

Executive Members

President

A. Job Description

The President is the Chief Executive Officer of the Augustana Students' Association and, along with the Executive Council and Executive Director, directs the affairs of the organization internally and externally. They must provide effective leadership to ensure the ASA runs efficiently. One must be flexible and understanding to accommodate all the changes that may occur in a given year. The President must make independent decisions on a daily basis while being mindful that they work for the Augustana Students' Council and ultimately the entire student body of Augustana. The model of leadership through service should be followed throughout one's term in office.

The President shall be a full time student with not more than 12 credits per 11 week semester.

The President must be back at campus 1 week prior to Move-In Day to participate in Executive Training and carry out other ASA duties.

B. Students Union Specific Duties

- Be aware and knowledgeable of the UASU's Bylaws, and Policy Manual.
- Ensure effective communication with the SU Executive.
- Ensure concerns of Augustana students are being taken into consideration at North Campus.
- Sit as the Augustana representative on the Council of Faculty Associations.
- Act as an ambassador and representative to the UASU.

C. Job Specific Duties

- Organize the agenda for the Annual Fall Retreat with assistance of the Executive Director, and plan and organize a Winter Retreat (January) if deemed necessary by the Executive Council
- Appoint five members and one alternate to the Student Review Board (Bylaw 13.01) by September 20th of the current year.
- Ensure that vacant positions are filled on Council after the fall By-Election, or if positions are vacated throughout the year.
- Set times and chair all ASC and Executive Meetings.
- Appoint members to the four ASA standing committees at the Fall Retreat. Consultation with all of Council is recommended.
- In conjunction with the VP Academic, the President shall appoint student representatives to all university and community standing committees. Once appointed, the President shall convene a meeting to discuss responsibilities, report requirements, and accountability of committee members.
- Appoint a Faculty Advisor, if applicable.
- Engage in weekly meetings with the Executive Director.
- Engage in bi-weekly meetings with the Dean.
- Speak at the Community Awards Banquet.

Executive Members

- Appoint students to the selection committee for the Augustana Leadership Awards.
- Present the Heather Huber Award at the annual Leadership Reception.
- Conduct an Executive and Councillor review in the fall semester.

C. Committees

The President is an ex-officio member of all the ASA committees. The President shall periodically attend meetings of all ASC Committees to ensure that organizational goals are being met.

Augustana Students' Council - Chair

- If absent, the President can appoint a member of Student Council to serve as chair.
- Meetings are weekly.

ASA Executive Committee - Chair

- Report on progress being made in other committees and regarding other responsibilities.
- Advise and seek the advice of other Executive Members and the Executive Director.

Agenda and Priorities Committee - Ex-Officio Member

- Attend weekly meetings of the APC.

Faculty Council - Voting Member

- Act as a student representative, along with the other student representatives from each of the four departments.
- Give a verbal report at each meeting.

Vice-President Academic

A. Job Description

The Vice-President Academic is a job that incorporates advocacy on behalf of students and providing an overall direction for the Augustana Students' Association. The VP Academic will be the liaison to the University of Alberta Students' Union.

The VP Academic works closely with the ASC and Executive Council to ensure that the correct operational decisions are made. Other obligations will include taking an active role in governance and in government building for the Association, and may include other voluntary duties that are agreed upon by the VP Academic and other members of the ASA Executive Committee.

The Vice President Academic must be back at campus 1 week prior to Move-In Day and prepared to carry out ASA duties. This will ensure an effective beginning to the academic year.

