

Position Title: Chair of the Board

Reports to (if multiple individuals, include all): The Board of Directors

General:

1. Term of Position:
 - 1 year, May 1st – April 30th
2. Eligibility:
 - Any current student enrolled at STFX who meet the requirements as outlined in the bylaws and policies of the Union.
3. Hiring/Appointment Process:
 - Hiring will take place in the spring of each year.
 - The selection committee shall consist of: 3 Directors of the Board (all voting) and the General Manager of the Union (non-voting).
 - The 3 Directors to sit on the panel will be determined at a meeting of the board by consensus.
 - The nominee for Chair may be ratified by the Board of Directors on the recommendation of the selection committee by a vote of 2/3 majority.
4. Compensation/Benefits:
 - The Chair of the Board shall receive a salary determined by the Board.
 - They shall receive a tuition bursary to be applied by the University..
 - They shall receive access to a private office.
5. Hours
 - The Chair shall work as many hours as are needed to complete their duties.
 - This typically consists of 20-30 hours/week during the academic year and 15-25 hours/week during the summer.
 - The Chairs contract shall be negotiated by the Board on the advice of the General Manager.
6. Overview:
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Responsibilities:

1. The Chair shall abstain from all partisanship.
2. The Chair shall be the Chief Governance Officer of the organization.
3. The Chair shall uphold and enforce the Bylaws and Policies of the Union.
4. The Chair shall be the lead on all governing documents being drafted or revised by the Union.
5. The Chair shall be a regular member of the following committees:
 - a. Students' Union Awards Committee (co-chair)
 - b. Students' Union By-Law and Policy Committee (co-chair)
 - c. Students' Union Society Review Committee, voting
 - d. Students' Union Board of Directors (Chair)
 - e. Students' Union Executive Committee (secretary)
6. The Chair shall be an ex-officio member of all committees, boards, commissions, societies, or associations of the union.
7. The Chair shall oversee the hiring (if applicable) of and be responsible for ensuring the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these positions perform said duties accordingly.

- a. President & CEO
 - b. Deputy Chair
 - c. Board Members
8. The Chair shall call meetings of the Board. The first meeting of the Board during the academic year shall be held as early as possible and no later than October. Meetings shall also be called as prescribed by the by-laws at least once a month.
 - a. The Chair shall call the meeting to order at the time and place appointed, to preside over all meetings of the Board, to announce the business before the Board in the order set, to state and put all questions properly before the Board, to preserve order and decorum and to decide all questions of order.
 - b. The Chair shall only vote on matters where their vote would affect the result, or where the vote is done through secret ballot.
 - c. The Chair must call a meeting of the Board within five days upon the written receipt of a petition signed by at least one-fourth ($\frac{1}{4}$) of Board Directors.
 - d. The Chair shall give seventy-two (72) hours written notice of any meeting, specifying a time, date and location and detailed agenda of such meeting to members of the Board.
 - e. The Chair shall run meetings of the Board by Parliamentary procedures according to the latest edition of Roberts Rules of Order.
 - f. The Chair shall ensure that no member leaves the Board nor enters without the permission of the Chair.
 - g. The Chair shall ensure that reports of all committees and persons are submitted to the Office of the Chair in a timely manner.
9. The Chair shall assure that all Board Directors are appointed to the Boards committees in consultation with the President of the Union.
10. The Chair shall conduct a training session for all members of the Board on an annual basis (minimum), in order to prepare them for their term. This includes familiarizing them with Roberts Rules of Order, and the Students' Union in general. The Chair shall repeat this session after any by-election is held.
11. The Chair shall be responsible for ensuring that accurate and complete records of the Students' Union are being kept. This includes updating changes to bylaws, policies, operating manuals, terms of reference, etc.
12. The Chair is responsible for tabling an up-to-date copy of all governing documents with amendments at a Board meeting before the end of the academic year. Failure to do so will result in a refusal of the final portion of their salary.
13. The Chair shall organize the Students' Union Awards Banquet.
 - a. The Chair and Deputy Chair will co-chair the Awards Committee of the Students' Union awards, in order to select the recipients of the various awards that are submitted to the Board in the form of nominations.
14. The Chair shall be responsible for the day-to-day oversight of and consultation with the President and CEO of the Union. This shall include and be limited to, the management of personal wellness days and vacation days, and any other matters where the President desires the input of the Chair.
15. The Chair shall have the authority to control monthly and periodic honoraria requisitions in consultation with the Executive Committee.
16. The Chair shall be responsible for submitting a final report to the Deputy Chair at the end of their term. Failure to do so will result in the refusal of the final portion of their salary.
17. Should the Chair decide to campaign for an elected position in the Union, they must take a leave of absence under the conclusion of the hiring process.

