

## **Roles and Responsibilities of Council Membership**

### ***1.00 President***

#### **1.01** The President shall:

- (1) Oversee all activities of the Council;
- (2) Be Chairperson of the Executive Committee;
- (3) Hold signing authority over all financial accounts of the Council;
- (4) In her absence, appoint one Vice-President of the Council to serve as Acting President;
- (5) Represent the SSSC on the USC;
- (6) Represent the Council on the various ad-hoc committees established at the Dean's office of the Faculty of Social Science;
- (7) Oversee and provide guidance for commissioner-at-large – President;
- (8) Oversee and provide guidance to the Orientation Commissioner;
- (9) Represent the SSSC via the Presidents' Roundtable as convened by the USC; and
- (10) Complete a detailed final report prior to receiving her honorarium.

### ***2.00 Vice-President Academics***

#### **2.01** The Vice-President Academics shall:

- (1) Chair the Departmental Committee and report to Council on the activities of this committee;
- (2) Be a student representative to the Educational Policy Committee of the Social Science Faculty;
- (3) Be available to address any academic concerns within the Faculty and work through the appropriate administrative channels to address these concerns;
- (4) Be responsible for the planning and implementation of the annual Fall Preview Day, March Break Open House, and Intent to Register in coordination with the Dean's Office and Academic Counselling;
- (5) Provide guidance for academic programming to the orientation commissioner;
- (6) design and distribute the Dean's Honour List Certificates;
- (7) Assist the department clubs in developing their academic portfolio as well as aiding them in their quest for resources;
- (8) Liaise with the Vice-President Education of the USC and represent the SSSC via the Education Coordinating Committee as convened by the USC;
- (9) Regularly liaise with Academic Counselling and the Dean's Office; and
- (10) Complete a detailed final report prior to receiving her honorarium.

### ***3.00 Vice-President Communications***

#### **3.01** The Vice-President Communications shall:

- (1) Chair the Communications Committee;
- (2) Keep the students of the Faculty of Social Science informed of all activities of Council through all relevant mediums of publicity;
- (3) Maintain regular communication and updates of council meetings, events, and

activities;

- (4) Oversee and provide guidance to the *Socializer* Editor-in-Chief;
- (5) Oversee and provide guidance to the Internet Commissioner;
- (6) Oversee and provide guidance to the Graphics Design Commissioner;
- (7) Oversee and provide guidance to the commissioner-at-large Communications;
- (8) Act as a liaison between the Council and departmental clubs to promote departmental clubs events within the faculty and to foster relations between those clubs and the SSSC;
- (9) Represent the SSSC via the Communications Coordinating Committee as convened by the USC; and
- (10) Complete a detailed final report prior to receiving her honoraria.

#### ***4.00 Vice-President Finance***

**4.01** The Vice-President Finance shall:

- (1) Chair the Finance Committee;
- (2) Present the Council with a projected budget for the academic year prior to October 1st, a revised budget prior to February 1st, and a year-end budget prior to AGM of each year;
- (3) Hold signing authority over all financial accounts of Council;
- (4) Keep an accurate General Ledger and present monthly Bank Requisitions to the President;
- (5) Liaise with the USC Vice-President Finance as appropriate;
- (6) Oversee and provide guidance for the Advertising Commissioner;
- (7) Provide guidance for fiduciary responsibilities of the Orientation Commissioner;
- (8) Oversee and provide guidance for the commissioner-at-large – Finance; and,
- (9) Complete a detailed final report prior to receiving her honorarium.

#### ***5.00 Vice-President Student Affairs***

**5.01** The Vice-President Student Affairs shall:

- (1) Chair the Student Affairs Committee;
- (2) Oversee and provide guidance to the Charity Commissioner;
- (3) Oversee and provide guidance to the Homecoming/Merchandise Commissioner;
- (4) Oversee and provide guidance to the Commissioner-at-large – Student Affairs;
- (5) Design, advertise, and implement various programs throughout the year to increase general team spirit within the Council;
- (6) Design, advertise, and implement various programs throughout the year directed towards the students of the Social Science Faculty;
- (7) Co-ordinate activities and events with various clubs, organizations, councils, and residences across campus to promote Western spirit and a sense of community;
- (8) Represent SSSC via the Western Programming Activities Network, as convened by the USC;
- (9) Complete a detailed final report prior to receiving her honoraria; and
- (10) Co-ordinate Ally and I Know Someone training to the members of the council.