Executive Members

B. Responsibilities

Augustana Campus

- Ensure councilors are maintaining office hours and assigned weekly duties.
- Signing officer for the ASA.
- Work and assist at all Bashes from start to finish.
- Attend and help with all major ASA sponsored events.
- Complete a Final Report to be used by the incoming VP Academic and ensure effective preparation by scheduling transition time with them.
- Be knowledgeable of the ASA Bylaws and Policies and be prepared to uphold and enforce said procedures.
- Must work on the ASA building project on an annual basis to ensure the ASA is moving towards their goal of a building.
- Attend transition day for the Executive, sometime after March elections.
- Act as a close liaison with the Dean and Faculty Administration at Augustana and attend bi-monthly meetings with the Vice-Dean Academic.
- Assist the President in appointing members to the four ASA standing committees at the Fall Retreat. The four committees are Activities, Agenda and Priorities, Budget and Revenue and Awareness. Consultation with all Council is recommended.
- Take a lead role in organizing student advocacy campaigns and presenting advocacy issues to the student body, to ensure widespread knowledge on the issue.
- Assist the President in appointing student representatives to all university and community standing committees. As these committees may vary from year to year, contact with the Dean is essential by the start of September.
- Attend Alcohol Awareness training provided by Student Group Services.
- By default, the VP Academic will also sit as a voting member on Faculty Council, Academic Appeals, Curriculum Committee and Residence Appeals Committee. Other candidates may be appointed to sit on any of the above committees in place of the VP Academic if deemed appropriate by the VP Academic and the President.

University of Alberta

- Be aware and knowledgeable of the U of A Students' Union Bylaws, Policy Manual and Constitution.
- The VP Academic will act as a primary contact person for the University of Alberta Student's Union. They will bring ASA issues to the SU, be aware of all current SU issues and initiatives, make this information known to our students, and assist accordingly with the ASA and SU lobbying efforts.
- The VP Academic, if elected as Augustana's SU Councilor, will attend the bi-weekly Students' Union meetings throughout the year. Attendance is subject to the scheduling of ASC meetings.
- Ensure effective communication with the SU Executive.
- Ensure rights of Augustana students are being taken into consideration at the North Campus.
- Work with the SU Vice President Academic to: (1) coordinate campus association bylaws and policies; (2) work on advocacy efforts regarding bylaws and policies at

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

Augustana Campus.

- Act as an ambassador and representative to the U of A SU and work with the ASA Executive Committee to communicate effectively with the Students' Union.

Job Specific Duties

- The VP Academic will advocate on behalf of Augustana students regarding academic issues, student environment, services, and campus issues.
- The VP Academic will be responsible for promoting the ASA, its mission, and its interests to the student members as well as the faculty and staff of the Augustana Campus.
- The VP Academic will assist the President (at the Presidents discretion) in promoting and representing the ASA on campus. This would include serving on various campus committees, attending campus policy meetings, and speaking with campus administration.

C. Committees

Agenda and Priorities Committee - Chair

- Oversee this committee's work on policy and bylaw creation and review.
- Use this committee to help guide the direction of the organization, and ensure the organization works toward its long term goals.
- Delegate tasks to committee members.

Executive Committee – Voting Member

- Report on progress being made in other committees and regarding other responsibilities.
- Advise the committee based on expertise gained in the area of academic issues.
- Advise and seek the advice of the President.
- Advise and seek the advice of other Executive Members and the Executive Director.

Student Council – Voting Member

- Report on progress being made in all committees and regarding all relevant responsibilities.
- Advise and seek the advice of Councilors.
- Implement or oversee the implementation of all decisions made by the Council regarding bylaws and policies.

D. Summary

As an executive member of the Augustana Students' Association, the VP Academic will be accountable for the operational direction of the organization. It is up to the VP Academic to describe all activities and explain all decisions made by the committees that are overseen by this position. This person must make decisions independently on a day to day basis regarding the implementation of activities, but must remember that he/she works for the Augustana Students' Council, which is the final authority on all important matters.

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

Vice-President Finance

A. Job Description

The Vice-President Finance is a job that incorporates the oversight of the Augustana Students' Association budget, and responsibilities for fund raising and revenue generation. The VP Finance works closely with the ASC and Executive Council to ensure that the correct financial decisions are made. Other obligations will include taking an active role in governance and in government building for the Association, and may include other voluntary duties that are agreed upon by the VP Finance and other members of the ASA Executive Committee.