Powers:

1. The Chair has the power to supervise the activities of any office of the Union or of any of the Unions sub-entities.
2. The Chair has the power to speak on committees' activities and order Chairs of Standing Committees to report to the Board.
3. The Chair has the power to verify that all of the Boards Officers are doing the will of the Board and as such may call for reports or order any Executive Committee member to appear before the Board or one of its committees.
4. The Chair has the power to overrule any action of a society or to suspend its society status. Amendments or overruling's of the Chairs decision must be ratified by the Board before taking effect.

Position Title: General Director, Board of Directors

Reports to: Board of Directors

General:

1. Term of Position:
 - a. 2 years, May 1st – April 30th the following year
2. Eligibility:
 - a. Any current student who meetings the requirements outlined in the elections bylaws and policies.
3. Hiring/Appointment Process:
 - a. Shall be available to participate in training sessions over the summer at the discretion of the Chair. Those elected under special circumstances are responsible to ensure they receive the proper training from the Chair of the Board.
4. Compensation/Benefits:
 - a. Shall receive an honorarium as set by the Budget and Finance Committee.
 - b. Shall receive a shared office space.
5. Hours:
 - a. This is a volunteer position consisting of some committee and board work. It is expected that individuals who take on these roles dedicate the appropriate amount of time them. This typically looks like 3-5 hours per week during the academic year.
6. Overview

Responsibilities:

1. Will sit on the Board of Directors and attend summer meetings at the discretion of the Chair.
2. Will attend pre-Board Meetings as structured by the Chair.
3. General Directors shall be members of standing committees of the Board as prescribed by the by-laws and policies, or as selected by the Board of Directors Committee Appointment Policy.
4. General Directors shall be comfortably knowledgeable with the governing documents of the Union
5. General Directors shall be responsible for attending meetings where appropriately called. Failure to attend such meetings may result in a deduction of honoraria at the discretion of the Chair of the Board. Repeated failure to attend meetings may result in removal as set out in the removal policy.

6. General Directors shall be responsible for filing a mid-year and end of year report with the Chair of the Board each December and April. Failure to do so will result in a refusal of honoraria.
7. Will respond to position related emails and phone calls in a timely manner.
8. Will be comfortably knowledgeable with the activities of the Union.
9. Will work to actively increase the awareness of the Board of Directors.
10. Will be available for personal meetings with committees.
11. Will receive access to an office space which they may use to perform their duties.
12. Will make themselves available to sit on interview panels at the request of the incoming Executive Committee and the Chair of the Board. Refusal to do so may result on a deduction of honorarium.

Powers:

1. General Directors may call a Board of Directors meeting with the signature of one other Director.

Position Title: Constituency Director, Board of Directors

Reports to: Board of Directors

General:

1. Term of Position:
 - a. 1 years, May 1st – April 30th
2. Eligibility:
 - a. Any current student who meetings the requirements outlined in the elections bylaws and policies.
3. Hiring/Appointment Process:
 - a. Shall be available to participate in training sessions over the summer at the discretion of the Chair. Those elected under special circumstances are responsible to ensure they receive the proper training from the Chair of the Board.
4. Compensation/Benefits:
 - a. Shall receive an honorarium as set by the Budget and Finance Committee
5. Hours:
 - a. This is a volunteer position consisting of some committee and board work. It is expected that individuals who take on these roles dedicate the appropriate amount of time them. This typically looks like 3-5 hours per week during the academic year.
6. Overview