#### ***6.00 Department Representatives***

**6.01** Each department representative shall:

- (1) Be elected via the Election guidelines laid out in the SSSC Elections Policy;
- (2) Represent his or her respective department on the SSSC;
- (3) Maintain contact with the clubs within their respective department;
- (4) Maintain contact with the Chair of their respective department;
- (5) Be responsible for the promotion of the council , including giving short presentations to their classmates at election times and/or when Council requests it;
- (6) Sit on at least one committee or sub-committee of Council during her term in office; and
- (7) Be responsible for maintaining a booth at Fall Preview Day, March Break Open House, and Intent to Register under the guidance of the Vice-President Academic.

**7.00 Residence Representatives**

**7.01** Each residence representative shall:

- (1) Be elected via the Election guidelines laid out in the SSSC Elections Policy;
- (2) Represent his or her respective residence on the SSSC;
- (3) Be responsible for the promotion of the council, including giving short presentations to their residence councils at election times and/or when Council requests it;
- (4) Sit on at least one committee or sub-committee of Council during her term in office; and
- (5) Serve her term in office until the beginning of the next academic school year.

**8.00 Off-Campus Representatives**

**8.01** The Off Campus representative shall:

- (1) Be elected via the Election guidelines laid out in the SSSC Elections Policy;
- (2) Be a first year student representing the off campus constituency on the SSSC;
- (3) Be responsible for the promotion of the council to all off campus students, especially during election times and/or when Council requests it;
- (4) Sit on at least one committee of sub-committee of Council during her term in office; and
- (5) Serve her term in office until the beginning of the next academic school year.

**9.00 First Year Student Caucus Representatives**

**9.01** The First Year Student Caucus representative shall:

- (1) Be elected via the Election guidelines laid out in the SSSC Elections Policy;
- (2) Represent the First Year Student Caucus on the SSSC;
- (3) Represent Social Science students on the First Year Student Caucus;
- (4) Vice chair the First Year Outreach Committee;
- (5) Be responsible for the development of ideas for promotion targeted at first years for council at election times and/or when Council requests it;
- (6) Sit on at least one committee or sub-committee of Council during her term in office; and
- (7) Server her term in office until the beginning on the next academic school year.

**10.00 USC Councillors**

**10.01** Each USC Councillor shall:

- (1) Be elected via USC by-law number two;
- (2) Act as a liaison between the SSSC and the USC;
- (3) Represent the concerns and interests of Social Science Students on both the SSSC and the USC; and
- (4) Sit on at least one committee or sub-committee of the council during her term in office.

### ***11.00 Senators***

#### **11.01 Social Science/FIMS Senators shall:**

- (1) Be elected in accordance with Senate guidelines;
- (2) Act as liaisons between the SSSC and the University Senate and shall make regular reports to Council on the activities of the Senate;
- (3) Represent the concerns and interests of Social Science Students' on each of the SSSC and the University Senate; and
- (4) Attend all meetings of the Student Caucus on Governance.

### ***12.00 The Speaker of the Council***

#### **12.01 The Speaker of the Council shall:**

- (1) Be elected at the first SSSC meeting by majority vote for the following year;
- (2) Preside over all general meetings of Council in a way that is consistent with the provisions of this constitution and in accordance with Robert's Rules;
- (3) Attend all Council meetings, and where they cannot attend, shall inform the President or Secretary of Council at the earliest possible moment;
- (4) Complete and submit a detailed final report to the Honoraria Committee by April 30th;
- (5) Select the Chief Returning Officer and Deputy Returning Officer through an application and interview process; and
- (6) Chair the Internal Review Committee.