The Vice President Finance must be back at campus 1 week prior to Move-In Day and prepared to carry out ASA duties. This will ensure an effective beginning to the academic year.

B. Responsibilities

Augustana Campus

- Ensure councilors are maintaining office hours and assigned weekly duties.
- Primary signing officer for the ASA.
- Work and assist at all Bashes from start to finish.
- Attend and help with all major ASA sponsored events.
- Complete a Final Report to be used by the incoming VP Finance and ensure effective preparation by scheduling transition time with them.
- Attend Transition Day for Executive, sometime after March elections.
- Attend Alcohol Awareness training provided by Student Group Services.
- Be knowledgeable of the ASA Bylaws and Policies and be prepared to uphold and enforce said procedures.

University of Alberta

- Be aware and knowledgeable of the U of A Students' Union Bylaws, Policy Manual and Constitution.
- Complete all Faculty and Campus Association documentation, as per Students' Union Bylaw 8200. This documentation shall be completed by September 30th of each year.
- Work with the SU Vice President Operations & Finance to: (1) coordinate campus association finances; (2) work on advocacy efforts regarding student fees at Augustana Campus.
- Act as an ambassador and representative to the U of A SU and work with the ASA Executive Committee to communicate effectively with the Students' Union.

Job Specific Duties

- The VP Finance shall be familiar with all ASA financial bylaws and policies.
- As the financial officer of the organization, the VP Finance shall review and sign all payments. In the event that the Executive Director is unavailable, the VP Finance

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

shall issue payments if the need arises.

- At times, the VP Finance may also be responsible for accompanying the Executive Director to the bank for the purpose of obtaining petty cash or floats.
- The VP Finance should have a solid knowledge of the financial status of the organization and be willing to provide information upon request.
- Development and implementation of a comprehensive operating budget .
- It is important for the VP Finance to take into consideration the suggestions of Council, the Executive Director, and the student body in the compilation of the budget.
- The budget should be presented to Students' Council no later than 1 week after a final tally of students has been retrieved from the registrar's office.
- Budget updates should be provided to Council as needed, or on a monthly basis.
- The VP Finance must provide 3 budget updates per semester.
- This individual should always be on the lookout for ways to expand revenues.
- The VP Finance will annually review the 5 year capital plan and ensure that it is being followed. This individual will also ensure that the 5 year plan meets the stated goals of the organization.

C. Committees

Budget and Revenue Committee - Chair

- Seek out and manage all advertising and sponsorship agreements.
- Review all budget drafts, auditor reports and financial statements in conjunction with the Budget and Revenue Committee and consider their advice and concerns.
- Use this committee to explore all new sources of revenue and advise the ASC in the management of all revenue sources.
- Ensure a sound financial direction for the ASA.

ASA Granting Committee – Chair

- Recruit members to sit on this committee.
- The committee meets after each granting deadline.
- Guide the selection or recipients as per the Granting Policy.

Single Parent Scholarship Committee - Chair

- The Single Parent Scholarship is an annual award that the ASA gives to successful applicants. Details of the requirements can be found in the Policy and Procedures manual.
- Oversee the selection of successful applicants for the Single Parent Scholarship as per the policy.

Research Grant Committee - Chair

- The Research Grant program assists 3 and 4 year students in research projects. The policy and procedures manual can be consulted for further information.
- Guide the selection and implementation of the Research Grant, as per the policy.
- Be accountable for the funding that is issued.

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

Executive Committee – Voting Member

- Report on progress being made in other committees and regarding other responsibilities.
- Advise this committee based on expertise gained in the area of finance.
- Advise and seek the advice of the President.
- Advise and seek the advice of other Executive Members and the Executive Director.

Student Council – Voting Member

- Report on progress being made in all committees and regarding all relevant responsibilities.
- Advise and seek the advice of Councilors.
- Implement or see to the implementation of all decisions made by the Council regarding finance and operations.

