



Roles and Responsibilities of Elected Representatives

Rationale

Clear responsibilities for all those in governance roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Clear responsibilities for the members of Students' Council ensure that Students' Council meetings are effective and that the decisions made by its members are well informed.

Clear responsibilities for the Executives ensure the effective fulfillment of duties relevant to their portfolios and hold the Executives accountable to the SAMU membership.

Definitions

Good Governance provides strategic direction for SAMU that aligns with its vision as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan.

Official Position is a formal stance on a particular issue that has been approved by Students' Council.

Expectations

Roles and Responsibilities of Members of Students' Council

- 1** Members of Students' Council adhere to the SAMU Bylaws and Policies.
- 2** Members of Students' Council take and adhere to the Students' Council Oath, referenced in Appendix A of this policy.
- 3** Members of Students' Council consult and represent the student body.
- 4** Members of Students' Council participate in Town Hall meetings, Students' Council meetings, committees, and related SAMU business.
- 5** Members of Students' Council review all material included in agenda packages and provide applicable feedback prior to meetings.
- 6** Members of Students' Council participate in mandatory training sessions.
 - 6.1** A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
 - 6.2** In the event that a member of Students' Council fails to be present for a mandatory training session that member will be automatically removed from office.



6.2.1 A member of Students' Council who is absent from a mandatory training session because they are attending to official SAMU business is excluded from this requirement.

7 Members of Students' Council participate in Town Hall meetings.

7.1 A member of Students' Council must attend at least 80% of a regularly scheduled Town Hall meeting in order to be counted as present for that meeting.

7.1.1 A member of Students' Council who is absent from a Town Hall because they are attending to official SAMU business is excluded from this requirement.

7.2 In the event that a member of Students' Council fails to be present for a regularly scheduled Town Hall meeting that member will be automatically removed from office.

8 Members of Students' Council participate in Students' Council meetings.

8.1 A member of Students' Council must attend at least 80% of a regularly scheduled Students' Council meeting in order to be counted as present for the meeting.

8.1.1 A member of Students' Council who is absent from a Students' Council meeting because they are attending to official SAMU business is excluded from this requirement.

8.2 In the event that a member of Students' Council fails to be present for at least 80% of the regularly scheduled Students' Council meetings that member will be automatically removed from office.

9 Members of Students' Council participate in additional tasks as assigned by Students' Council.

10 In the event a member of Students' Council is automatically removed from office they may apply to Students' Council for reinstatement.

10.1 A written application for reinstatement must be submitted to the Students' Council Reinstatement Committee (SCRC) through the Governance Office within 7 business days of their removal from Students' Council to be considered.

10.2 An application for reinstatement must include all pertinent information, including opportunities to make up for lost engagement, that will help the SCRC render a recommendation to Students' Council.

10.3 Students' Council will consider an application for reinstatement at their next regularly scheduled Students' Council meeting and will decide by formal motion based on the recommendation from SCRC. This motion requires at least 2/3 voting in favour to pass.

10.4 Applicants for reinstatement must attend the Students' Council meeting where their application is being considered.



10.5 Reinstated members of council will retain their previous committee appointments if the vacancies created by their removal have not yet been filled.

Roles and Responsibilities of Members of Executive Committee

11 Members of Executive Committee represent SAMU by acting in accordance with all official positions.

12 Members of Executive Committee maintain regular office hours.

13 Members of Executive Committee provide up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include goals and projects, significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

14 Members of Executive Committee provide up-to-date reports to Executive Committee on their respective areas of responsibility, to be delivered orally during meetings of Executive Committee.

15 Members of Executive Committee participate in the orientation of their successors.

16 Members of Executive Committee serve on the university committee on tuition and fees.

17 Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee.

Roles and Responsibilities of the President

18 The President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee, and serves as the official spokesperson of SAMU and principal contact for SAMU legal affairs.

19 The President is the direct contact for the MacEwan University Board of Governors, faculty, and staff associations, serving as a member of the Board of Governors and related committees.

20 The President is knowledgeable on, and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

Roles and Responsibilities of the Vice President Academic

21 The Vice President Academic (VPA) is the direct contact for academic relations of SAMU, including university committees and academic initiatives.

