# APPENDIX L

#  STUDENTS’ UNION SOCIETIES ACT

##

## SUB-SECTION 6: SOCIETY PRESIDENT – TERMS OF REFERENCE

### Article 1: General

1. The Society President shall be chosen by the society membership via election by March 31st.
2. The Society President shall serve a term of one (1) year from May 1st to April 30th.
3. There shall only be one President of the society.

### Article 2: Responsibilities

1. The Society President shall be directly accountable to the Society Coordinator and the society membership.
2. The Society President shall act as Chief Executive Officer and spokesperson of the society
3. As Chief Executive Officer, the Society President is responsible to submit to the Society Coordinator the following items:
	1. A Society Constitution Form
	2. A Mid-Year Report on behalf of the society in December
	3. An End-of-Year Report and Budget on behalf of the society in April
4. The Society President shall oversee all aspects of the society
5. The Society President shall chair all meetings of the society
6. The Society President shall keep an open and on-going relationship with the Society Coordinator, and shall be the primary contact for communication with the Society Coordinator
7. The Society President shall be responsible for informing students in their society about society events and to encourage as many people as possible to participate.
8. The Society President is responsible for submitting a mid-year and end-of-year report to the Society Coordinator.
9. The Society President shall attend and actively participate in Society President training and Risk Assessment training with the Society Coordinator
10. The Society President shall ensure that Risk Assessment forms are filled out for all society events
11. The Society President shall oversee society elections
12. The Society President shall ensure that all Society Executives are aware of their accountability to the St. Francis Xavier Students’ Union.
13. The Society President shall attend all meetings at the request of the Society Coordinator if they have been given 72 hours notice of the meeting.
14. The Society President shall be responsible for the actions of the society
15. The Society President shall be responsible for ensuring the society is represented at Society Night
16. The Society President is responsible for ensuring a funding application is submitted to the Budget and Finance Committee if the society membership so desires.

## SUB-SECTION 7: SOCIETY VICE-PRESIDENT – TERMS OF REFERENCE

### Article 1: General

1. The Society Vice President shall be chosen by the society membership via election by March 31st.
2. The Society Vice President shall serve a term of one (1) year from May 1st to April 30th.

### Article 2: Responsibilities

1. The Society Vice President shall be directly accountable to the Society Coordinator and the society membership.
2. The Society Vice President shall act as Chief Executive Officer of the society if for any reason the Society President is unavailable.
3. The Society Vice President shall maintain an up-to-date member list
4. The Society Vice President shall keep an open and on-going relationship with the Society Coordinator, and shall be the secondary contact for communication with the Society Coordinator
5. The Society Vice President shall make all efforts to attend and actively participate in Society President training session and Risk Assessment training
6. The Society Vice President shall oversee and coordinate the programming activities and events of the club if they have received appropriate Risk Assessment training.