Responsibilities:

1. Will sit on the Board of Directors and attend summer meetings at the discretion of the Chair.
2. Will attend pre-Board Meetings as structured by the Chair.
3. Constituency Directors shall be members of standing committees of the Board as prescribed by the by-laws and policies, or as selected by the Board of Directors Committee Appointment Policy.
4. Constituency Directors shall be comfortably knowledgeable with the governing documents of the Union

5. Constituency Directors shall make contact with as many members of the Xaverian Community that they represent (including students, staff, faculty, alumni, potential students, and Antigoneish community members) as possible.
6. Constituency Directors shall maintain a relationship (of regular consultation and engagement) with the respective University office for the student group that they represent.
7. Constituency Directors shall be responsible for attending meetings where appropriately called. Failure to attend such meetings may result in a deduction of honoraria at the discretion of the Chair of the Board. Repeated failure to attend meetings may result in removal as set out in the removal policy.
8. Constituency Directors shall be responsible for filing a mid-year and end of year report with the Chair of the Board each December and April. Failure to do so will result in a refusal of honoraria.
9. Will respond to position related emails and phone calls in a timely manner.
10. Will be comfortably knowledgeable with the activities of the Union.
11. Will work to actively increase the awareness of the Board of Directors.
12. Will actively seek out constituency input and feedback.
13. Will be available for personal meetings with constituents and committees.
14. Will receive access to an office space which they may use to perform their duties.
15. Will make themselves available to sit on interview panels at the request of the incoming Executive Committee and the Chair of the Board. Refusal to do so may result on a deduction of honorarium.

Powers:

1. Directors may call a Board of Directors meeting with the signature of one other Director.

Position Title: President & CEO

Reports to: Board of Directors

General:

1. Term of Position:
 - a. 1 year, May 1st – April 30th
2. Eligibility
 - a. In accordance with the Bylaws and Policies of the Union.
3. Hiring/Appointment Process:
 - a. N/A
4. Compensation/Benefits:
 - a. Shall receive a salary as set out by the Board, paid out in biweekly payments
 - b. Tuition Bursary, to be applied by the University
 - c. Shall receive access to a private office.
 - d. Vacation and personal wellness days
5. Hours:
 - a. The President shall work as many hours as needed to fulfill their responsibilities.
6. Overview

Responsibilities:

1. The President is the Chief Executive Officer of the Union and shall have general responsibility for the day-to-day operations of the Union and for the determination and implementation of its objectives.
2. The President is a member ex-officio of all committees and other bodies of the Union.
3. The President is the official spokesperson for the Union
4. The President shall uphold the by-laws and policies of the Union.
5. The President shall have authority over all other members of the Executive Committee.
6. The President shall sit on the following committees:
 - a. Board of Directors, non-voting
 - b. Executive Committee, Chair
 - c. Equity Advisory Committee, as Co-Chair
 - d. External Affairs Advisory Committee, voting
 - e. By-Law and Policy Committee, as Co-Chair
 - f. Strategic Direction Committee, as Co-Chair
 - g. University Board of Governors, voting
 - h. University Board of Governors Executive Committee, voting
 - i. University Board of Governors Finance Committee, voting
 - j. University X-Ring Committee, Chair
 - k. University Joint Occupational Health and Safety Committee, voting
 - l. University Town and County Committee, voting
 - m. Students Nova Scotia Board of Directors, voting
 - n. Canadian Alliance of Student Associations General Assembly
7. The President shall oversee the hiring of (if applicable) and be responsible for ensuring the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these positions perform said duties accordingly.
 - a. General Manager
 - b. Vice President Academic Affairs (not hired)
 - c. Vice President Finance and Operations
 - d. Vice President Campus Affairs
 - e. Vice President External Affairs
 - f. Student Board of Governors Rep
 - g. Policy and Research Assistant
 - h. Equity Coordinator (or similar)
8. The President is responsible for the concerns of all students.
9. The President is responsible for relations with the Coady International Institute.
10. The President shall oversee student representation on all University committees (excluding those under the purview of the VP Academic).
11. The President is responsible for relations with the University Senior Leadership Team and other Administration.
12. The President shall coordinate with the Vice President External Affairs in representing the STFX Students' Union to different stakeholders, Student Unions, government officials and other outside organizations.
 - a. The President shall be the Secondary Delegate to Students Nova Scotia and shall work with the Vice President External Affairs in representing STFX students at all meetings and conferences.

