

Arts and Science Undergraduate Society of Queen's University

Governance Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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PART 1: THE GOVERNANCE OFFICE

SECTION 1 | GOVERNANCE OFFICER JOB DESCRIPTION

1.01.01

The responsibilities of the Governance Officer shall include, but are not limited to:

- i) Attending any and all meetings of Council;
- ii) Attending and reporting to Assembly;
- iii) Scheduling and organizing all meetings of Assembly;
- iv) Preparing the Assembly Agenda and making it available to all members of Assembly 72 hours in advance of each meeting;
- v) Advertising all Assembly related affairs;
- vi) Chairing Assembly sub committees as required by Assembly;
- vii) Preparing and submitting to the summer executive a strategic plan for the year;
- viii) Working with the VP to create a budget for the year;
- ix) Keeping records of money spent and ensuring that budget is adhered to;
- x) Meeting with Committee Chairs when necessary and ensuring they are updated on any new developments of significance;
- xi) Preparing a transition report for the incoming Governance Officer in accordance with the guidelines laid out in ASUS Policy;
- xii) Holding at least fifteen (15) office hours per week;
- xiii) Assessing and approving all expenditures exceeding \$100 to be made by any member of the Commission before the expenditure is made;
- xiv) Supervising all aspects of ASUS Elections and Referenda, including Departmental Student Council Elections, while being ineligible to run in any ASUS election during their term to avoid any possible conflicts of commitment or interest;
- xv) Updating and distributing copies of the ASUS Policy Manual and Constitution;
- xvi) Regularly updating and maintaining the Governance section of the ASUS website;

- xvii) Maintaining ASUS Policy and Constitution without prior Assembly approval by making non-substantive changes, and to inform Assembly of these changes;
- xviii) Maintaining the ASUS Archives; xix. Supervising the ASUS Advisory Board and working with the Advisory Board Chair to organize Advisory Board Meetings

1.01.02

Over the summer the responsibilities of the Governance Officer shall include but shall not be limited by the following:

- i) Assisting in the distribution of the Summer Interim Report;
- ii) Preparing and submitting to the Summer Executive a strategic plan for the year;
- iii) Keeping Committee Chairs updated on any new developments of significance;
- iv) Maintaining communication with the ASUS Summer Executive.

1.01.03

The outgoing Governance Officer shall ensure that the incoming Governance Officer has been introduced to, or at least is well aware of, the following people and/or bodies:

- i) ASUS Assembly;
- ii) Secretary of Internal Affairs AMS;
- iii) Chief Electoral Officer, AMS;
- iv) Publishing & Copy Centre (P&CC);
- v) Room Reservations (Physical Plant and JDUC/MacCorry).

1.01.04

The Governance Officer shall be financially compensated in accordance with Human Resource Policy (HRP) Salary Grid 10.03.01 and Honoraria grid 9.05.02.

SECTION 2 | DEPUTY GOVERNANCE OFFICER JOB DESCRIPTION

1.02.01

The Deputy Governance Officer shall be responsible for assisting the Governance Officer in the maintenance, growth, and expansion of the Governance Office. Their primary responsibility will be ASUS Assembly. In conjunction with the Governance Officer, they will take on key logistical tasks to help ASUS Assembly function effectively. They will also be responsible for spearheading innovations to improve the discussion, oversight, and

deliberation functions of Assembly. Such work will involve liaising with all members of ASUS Council, members of ASUS Assembly, and the ASUS Executive. It will involve working with ASUS Assembly, the Assembly Agenda, and the aforementioned stakeholders in ASUS. They will also be responsible for ensuring that ASUS Assembly is as accessible to students-at-large as possible, leading outreach to communities not represented on Assembly, and ensuring students-at-large have access to information about Assembly proceedings.

1.02.02

The duties of the Deputy Governance Officer will ensure that the Governance Officer has the sufficient time and resources to be an effective liaison with the ASUS Sibling Societies, namely, PHEKSA, COMPSA, and CESA, in addition to carrying out the rest of their duties. The Deputy Governance Officer will further work with the Governance Officer on any policy, special projects, and new initiatives the Governance Officer sees as important.

1.02.03

The Hiring Panel for the Deputy Governance Officer will be made up of the incoming ASUS Governance Officer and at least one other member, as approved by the ASUS Human Resources Officer, according to 13.04 of the ASUS Constitution.

