairman at all meetings of the Student Council, and;
 - (a) In conjunction with the Financial Officer, are signatories on all Corporation bank accounts as well as authorized to bind the corporation to legal engagements and contracts.

The President votes only in cases of a tie, in which case he/she casts the deciding vote. The President and the Financial Officer shall sign all documents and other instruments requiring execution by the Corporation unless otherwise ordered by resolution of the Student Council or a bylaw.

(2) The Vice-President shall:

- (a) Aid the President in overseeing the affairs of the Corporation;
- (b) Replace the President in any or all of his duties when the President, for any reason, is unavailable to act;
- (c) Propose the names of the editors and Chairman for all student publication, clubs and committees authorized by the Student Council;
- (d) Act as returning officer in all votes, referendums, elections and by-elections held by the Corporation unless he or she is running for office in which case the returning officer would be decided by motion from the Student Council;
- (e) Act as representative to the Campus Advisory Council, providing regular reports after each meeting to the Student Council;
- (f) Maintain relations with other Student Associations and otherwise act as external officer;
- (g) Fill out and send to the proper agency the *Déclaration de mise à jour annuelle* in the fall semester, the *Inventaire des boissons alcooliques en stock* in January and the *Declaration de TPS et TVQ* in march and;
- (h) Be in charge of applying *Robert's Rules of Order* in every and all meetings of the Student Council.

(3) The Internal Officer shall:

- (a) Act as the Club Liaison Officer;
- (b) Aid the Vice-president, in formulating the list of club Chairmans to be submitted to the Student Council;
- (c) Take an active part in the formulation, coordination and implementation of the Club Policy of the Student Association;
- (d) In conjunction to the Assistant Internal Officer, take an active part in the formulation, coordination and implementation of all forms submitted to the council;
- (e) See that the financial requests of the clubs are submitted to the Financial Officer according to the procedure outlined by the Council;
- (f) Work closely with the club in liaison capacity between these groups and the Student Council, providing regular reports to this body;
- (g) Encourage student participation in all clubs, and;
- (h) Sit as the Chairman on any and all committees dealing with clubs supported by the Student Council.

(4) The Assistant Internal Officer shall:

- (a) Be responsible for assisting the Internal Officer in his general duties;
- (b) See that all forms submitted to the student council are completed in accordance with the Club Policy;
- (c) Take the necessary arrangements to process all forms submitted to the Student Council and submitted to the appropriate officer;
- (d) See that the financial requests are submitted to the Financial Officer according to the procedure outlined by the Council and present them to the Council during the next meeting;
- (e) Ensure continuity and communications between the Council and financial requesters;
- (f) Promote and encourage the participation of students in clubs activities;
- (g) Sit ex-officio on any and all committees dealing with clubs supported by the Student Council.
- (h) Attend all meetings of these bodies and take complete written minutes in shorthand form and subsequently rewrite these rough minutes into formal minutes;

(5) The Financial Officer shall:

- (a) Have charge and custody of and be responsible for all funds, securities, books, vouchers, and papers of the Corporation;
- (b) Deposit all such funds and securities in the name of the company in such bank, trust company, credit union or other depositories as may be elected by the Student Council.
- (c) Be the acting treasurer of the Corporation;
- (d) Accurately report the Corporation's financial situation and manage its resources, including all journal entries and at least one statement of financial position ending on May 31st of each year;
- (e) Act as the de facto Chairman of any financial committee created by the student council, and;
- (a) In conjunction with the President, are signatories on all Corporation bank accounts as well as authorized to bind the corporation to legal engagements and contracts.

Only the Financial Officer can create a liability (debt) or receivable (People owing the Corporation money) for the Corporation. The majority vote of the Student Council may compel them to expense assets however. The Financial Officer and the President shall sign all documents

and other instruments requiring execution by the Corporation unless otherwise ordered by resolution of the Student Council or a bylaw.

Prerequisites

The Financial Officer must have a working knowledge of accounting systems to be eligible to run for office. Proofs of this are the completion of either Accounting I and Working Capital Management or Accounting Systems, a recommendation from an accounting teacher at Champlain St Lawrence, having been Assistant Internal Officer, or a recommendation from the current Financial Officer. Should no candidate present themselves with these prerequisites, the current Financial Officer shall seek one out who has these competencies.