- b. The President shall be the secondary delegate to the Canadian Alliance of Student Associations and shall work with the Vice President External Affairs in representing STFX students at all meetings and conferences.
13. The President shall report on the status of the Annual Givings campaign from the previous year.
14. Perform all duties typically incident to the Office of the President, or as assigned from time to time by the Board of Directors.
15. Actively represent the core values and beliefs of the St. Francis Xavier University Students' Union.

Powers:

1. The President may appoint special committees provided that they do not infringe on the jurisdiction of a standing committee.
2. Appoint, or have appointed, administrative staff and assign or have assigned such duties as the President may deem proper, subject to the conditions or restrictions specified in the by-laws and policies of the Union.
3. The President may submit a request for a Special Board Meeting, clearly stating the topics to be discussed, to the Chair of the Board.

Position Title: Vice President, Academic Affairs

Reports to: President & CEO

Board of Directors

General:

1. Term of Position:
 - a. 1 year, May 1st – April 30th
2. Eligibility:
 - a. As outlined in the governing documents of the Union.
3. Hiring/Appointment Process:
 - a. N/A
4. Compensation/Benefits:
 - a. Shall receive a salary as set out by the Board, paid out in biweekly payments
 - b. Tuition Bursary, to be applied by the University
 - c. Shall receive access to a private office.
 - d. Vacation and personal wellness days
5. Hours:
 - a. The Vice President, Academic Affairs shall work as many hours as needed to fulfill their responsibilities.
6. Overview:

Responsibilities:

1. In the absence of the President, the Vice President Academic Affairs shall become the Acting Chief Executive Officer and shall assume all responsibilities there within.

2. The VPAA will deal with all matters of an academic or educational nature brought before the Board of Directors. They will be knowledgeable of the activities of an educational or academic nature that pertain to students.
3. The VPAA will supervise and advise the activities of Student Senators. They are responsible for ensuring regular communication between them.
4. The VPAA shall coordinate (in consultation with the President) the representation of students on all University Senate Committees.
5. The VPAA will be responsible for the coordination of any Union educational programming offered throughout the year.
6. The VPAA will act as the primary liaison between the Students' Union, and the Academic Vice President & Provost, as well as departmental Deans.
7. The Vice President Academic Affairs shall be a part of the following committees:
 - a. STFXSU Board of Directors, non-voting
 - b. STFXSU Executive Committee, Vice-Chair
 - c. STFXSU Academic Caucus, Co-Chair
 - d. University Senate, voting
 - e. University Senate Steering Committee, voting
 - f. University Senate Quality of Life Committee, voting
 - g. Bookstore Advisory Committee, voting
 - h. Library Committee, voting
 - i. Recruitment Campaign Committee, voting
8. The VPAA shall be responsible for coordinating a tutoring service for all students with various campus stakeholders.
9. The Vice President, Academic Affairs shall oversee the hiring of (if applicable) and be responsible for ensuring the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these positions perform said duties accordingly.
 - a. Student Senators
 - b. Academic Affairs Student Advocates
 - c. Policy & Research Assistant

Position Title: Vice President, Finance and Operations

Reports to (if multiple individuals, include all): President & CEO

General:

1. Term of Position:
 - a. 1 year, May 1st – April 30th
2. Eligibility:
 - a. Must be a current STFX student in good academic and student conduct standing.
3. Hiring/Appointment Process:
 - a. Shall be hired of a committee consisting of: the incoming President, incoming VP Academic Affairs, General Manager (non-voting)