1.02.04

The responsibilities of the Deputy Governance Officer shall include, but are not limited to:

- i) Holding five (5) office hours per week, at least two (2) of which will be held during the hours of the Governance Officer. These five hours can be distributed between weeks as workload for Assembly demands it, upon approval from both the Deputy Governance Officer and the Governance Officer;
- ii) Assisting or replacing the Governance Officer in collecting materials for the Assembly Agenda;
- iii) Assisting or replacing the Governance Officer in creating and formatting the Assembly Agenda;
- iv) Leading any additions to the Agenda Package to improve discussion and debate, potentially including summaries of motions and materials to spur discussion;
- v) Leading the production of materials for public consumption summarizing Assembly;
- vi) Leading outreach to outside groups on campus, marginalized communities, international students, and other constituencies to ensure their voices are heard and amplified at ASUS Assembly;

- vii) Critically assess the composition of Assembly and it's committees, considering the effectiveness of the current functioning of Assembly;
- viii) Working on any special projects or initiatives deemed valuable by the Governance Officer

1.02.05

12-month term from May 1st of the outgoing academic year to May 1st of the following academic year (i.e. May 1, 2020 - May 1, 2021).

1.02.06

An honorarium of \$500 will be awarded to the Deputy should they complete all required duties.

1.02.07

The Summer responsibilities of the Deputy Governance Officer shall include, but are not limited to:

- i) Maintain contact with the Governance Officer to ensure successful completion of the Office strategic plan;
- ii) Work with the Governance Officer to assess the current state of ASUS Assembly, and consider possible improvements for the coming year.

1.02.08

The transition responsibilities of the Deputy Governance Officer shall include, but are not limited to:

- i) Prepare detailed transition manual for the Incoming Governance Office Deputy;
- ii) Ensure the Deputy Governance Officer has a good understanding of the function of the Governance Office and ASUS Assembly.

SECTION 3 | ASSEMBLY SCRIBE JOB DESCRIPTION

1.03.01

The Assembly Scribe will be advertised starting in the Summer or beginning of the Fall term and hired by the Governance Officer as a work-study position. All efforts shall be made to have the Assembly Scribe hired by the end of the second week of classes. This person will be employed by ASUS from September until April of each school year. The hourly wage and salary cap will be set by the Work Study Program. Hours will be determined such that one scribe shall be present for each hour of Assembly and the ~~scribe~~ Assembly Scribe can fulfill all other additional responsibilities assigned by the Governance Officer. Hours logged by the

scribe are subject to approval of the Vice-President Operations/CFO and Governance Officer.

1.03.02

- i) The responsibilities of the Scribe shall include but are not limited to the following:
- ii) Keeping full minutes of all regular meetings of the Assembly
- iii) Ensuring the duplication and distribution of all minutes, papers, and reports or other documents to Assembly members
- iv) All items recorded by the scribe, personal reports and other confidential matters contained in the minutes shall be made public, unless otherwise decided by Assembly
- v) Maintaining a general knowledge of Assembly proceedings.

1.03.03

Funds for this position will be allocated as a line item in the ASUS Operating Budget.

SECTION 4 | CHIEF ARCHIVIST JOB DESCRIPTION

1.04.01

The Chief Archivist shall, with the support and guidance of the Governance Officer, be responsible for holding five (5) office hours per week and managing the items/documents/data belonging to the ASUS Archives. This includes;

- i.) Scanning/digitizing materials within the ASUS Archives to be organized and cataloged in virtual formats;
- ii.) Planning and completing any special projects to showcase archival material;
- iii.) Completing a Transition Manual at the end of the term to support the transition of the incoming Chief Archivist;
- iv.) Collecting and cataloging all information pertaining to the society since its creation in 1890, this also shall include any information pertaining to the Levana society up to 1967;
- v.) Arranging and organizing all materials in an accessible manner according to ASUS records retention policy so students and faculty may use the archives and the material it contains;

vi.) Provide reference services to individuals, organizations, governments and any other groups interested in the holdings of the ASUS archives;

vii.) Provide educational outreach when possible to advertise the ASUS archives and collect further material for inclusion into the archives.

vii.) Review items submitted to the Archives, in order to determine if such material is suitable for inclusion into the archives;

vii.) Ensuring that material prone to deterioration will first be photographed for inclusion into the ASUS archives, and then sending the materials to Queen's University Archives for its preservation.