### ***13.00 Chief Returning Officer***

#### **13.01 The Chief Returning Officer shall:**

- (1) Be appointed by the Speaker of Council;
- (2) Chair the Elections committee maintain;
- (3) In the absence of the Speaker, preside over General meetings of Council; and
- (4) Administer and facilitate all election and bi-election related issues.

### ***14.00 Deputy Returning Officer***

#### **14.01 The Deputy Returning Officer shall:**

- (1) Be appointed by the Speaker of Council;
- (2) Sit on the Elections Committee;
- (3) Assist the Chief Returning Officer with administering and facilitating all election and bi-election related issues; and
- (4) In the absence of the Chief Returning Officer, undertake their roles and responsibilities.

### ***15.00 Secretary***

#### **15.01** The Secretary shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Edit and promptly distribute all Council memoranda and reports;
- (3) Record, edit and promptly distribute the minutes of both Executive Committee and general meetings of Council;
- (4) Have possession of all important documents of Council;
- (5) Take on other duties assigned by incoming and current Presidents;
- (6) Maintain, in conjunction with the President, and Speaker of Council, an updated list of members attendance at meetings and office hours; and
- (7) Administer Roll Call during SSSC meetings.

### ***16.00 Editor-In-Chief***

#### **16.01** The Editor-in-Chief shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Be responsible for the editing, publishing, and distribution of the *Socializer*;
- (3) Be responsible for soliciting articles for the newspaper;
- (4) Be a member of the Communications Committee;
- (5) Submit all drafts of the *Socializer* to the Vice-President Communications for review prior to print;
- (6) Appoint an assistant editor as deemed necessary; and
- (7) Provide a final report to the Vice-President Communications to provide suggestions for the improvement of the newspaper by the AGM.

### ***17.00 Internet Commissioner***

#### **17.01** The Internet Commissioner shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Be responsible for the editing, publishing, and posting information to the SSSC web page at least once a month;
- (3) Be a member of the Communications Committee;
- (4) Provide a final report to the Vice-President Communications to provide suggestions for the improvement of the web page by the AGM;
- (5) Appoint an assistant as deemed necessary; and
- (6) If the position is not filled by November 1st, the executive has the ability to seek outside assistance, provided it fits within budgetary limitations, as approved by council.

### ***18.00 Orientation Commissioner***

#### **18.01** The Orientation Commissioner shall:

- (1) Be appointed by a Head Soph Selection Committee who's composition will be determined by Orientation Staff;

- (2) Be responsible for the planning, co-ordination and execution of the Social Science Orientation program;
- (3) Be responsible for organizing soph selection in accordance with the guidelines set out by the Orientation Staff and the Orientation Governance Board;
- (4) Submit a proposed budget to the Vice-President Finance and President of the SSSC no later than May 31st;
- (5) Submit a comprehensive report on her progress in preparations for Orientation Week, including an updated budget and pricing quotes to the Vice-President Finance and President of the social science students' council one (1) week before submitting her midterm report to Orientation staff;
- (6) May be granted limited signing authority on the SSSC USC account from March 30th until the third week of September at the discretion of the Vice-President Finance and President of the SSSC;
- (7) Co-ordinate programming for Orientation Week in conjunction with the Vice-President Student Affairs;
- (8) Not enter into any contracts as a representative of the SSSC without permission of the President or Vice-President Finance; any such contracts will become the Orientation Commissioner's personal monetary responsibility; and
- (9) Complete a detailed year-end report by March 1st.

### ***19.00 Charity Commissioner***

#### **19.01** The Charity Commissioner shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Be responsible for the designing, advertising and implementation of the various activities and events that the SSSC participates in to raise funds and awareness for charitable organizations in the Western community;
- (3) Work in co-operation with other university organizations to co-ordinate the efforts of campus-wide charitable activities and events to ensure the active participation of the Social Science Students' Council;
- (4) Be a member of the Student Affairs Committee;
- (5) Attend all meetings of the Campus Issues Coordinating Committee as convened by the VP Campus Issues of the USC; and
- (6) Provide a final report to the Vice-President Student Affairs by the AGM.