D. Summary

As an executive member of the Augustana Students' Association, the central role of the VP Finance is to ensure a sound financial direction for the organization. It is up to the VP Finance to describe all activities and explain all decisions made by the committees that are overseen by this position. This person must make decisions independently on a day to day basis regarding the implementation of activities, but must remember that he/she works for the Augustana Students' Council which is the final authority on all important matters.

Vice-President Communications

A. Job Description

The Vice-President Communications is a job that incorporates the guidance of all communications and memberships of the Augustana Students' Association. This involves responsibility for communicating the interests and services of the ASA and its members to students, faculty, and the wider Camrose community. Other obligations will include taking an active role in governance and in government building for the Association and may include other voluntary duties that are agreed upon by the VP Communications and other members of the ASA Executive Committee.

The Vice President Communications must be back at campus 1 week prior to Move-In Day and prepared to carry out ASA duties. This will ensure an effective beginning to the academic year.

B. Responsibilities

Augustana Campus

- Ensure councilors are maintaining office hours and assigned weekly duties.
- Signing officer for the ASA.
- Work and assist at all Bashes from start to finish.
- Attend and help with all major ASA sponsored events.

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

- Complete a Final Report to be used by the incoming VP Communications and ensure effective preparation by scheduling transition time with them.
- Attend Transition Day for Executive, sometime after March elections.
- Attend Alcohol Awareness training provided by Student Group Services.
- Be knowledgeable of the ASA Bylaws and Policies and be prepared to uphold and enforce said procedures.
- The VP Communications will be responsible for promoting the ASA, its mission, and its interests to its student members. This shall be done through both large and small awareness campaigns of student, social, global or other issues, as deemed necessary by the Executive or by the Council at the start of the academic year, as well as through sufficient and appropriate marketing of the ASA.
- Two major awareness campaigns shall be conducted throughout the school year (one per semester), and should be well-coordinated, planned and advertised. The inclusion of ASA-sponsored clubs in awareness campaigns when appropriate and possible is recommended.
- The VP Communications will be responsible for advertising the ASA and its various services and activities to the student body. The VP Communications will coordinate with other Executive members and the Council to advertise all ASA activities.
- In the event that a municipal, provincial or federal election falls within the school year, the VP Communications will be responsible to hold a Candidates Forum in the effort to promote voter awareness. An equal emphasis should be put on general election issues, and student specific issues.

University of Alberta

- Be aware and knowledgeable of the U of A Students' Union Bylaws, Policy Manual and Constitution.
- Be in contact with the Gateway concerning events and issues that affect students.
- Act as an ambassador and representative to the U of A SU and work with the ASA Executive Committee to communicate effectively with the Students' Union.

Job Specific Duties

- The VP Communications should work to increase the awareness of the ASA to its members and to the Camrose community. This may be done in several ways, such as advertising ASA events and campaigns within the larger community.
- The VP Communications will be responsible for the promotion of the ASA at Preview Days. In the event that the VP Communications is unable to attend, it will be his or her responsibility to find appropriate representatives.
- The VP Communications will also be conscious of all avenues of communication used by the ASA and will ensure that these are being used effectively. These include the Electronic Marquee, the AssTalk Newsletter, the ASA page in the Daglightale, ASA webpage.
- The VP Communications will act as a liaison to the media staff and provide monthly updates to the Daglightale and a local paper about the ASA awareness and student life actions, and be the direct link between media and the Students' Association.
- The VP Communications must meet monthly with all media staff. This includes the

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

staff of the Daglightale and any other media positions of the ASA. The VP Communications shall recommend to APC any changes to policy and job descriptions for the media staff.

- The VP Communications will also be expected to be aware of the budgets allotted to media positions and, when required, meet with the VP Finance to discuss any concerns regarding these budgets.