- b. Shall be ratified by the Board of Directors at the last Board Meeting of the academic year.
 - c. Shall participate in training as outlined in the Transition Policy.
- 4. Compensation/Benefits:
 - a. Shall receive a salary as set out by the Board, paid out in biweekly payments
 - b. Tuition Bursary, to be applied by the University
 - c. Shall receive access to a private office.
 - d. Vacation and personal wellness days
- 5. Hours:
 - a. The Vice President, Finance and Operations shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.
 - b. There may be periods of time where additional hours are required to fulfill the positions requirements including, late nights and weekends.
- 6. Overview:

Responsibilities:

1. The Vice President, Finance and Operations shall be the Chief Financial Officer of the Union.
2. The Vice President, Finance and Operations shall be a signing officer of the Union.
3. The Vice President Finance and Operations is the controlling signature on all documents signed on behalf of the Students' Union. This includes all entertainment contracts and any other legally binding document that entails a financial obligation to the Students' Union. The Vice President Finance and Operations shall assume the responsibility both legally and to the Board for the fulfillment of contract obligations.
4. The Vice President, Finance and Operations shall have all the powers, privileges and assume all duties required to perform the roles outlined. These shall not restrict the generality of this document or powers and duties specified in the Act of Incorporation.
5. The Vice President, Finance and Operations shall be a member of the following committees:
 - A. The STFXSU Executive Committee, as a voting member
 - B. The STFXSU Budget and Finance Committee, as Co-Chair
 - C. The STFXSU Health and Dental Plan Committee, as Co-Chair
 - D. The CFXU Operations Board, as a voting member
 - E. The Xaverian Weekly Publication Board, as a voting member
 - F. The University Budget Committee, as a voting member
 - G. Kevin's Corner Operations Committee, co-chair
6. The Vice President, Finance and Operations shall revise, in consultation with the Budget and Finance Committee, the detailed estimates within the budget of the fiscal year as accepted by the previous year's Board of Directors, where appropriate.
7. The Vice President, Finance and Operations shall prepare the consolidated budget, in consultation with the Budget and Finance Committee of the Union for the next fiscal year and bring it before the Board of Directors for approval no later than the second last Board Meeting of the fiscal year.
 - a. When preparing the budget, the Vice President Finance and Operations shall meet with all members of the Executive Committee, CFXU Station Manager, Xaverian Weekly Editor-in-Chief, and all others concerned, to assist in the creation of the budget.
8. The Vice President, Finance and Operations shall provide a fiscal update to the Board of Directors once per semester. At the latter of these presentations, they shall table the Unions financial statements before the Board of Directors and shall present a comparison of the estimates approval with the actual (accrual) disbursement of funds.