(6) The Social Officer shall:

- (a) Be responsible for the initiation, coordination and administration of all social activities;
- (b) Appoint with the approval of the Student Council, the members of the social committee;
- (c) Be responsible for delegating some of the responsibilities for social activities to the Assistant Vice-Presidents, the social committee and the Student Council;
- (d) Provide regular reports at each meeting to the Student Council, and;
- (e) After a Council Event, the Social Officer must present the Council with a written assessment of the strengths and weaknesses of the event, as well as a Statement of Income for the event made by the Financial Officer. The document must contain recommendations for the following years to ensure future success of similar events.

(7) The Assistant Social Officer shall

- (a) Be responsible for assisting the Social Officer in the initiation, coordination and administration of all social activities, and sit on the social committee;
- (b) Promote and encourage the participation of students in intramural, interscholastic and intercollegiate athletics;
- (c) Work closely with the Student Services and in particular the Coordinator of Student Activities, in an assisting as well as a liaison function, and;
- (d) Sit ex-officio on any and all committees dealing with student services or athletics on which students have representatives providing regular reports to the Student Council.

(8) The Vice-President of Academic Affairs shall:

- (a) Take an active part in the formation, coordination, and implementation of the policy of the Student Council in regard to academic matters;
- (b) Keep actively informed of the academic policies of the College;
- (c) Act in a representative and liaison function between the Student Council, the students and the members of the faculty by acting as representative to the Board of Governors to discuss the position of the Student Council on academic matters,
- (d) Act in a representative and liaison function between the Student Council, the students and the members of the faculty by acting as representative to the Pedagogical Committee; attending all meetings of this body and seeing that students have representation on all committees dealing with academic matters, whenever such representation is possible, and;
- (e) Represent in the best interests of the students of St. Lawrence Campus on the Pedagogical Committee, taking an active interest in the academic policies of the campus and the college, by providing regular reports to the Council after each Committee meeting;

(9) The Secretary General shall:

- (a) Attend all meetings of the Student Council and take complete written minutes in shorthand form and subsequently rewrite these rough minutes into formal minutes;
- (b) Keep the Council Office supplied with the materials necessary for operation;
- (c) Take in charge the filing and the organization of keeping the necessary records of the corporation, and;
- (d) Manage the mail, phone calls and voice-mails addressed to the Student Association.

The meeting minutes must be in accordance to the latest version of Robert's Rules of Order and shall be signed by the Secretary General. The meeting minutes shall be approved by the Student Council at the next meeting and signed by the President for approval. All active members may request to see the meeting minutes. The council should be informed that by Canadian Law, the Student Council is personally responsible for the accuracy of the meeting minutes. It is also their role to keep the Council Office supplied with the materials necessary for operation. They shall also take in charge the filing and the organization of keeping the necessary records of the present document.

(10) The Communications Officer shall:

- (a) Act as a liaison officer between the students and the Student Council, coordinating all publicity of this body;
- (b) Aid the Social Officer by acting as members of the Social Committee;
- (c) Act as Polling Agents for many of the matters brought up during the Student Council meetings, and;
- (d) Be in charge of all the marketing activities of the corporation and find creative ways of advertising for the student council.

(11) Artistic Director shall:

- (a) Create all the advertising and items that the Student Council may need;
- (b) Provide the same services to Clubs and Active Members if it has been asked for by fund request and approved by the student council, and;
- (c) Purchase such materials as is needed to do their function contingent on the approval of the Financial Officer.

All purchases must be presented to the Student Council during the next meeting.

They are appointed through an interview process conducted by the President, the Financial Officer and one first year officer in the week following the elections in September.

Prerequisites:

The Artistic Officer must have a working knowledge of photo editing software. The current Artistic Officer may interview the possible candidates for his/her position to assess whether they have the competencies required. They may further dissuade candidates who do not possess the proper competencies of an Artistic Officer.

(12) Member(s) from the Community at Large shall:

- (a) Have very general duties but shall be there to complete the team and help every officers in the Student Council in their every day and specific tasks, and;
- (b) Assist the President in his duties and attend every meeting

They are appointed through an interview process conducted by the President, the Financial Officer and one first year officer in the week following the elections in September.