C. Committees

Awareness Committee – Chair

- Formulate an annual plan for awareness activities, including goals and dates for major and minor awareness campaigns.
- Plan, coordinate and execute the awareness campaigns decided upon by the Executive and/or Council.
- Guide this committee and its members in the creation and implementation of activities to increase the awareness of the ASA to its members.
- Delegate tasks to committee members.

Executive Committee - Voting Member

- Report on progress being made in other committees and regarding other responsibilities.
- Advise this committee based on expertise gained in the area of Communications and Awareness.
- Advise and seek the advice of the President.
- Advise and seek the advice of other Executive Members and the Executive Director.

Student Council - Voting Member

- Report on progress being made in all committees and regarding all relevant responsibilities.
- Advise and seek the advice of Councilors.
- Implement or oversee the implementation of all decisions made by the Council regarding Communications and Awareness.

D. Summary

As an Executive member of the Augustana Students' Association, the central role of the VP Communications is to provide awareness of the Students' Association and communicate effectively to its members. This person must make decisions independently on a day to day basis regarding the implementation of activities, but must remember that he/she works for the Augustana Students' Council which is the final authority on all matters of importance.

Vice-President Student Life

A. Job Description

As the job title indicates, the primary responsibility of the VP Student Life is to plan and

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

execute activities that contribute to student life at the Augustana Campus of the University of Alberta. Other obligations will include taking an active role in governance and government building for the Association, and may include other voluntary duties that are agreed upon by the VP Student Life and other members of the ASA Executive Committee. All Activities put on by the Augustana Students' Association fall under the general jurisdiction of the VP Student Life. Normally it is expected that all major events are planned and implemented by the person who holds this position with the assistance of the Activities Committee.

The Vice President Student Life must be back at campus 1 week prior to Move-In Day and prepared to carry out ASA duties. This will ensure an effective beginning to the academic year.

B. Responsibilities

Augustana Campus

- Ensure councilors are maintaining office hours and assigned weekly duties.
- Signing officer for the ASA.
- Work and assist at all Bashes from start to finish.
- Attend and help with all major ASA sponsored events.
- Complete a Final Report to be used by the incoming VP Student Life and ensure effective preparation by scheduling transition time with them.
- Attend Transition Day for Executive, sometime after March elections.
- Attend Alcohol Awareness training provided by Student Group Services.
- Be knowledgeable of the ASA Bylaws and Policies and be prepared to uphold and enforce said procedures.

University of Alberta

- Be aware and knowledgeable of the U of A Students' Union Bylaws, Policy Manual and Constitution.
- Work with the SU VP Student Life or other student groups to coordinate the SA's participation in large events.
- Act as an ambassador and representative to the U of A SU and work with the ASA Executive Committee to communicate effectively with the Students' Union.

Job Specific Duties

Annual/Mandatory Events

These events must be implemented annually under the supervision of the VP Student Life, unless otherwise indicated by Student Council. It is important to note, however, that all events require an adequate volunteer base that should be filled by the Council itself, except where other volunteers can or must be found.

O-Team

- Recruit and maintain a volunteer base consisting of anywhere between 50 and 100 returning students.
- Make all necessary arrangements concerning move-in day (buy t-shirts, feed

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

- volunteers, make sure Residence Life knows who will be coming etc.).
- Supervise and ensure the general welfare of volunteers on move-in day.

Orientation Week

- Make sure that there is a good spread of activities during orientation week. (These activities may vary from year to year). The VP Student Life must be running all events to ensure their success.
- First Class Bash - make all necessary arrangements such as the renting of space (i.e. the CRE or Norsemen), the hiring of security, transportation, and police services. Supervise and look after all volunteers over the course of the night – do not leave until the event is over. Be responsible for all funds handled during the event. Recruit volunteers – Council members are required to volunteer two hours of their time – Executive members are expected to volunteer all night.
- Participate in the SA session for the New Student Conference. Plan in conjunction with the President.