9. The Vice President, Finance and Operations shall not dispense any unallocated monies accruing from any sources without prior approval of the Board of Directors.
10. The Vice President, Finance and Operations shall prepare with advice and consent of the Budget and Finance Committee, any supplementary budgets with the detailed estimates, and shall present such to the Board of Directors for approval.
11. The Vice President, Finance and Operations shall consult with and keep informed, and advise the General Manager and Finance Manager on all financial matters affecting the Union,
12. The Vice President, Finance and Operations shall oversee a number of services and operations of the Union, as well as the individuals hired to run those services and operations including:
 - a. all operations of the Convenience For U store, as well as the hiring and supervision of the Student Manager and store staff.
 - b. all operations of Drive U as well as the hiring and supervision of the student manager and the drivers.
 - c. all operations of the Kevins Corner Food Resource Centre (KCFRC) as well as the hiring and supervision of the KCFRC Coordinator.
 - d. all operations of the Peer Support Program.
 - e. representing the Students' Union on all matters pertaining to the Health and Dental Plan offered by the Union.
13. The Vice President, Finance and Operations shall oversee the hiring of (if applicable) and be responsible for ensuring the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these positions perform said duties accordingly.
 - a. Finance Manager (in collaboration with the General Manager)
 - b. Convenience For U Student Manager
 - c. Convenience For U Student Staff
 - d. Drive U Student Manager
 - e. Driver U Drivers
 - f. Kevin's Corner Coordinator
 - g. Sponsorship Coordinator
 - h. All other applicable positions.
14. The Vice President, Finance and Operations shall oversee all sponsorship initiatives for the Students' Union including but not limited to, Orientation Week, Drive U, Golden X Inn, and other major sponsorship opportunities throughout the year.
15. The Vice President, Finance and Operations shall be responsible for advising the CFXU Radio and Xaverian Weekly Newspaper on financial matters.
 - a. All major financial undertakings in the budget of the CFXU Radio and Xaverian Weekly Newspaper must be undertaken through the Office of the Vice President, Finance and Operations, especially in regards to major expenditures on equipment such as (but not limited to) computers, cameras, and radio equipment, and also in regards to entering major contracts. The Vice President, Finance and Operations shall assume the responsibility both legally and to the Union Board of Directors for the payment for such equipment and the fulfillment of contract obligations.
16. The Vice President, Finance and Operations shall ensure that all ratified student societies receive all documents required to submit a budget to the Budget and Finance Committee, and that these budgets are completed and submitted to the Society Coordinator for ratification by the Board of Directors no later than November 1st of any given year.

17. The Vice President, Finance and Operations will be responsible for a final report to be submitted to the Chair of Council at the end of their term. Failure to do so will result in the refusal of the final portion of the positions' honorarium.

Position Title: Vice President, Campus Affairs

Reports to (if multiple individuals, include all): President & CEO

General:

1. Term of Position:
 - o 1 year, May 1st – April 30th
2. Eligibility:
 - o Must be a current STFX student in good academic and student conduct standing.
3. Hiring/Appointment Process:
 - o Shall be hired of a committee consisting of: the incoming President, incoming VP Academic Affairs, General Manager (non-voting)
 - o Shall be ratified by the Board of Directors at the last Board Meeting of the academic year.
 - o Shall participate in training as outlined in the Transition Policy.
4. Compensation/Benefits:
 - o Shall receive a salary as set out by the Board, paid out in biweekly payments
 - o Tuition Bursary, to be applied by the University
 - o Shall receive access to a private office.
 - o Vacation and personal wellness days
5. Hours:
 - o The Vice President, Campus Affairs shall be responsible for working approximately thirty (30) hours per week during regular office hours from May-April inclusive.
 - o There may be periods of time where additional hours are required to fulfill the positions requirements including, late nights and weekends.
6. Overview:

Responsibilities:

1. The Vice President, Campus affairs shall organize a series of training sessions for different individuals in the Union:
 - a. Training for Residence Event Coordinators to take place prior to Orientation Week
 - b. Work with the Student Life Office to arrange for and ensure the necessary training (code of conduct and appeals) for Student Advocate – Campus Affairs
 - c. Provide training to Campus Affairs Student Advocates with the Students' Unions legal council on the subject of confidentiality and the community code.
2. The Vice President, Campus Affairs shall be responsible for all major events hosted by the Students' Union including but not limited to: Orientation Week, X-Ring, Frost Week, Graduation.
 - a. They shall work with the Executive Committee, General Manager, Bar Manager, Vice President Finance and Operations, and their Event Coordinator and Staff all as needed throughout the event.

3. The Vice President, Campus Affairs shall be a part of the following committees:
 - a. STFXSU Executive Committee, voting
 - b. STFXSU Campus Affairs Committee, Co-Chair
 - c. University Event Risk Assessment Committee, voting
 - d. University Student Orientation Committee, voting
4. The Vice President, Campus Affairs shall be the primary liaison with the STFX Residence Life Department. As the liaison, they shall maintain regular communication with the Director of Student Life and the Manager of Residences.
5. The Vice President, Campus Affairs shall be responsible for overseeing the actions of the Residence Event Coordinators, especially as their work relates to the House Councils.
6. The Vice President, Campus Affairs shall hold a minimum of bi-weekly meetings of the Campus Affairs Committee.
7. The Vice President, Campus Affairs shall oversee the hiring of and be responsible for ensuring the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these positions perform said duties accordingly.
 - a. Residence Affairs Coordinator
 - b. Student Advocates – Residence Affairs
 - c. All Residence Event Coordinators
 - d. Events Coordinator
 - e. Orientation Crew Co-Chairs
 - f. Event Staff
 - g. Society Coordinator
8. The Vice President, Campus Affairs shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.
 - a. There may be periods of time where additional hours are required to fulfill the positions requirements including, late nights and weekends.