### ***20.00 Homecoming/Merchandise Commissioner***

#### **20.01** The Homecoming/Merchandise Commissioner shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) To assist the Vice-President Student Affairs in the co-ordination and building of the homecoming float;
- (3) Ensure that the SSSC as well as the Social Science Orientation Sophs are involved in the Homecoming float as well as Homecoming activities;
- (4) Represent the SSSC on any committees as established by the USC Homecoming Commissioner;
- (5) Be a member of the Student Affairs Committee; and

- (6) Provide a final report to the Vice-President Student Affairs by the AGM.

### ***21.00 Advertising Commissioner***

#### **21.01** The Advertising Commissioner shall

- (1) Be chosen through an application process by the nominating committee;
- (2) Be a member, *ex-officio*, of the Communications Committee;
- (3) Be a member, *ex-officio*, of the Finance Committee;
- (4) Be responsible for the solicitation of advertising from businesses as a revenue source to the SSSC according to established policies and schedules of the SSSC;
- (5) Work with the *Socializer* Editor-in-Chief to ensure proper publication of advertising contracts;
- (6) Maintain records and monies of advertising contracts, liaising such information on a frequent basis with the Vice-President Finance and *Socializer* Editor-in-Chief;
- (7) Investigate other viable opportunities and channels for advertising and sponsorship as they relate to the fiscal support of the SSSC, while respecting the image of the Faculty of Social Science, as well, the image of the SSSC, the Constitution and all policies of the SSSC; and
- (8) Provide a final report by the AGM to the Vice-President Finance.

### ***22.00 Commissioner-at large President***

#### **22.01** The Commissioner-At-Large President shall

- (1) Be chosen through an application process by the nominating committee;
- (2) Assist the President with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Presidential role; and
- (3) Report to the President on matters falling within this section and on any other matters concerning the Presidential role that are directed to her by the President.

### ***23.00 Commissioner-At-Large Vice President Communications***

#### **23.01** The Commissioner-At-Large Vice-President Communications shall

- (1) Be chosen through an application process by the nominating committee;
- (2) Assist the Vice-President Communications with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice-President Communications portfolio; and
- (3) Report to the Vice-President Communications on matters falling within this section and on any other matters concerning the Vice-President Communications portfolio that are directed to her by the Vice-President Communications.

### ***24.00 Commissioner-At-Larger Vice-President Finance***

#### **24.01** The Commissioner-At-Large Vice-President Finance shall:

- (1) Be chosen through an application process by the nominating committee;

- (2) Assist the Vice-President Finance with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice-President Finance portfolio; and
- (3) Report to the Vice-President Finance on matters falling within this section and on any other matters concerning the Vice-President Finance portfolio that are directed to her by the Vice-President Finance.

#### ***25.00 Commissioner-At-Large Vice-President Student Affairs***

**25.01** The Commissioner-At-Large – Vice-President Student Affairs shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Assist the Vice-President Student Affairs with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice-President Student Affairs portfolio; and
- (3) Report to the Vice-President Student Affairs on matters falling within this section and on any other matters concerning the Vice-President Student Affairs portfolio that are directed to her by the Vice-President Student Affairs.

#### ***26.00 Graphic Design Commissioner***

**26.01** The Graphic Design Commissioner shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Be a member, *ex-officio*, of the Communications Committee;
- (3) Be responsible for the design and graphic presentation of information and advertising for the SSSC, its programs, events, services, etc.; and
- (4) Provide a final report and portfolio by the AGM to the Vice-President Communications.

#### ***27.00 Environment Commissioner***

**27.01** The Environment Commissioner shall:

- (1) Be chosen through an application process by the nominating committee;
- (2) Be a member, *ex-officio*, of the Student Affairs Committee;
- (3) Liaise between the USC EnviroWestern Committee and the SSSC;
- (4) Be responsible for designing, advertising, and implementing various environmental initiatives;
- (5) Advertise and raise awareness about environmental initiatives in the Western and London Community;
- (6) Work with the Social Science Administration to promote environmental initiatives within the Social Science Centre; and
- (7) Provide a final report and portfolio by the AGM to the Vice-President Student Affairs.