22 The VPA is a member of university committees, including General Faculties Council, and acts as the academic liaison to department chairs, deans, and the Provost.



23 The VPA is knowledgeable on, and advises Students' Council and SAMU membership of MacEwan's academic affairs. The VPA is the main contact for students who sit on university committees, and assists students who are pursuing academic grievances and appeals.

Roles and Responsibilities of the Vice President External

24 The Vice President External (VPE) is responsible for developing the external advocacy priorities for SAMU, and engages with relevant external stakeholders (including elected government officials) on matters concerning SAMU and its members.

25 The VPE serves as the official SAMU representative for all external advocacy organizations of which SAMU is a member.

26 The VPE is knowledgeable on, and advises Students' Council and SAMU membership on the external affairs of SAMU, including external student advocacy and government lobbying.

Roles and Responsibilities of the Vice President Operations and Finance

27 The Vice President Operations and Finance (VPOF) is the direct contact for the internal affairs of SAMU, including SAMU Building operations, financial planning, governance, and administration.

28 The VPOF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. In the event of a vacant Board of Governors Student Representative position, the VPOF will fill the position.

29 The VPOF is knowledgeable on, and advises Students' Council and SAMU membership of SAMU finances and internal operations.

Roles and Responsibilities of the Vice President Student Life

30 The Vice President Student Life (VPSL) is the direct contact for the non-academic affairs of SAMU, including SAMU's programs, services, clubs, and events.

31 The VPSL coordinates SAMU's involvement in MacEwan University's non-academic affairs, including student services, campus activities, and acts as the liaison regarding the student experience.

32 The VPSL is knowledgeable on, and advises Students' Council and SAMU membership of SAMU programs, services, student groups, events, and MacEwan's non-academic affairs.

Appendix A

Students' Council Oath

I hereby affirm that I will faithfully serve the students of MacEwan University, act in accordance with the bylaws, and fulfill all duties and responsibilities required of a students' councilor. I will strive to achieve the high level of expectation that accompanies the Students' Association of MacEwan University. I am responsible for promoting excellence through accountability. My decisions will be informed and well researched, and I will represent my fellow students' interests, not my own. My opposition will be to ideas not people. I recognize that I am a part of a team with one voice. I am here to enrich the student experience.



Fact Sheet

Approvals:

First Approval – February 19, 2014
Last Approval – April 21, 2021

Date of Last Review – April 21, 2021

Related Documents and Forms:

Source and Updates:

February 19, 2014: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-02-19-6.2 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Students' Council Policy 5 – President Responsibilities*, *Students' Council Policy 6 – Vice President Operations and Finance Responsibilities*, *Students' Council 7 – Vice President Academic Responsibilities*, *Students' Council Policy 8 – Vice President Student Life Responsibilities*, and *Students' Council Policy 9 – Responsibilities of Council Members*.

August 20, 2014: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-08-20-6.3 upon recommendation of the Bylaws and Policy Committee.

May 1, 2015: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-10-15-6.4 upon the recommendation of the Bylaws and Policy Committee. Policy update to add the VP External position and redistribute some of the executive roles and responsibilities evenly among the executive team.

May 18, 2016: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2016-05-18-6.5 on the recommendation of the Bylaws and Policy Committee. Responsibility of taking and adhering to the Students' Council Oath added for members of Students' Council as well as Appendix A: Students' Council Oath being added.

July 20, 2016: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2016-07-20-6.5 on the recommendation of the Bylaws and Policy Committee. Students' Council Oath wording standardized across policies.

February 20, 2019: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2019-02-20-7.5 on the recommendation of the Bylaws and Policy Committee. Individual executive role descriptions standardized.

April 15, 2020: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2020-04-15-7.6 on the recommendation of the Bylaws and Policy Committee. Updates include clarification of attendance requirements and addition of a reinstatement process.

April 21, 2021: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2021-04-21-7.3 on the recommendation of the Bylaws and Policy Committee.



Changes are updates to the councillor reinstatement process to use the newly created Students' Council Reinstatement Committee.