Position Title: Vice President, External Affairs

Reports to: President & CEO

General:

1. Term of Position:
 - o 1 year, May 1st – April 30th
2. Eligibility:
 - o Must be a current STFX student in good academic and student conduct standing.
3. Hiring/Appointment Process:
 - o Shall be hired of a committee consisting of: the incoming President, incoming VP Academic Affairs, General Manager (non-voting)
 - o Shall be ratified by the Board of Directors at the last Board Meeting of the academic year.
 - o Shall participate in training as outlined in the Transition Policy.
4. Compensation/Benefits:
 - o Shall receive a salary as set out by the Board, paid out in biweekly payments
 - o Tuition Bursary, to be applied by the University
 - o Shall receive access to a private office.

- Vacation and personal wellness days
5. Hours
 - a. The Vice President, External Affairs shall be responsible for working approximately thirty (30) hours per week during regular office hours from May-April inclusive.
 - b. There may be periods of time where additional hours are required to fulfill the positions requirements including, late nights and weekends.
 6. Overview

Responsibilities:

1. The Vice President, External Affairs is responsible for external affairs on behalf of the Students' Union, including but not limited to, relations with other universities and their respective Student Unions, governments, and outside organizations.
2. The Vice President, Finance and Operations shall be a member of the following committees:
 - a. The STFXSU Executive Committee, as a voting member
 - b. The STFXSU External Affairs Advisory Committee, as Co-Chair
 - c. Students Nova Scotia (SNS)*, Board of Directors, as a voting member
 - d. Canadian Alliance of Student Associations (CASA)*, General Assembly, as a voting member

*The Vice President, External Affairs may join other committees within SNS and CASA at their own discretion and in consultation with the President.

3. The Vice President, External Affairs shall be the Primary Delegate at all Students Nova Scotia meetings and conferences.
4. The Vice President, External Affairs shall be the Primary Delegate at all Canadian Alliance of Student Association meetings and conferences.
5. The Vice President, External Affairs is responsible for government and stakeholder relations as they relate to issues of government funding, tuition, student aid, summer jobs, online resources, etc.
6. The Vice President, External Affairs is responsible for assisting in developing, organizing and implementing various lobbying efforts through SNS, CASA, or independently that are designed to further the interests of STFX students.
7. The Vice President, External Affairs is responsible for creating working relationships and liaising with community groups including representatives of the Town and County of Antigonish.
8. The Vice President, External Affairs is responsible for maintaining a relationship with the Antigonish Chamber of Commerce.
9. The Vice President, External Affairs is responsible for researching and developing policy positions in regards to relevant external student issues in consultation with the President.
10. The Vice President, External Affairs is responsible for engaging students in the political process, including all municipal, provincial, and federal elections.
11. The Vice President, External Affairs is responsible for coordinating any events, or campaigns related to post-secondary awareness, education, or student issues related to government policy.
12. The Vice President, External Affairs shall oversee the hiring of and be responsible for ensuring the following positions are fully aware of their duties under their respective terms of reference and shall ensure that these positions perform said duties accordingly.
 - a. Research and Policy Coordinator
 - b. Campaigns Coordinator

13. The Vice President, External Affairs shall be responsible for working thirty (30) hours per week during regular office hours from May-April inclusive.
 - a. There may be periods of time where additional hours are required to fulfill the positions requirements including, late nights and weekends.