Formal

- Choose a theme and purchase all decorations for the event.
- Work with the venue to choose a menu for the banquet.
- Begin selling tickets as soon as school resumes in January.
- Make all necessary arrangements such as the renting of space (i.e. the CRE or Norsemen), the hiring of security, transportation, and police services.
- Supervise and look after all volunteers over the course of the night – do not leave until the event is over.
- Be responsible for all funds handled during the event.
- Recruit volunteers – Council members are required to volunteer two hours of their time; Executive members are expected to volunteer all night.

Last Class Bash

- Make all necessary arrangements such as the renting of space (i.e. the CRE or Norsemen), the hiring of security, transportation, and police services.
- Supervise and look after all volunteers over the course of the night – do not leave until the event is over.
- Be responsible for all funds handled during the event.
- Recruit volunteers – Council members are required to volunteer two hours of their time – Executive members are expected to volunteer all night.

Other Job Specific Responsibilities

Clubs

- The VP Student Life must chair the Student Activities Coordinating Committee.
- Ensure that all Clubs are putting on a good spread of activities and events that are individually consistent with their budgets, (approved early in the year by the Club Budget Committee).
- Plan and execute one Club Fair per semester. All activities hosted by Clubs throughout the year should, if properly implemented, provide a good activities base

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

for the Augustana community.

- VP Student Life is responsible for keeping in touch with both Club Presidents and Faculty Advisors.

Other Activities and Events

- Communicate with the Activities Committee and Student Council regarding other activities and events that should be put on over the course of the year.
- The VP Student Life and the Activities Committee are the primary instruments in planning and carrying these out; however Council should contribute both ideas and time.

C. Committees

Activities Committee – Chair

- Guide this committee's members in the creation, planning and implementation of all activities and events (save what is done by clubs) put on by the ASA.
- Delegate responsibility accordingly.

Clubs Budget Committee – Chair

- Guide this committee in its only mandate which is to approve, deny or modify the existence and funding of ASA clubs.
- This committee shall be formed by the last Friday in September and will consist of the VP Student Life as chair as well as the VP Finance, Executive Director, and two additional Council members.
- Members of the committee shall be appointed for the entire academic year.
- The committee shall meet within one week of club application forms being due in both fall and winter semesters.
- Should there be any difficulties regarding budget approvals during the course of the year, or should a club request more money, the committee may need to meet additionally throughout the year.

Student Activities Coordinating Committee – Chair

- Keep tabs on attendance of members, ensuring the continued interest of clubs.
- Ensure that Clubs are living up to the mandates presented to the C.B.C. and that they are acting appropriately according to ASA guidelines.
- Oversee the implementation of Club Fairs.
- Be prepared to revoke a Club's funding or status (working in conjunction with the C.B.C. and the President) if it fails to live up to its responsibilities, including attending meetings of the Clubs Committee regularly.

Betty Ostenrud Award Selection Committee – Chair

- Form a committee consisting of the previous year's winners and two councilors.
- Select one staff member and one faculty member to receive the award.
- Present each award in a speech at the Leadership banquet.

Executive Committee – Voting Member

Last Revised:

11/01/2018

Date of Passage:

11/08/2018

Executive Members

- Report on progress being made in other committees and regarding other responsibilities.
- Advise this committee based on expertise gained in the area of Student Life and Activities.
- Advise and seek the advice of the President.
- Advise and seek the advice of other Executive Members and the Executive Director.

Student Council – Voting Member

- Report on progress being made in all committees and regarding all relevant responsibilities.
- Advise and seek the advice of Councilors.
- Implement or see to the implementation of all decisions made by the Council regarding Student Life and Activities.

D. Summary

As an Executive member of the Augustana Students' Association, the central role of the VP Student Life is plan events and activities that will enhance student life on campus. This person must make decisions independently on a day to day basis regarding the implementation of activities, but must remember that he/she works for the Augustana Students' Council which is the final authority on all important matters.