Position Title: Student Board of Governors Representative

Reports to (if multiple individuals, include all):

- Liaise with the President
- May be called to appear before the Board of Directors.

General:

1. Term of Position:
 - a. 2 years, May 1st – April 30th the following year
2. Eligibility
 - a. Any student eligible in accordance with the By-Laws and policies of the Union.
3. Hiring/Appointment Process:
 - a. Elected
4. Compensation/Benefits:
 - a. Shall receive an honorarium as set yearly by the Budget and Finance Committee.
 - b. Shall receive an office space to conduct business in.
5. Hours:
 - a. This is a volunteer position consisting of some committee and board work. It is expected that individuals who take on these roles dedicate the appropriate amount of time them. This typically looks like 3-5 hours per week during the academic year.
6. Overview
 - a. There are 2 seats on the University Board of Governors reserved for students, one is dedicated to the President of the Students' Union, and the other is to be elected by the student's body at large. Together, the President and the other elected representative shall collaborate and coordinate on all matters related to the University Board of Governors. This includes but is not limited to: sitting on various committees of the Board of Governors; discuss matters concerning students at the Board of Governors level with the President.

Responsibilities:

1. Will coordinate with the Office of the President on all matters related to the Board of Governors.
 - a. They shall maintain communication regarding the concerns and needs of students which need to be addressed by the Board of Governors.
2. Will sit on various committees of the Board of Governors and represent the
3. Through their role on the University Board of Governors, the Student Board of Governors Representative has the responsibility to coordinate with the President to determine:

- a. The students' perspectives on the objectives of the University on financial matters and policy issues which are dealt with by the Board. They shall speak and vote on behalf of students.
4. Student Board of Governors Representatives may be ordered to appear before the Union Board of Directors if given written notice 72 hours in advance.
5. To be removed from office, the Board of Directors must follow the proper impeachment proceedings as outlined in the By-Laws and policies of the Union.

Position Title: Student Senators

Reports to (if multiple individuals, include all):

- Liaise with the Vice President Academic Affairs
- May be called to appear before the Board of Directors

General:

1. Term of Position:
 - a. 1 year, May 1st – April 30th
2. Eligibility
3. Hiring/Appointment Process:
 - a. Shall be elected in the spring of each year.
4. Compensation/Benefits:
 - a. Shall receive an honorarium as set by the Unions Budget and Finance Committee.
 - b. Shall receive an office space to conduct their business in.
5. Hours
 - a. This is a volunteer position consisting of some committee and board work. It is expected that individuals who take on these roles dedicate the appropriate amount of time them. This typically looks like 3-5 hours per week during the academic year.
6. Overview
 - a. There are 5 student senators to fill the 5 student seats on the University Senate, they are: Business, Science, Arts, Education, and Graduate Studies Representatives. These individuals will coordinate with the Unions Vice President Academic in order to best represent the needs and positions of students to the STFX Academic Senate. This includes but is not limited to; sitting on committees of Senate, work with the VP Academic to bring awareness to issues faced by the students they represent.

Responsibilities:

1. Through their roles on the University Senate, Student Senators have the responsibility to coordinate with the VP Academic to determine:
 - a. The students' perspectives on the objectives of the University in its Academic role.
 - b. The general objectives of the various entities administered through the University such as the Frank McKenna Centre for Leadership, the Brian Mulroney Institute of Government, Coady International Institute, and others.
2. Shall represent the view of their constituencies at Senate meetings with regard to all academic matters and policy issues, which are dealt with by the University Senate. Shall speak and vote on behalf of the Union.

3. Shall be responsible for communicating with their respective constituents regarding all issues under consideration by the Senate and shall solicit the opinions of their constituents in the process.
4. Shall maintain constant communication with the Vice President Academic and the other student senators.
5. The Education Representative shall sit on the Education Society Board.
6. Student Senators may be ordered to appear before the Union Board of Directors if given written notice 72 hours in advance.
7. To be removed from office, the Board of Directors must follow the proper impeachment proceedings as outlined in the By-Laws and policies of the Union.