

Arts and Science Undergraduate Society of Queen's University

President Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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PART 1: JOB DESCRIPTION AND RESPONSIBILITIES

SECTION 1 | EXECUTIVE JOB DESCRIPTION

1.01.01

General

The Executive shall strive to provide leadership and guidance for the Society. They shall endeavor to adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and the assembly. The Executive is responsible to the Assembly and thereby the students in the faculty of Arts and Science. No Executive member may hold a paid summer position at ASUS other than the summer Executive position. Please refer to section 2.02 of the ASUS Constitution for a more detailed description of the responsibilities of the Executive.

SECTION 2 | RESPONSIBILITIES

1.02.01

Joint Responsibilities

The responsibilities of the Executive team shall include but shall not be limited by the following:

- i) ensuring the smooth running of the Society;
- ii) supervising all activities of the Society and being a non-voting member on any of its committees, except when selected as a member of a committee;
- iii) being voting members of ASUS Assembly;
- iv) being voting members of the Faculty Board of Arts and Science;
- v) being voting members of the Faculty Board Curriculum sub-committee;
- vi) interviewing for and selecting a Council;
- vii) supervising and directing members of Council;
- viii) supervising the interviewing and selection of committee chairs;

- ix) presenting to ASUS Assembly, in the first Assembly meeting in October, a general statement outlining their objectives for the upcoming year, and providing an indication of the proposed means of achieving them;
- x) periodically evaluating the performance of all active members of the Society;
- xi) periodically evaluating the progress towards attaining the goals laid out in the Executive's strategic plan for the year;
- xii) meeting with the Dean on a monthly basis;
- xiii) being voting members of AMS Assembly;
- xiv) writing a statement regarding a particular occurrence affecting the perception, reputation, and/or well-being of the society;
- xv) The ASUS Executive is responsible for ensuring that policies developed within the society are developed with a thorough consultation process including all relevant stakeholders.

1.02.02

Presidential Responsibilities

In addition to the joint responsibilities listed above each member of the Executive team has individual responsibilities for which they are accountable. The duties of the President shall include, but are not limited to:

- i) To set, plan, and pursue the long term direction of the Society, alongside the other members of the Executive, ASUS Council, ASUS Assembly, and ASUS Advisory Board;
- ii) To facilitate hiring, regularly meet with, work alongside, oversee budgeting and strategic planning, and provide necessary support for all Direct Reports, including:
 - a. Academics Commissioner;
 - b. Equity Commissioner;
 - c. ASUS Head Gael;
 - d. ASUS Director of Student Affairs Research;
 - e. ASUS Professional Development Director;
 - f. ASUS Events Director

- iii) To Attend events, meetings, and trainings of direct reports and other groups or committees of the Society;
- iv) To facilitate the applications, procedures, advertising, and disbursement of the Arts and Science Undergraduate Research Fund, and to meet with the Associate Dean of Research as required to that effect;
- v) To maintain strong ties to the ASUS Sibling Societies, and coordinate advocacy on all relevant issues throughout the academic year;
- vi) To oversee ASUS Orientation Week, through the direct reports of the ASUS Head Gael, and the assistance with all of their duties, particularly during the summer in the lead-up to Orientation Week. The President will also coordinate ASUS' presence at Orientation Week in collaboration with the Orientation team;
- vii) To attend ASUS Assembly and represent the activities of the Executive, and to chair or sit on all necessary Assembly committees;
- viii) To act as a spokesperson for the Society, and lead the response to any current events requiring commentary, action, or a statement from the Society's Council or Assembly;
- ix) To attend the following external meetings with the Faculty of Arts and Science, alongside the Vice President of Student Affairs and other members of the Executive or Council as necessary:
 - a) Dean of the Faculty of Arts and Science;
 - b) Arts and Science Dean's Council;
 - c) Arts and Science Student Services Team;
 - d) Associate Dean of Teaching and Learning;
- x) To regularly hold events, alongside the Vice President of Student Affairs, to connect with Arts and Science students and hear their concerns, continuously making themselves available to receive feedback and discussion;
- xi) To regularly consult, alongside the Vice President Student Affairs, with outside groups, specifically as it pertains to advocacy and equity, including the 4 Direction Indigenous Centre, Yellow House, Alma Mater Society, student Senate caucus, and other major stakeholders;
- xii) To lead ASUS' representation at AMS Assembly, and regularly consult with ASUS representatives to the AMS and Senators;
- xiii) To meet regularly with Arts and Science Advancement, both in planning Life After ArtSci and coordinating alumni relations alongside the Vice President Operations;

- xiv) To join the Vice President Society Affairs in overseeing the Society's intern council, ensuring the Society provides an enriching and exciting experience to all ASUS interns;
- xv) To lead, alongside the Vice President Society Affairs, all advocacy related activities, including strategy, research, consultations, meetings, and presentations, all aimed at improving policy and procedures in the Faculty of Arts and Science;
- xvi) To consult with the Permanent Staff on all large decisions made by the Society, and gain their advice on advocacy, operations, and the management of the Society;
- xvii) To sit on the Faculty of Arts and Science Board of Studies and Academic Integrity Conduct Panel;
- xviii) To sit on the Faculty of Arts and Science Faculty Board and serve on all associated committees, including the Academic Orientation Committee and Curriculum Committee;
- xix) To serve as the ASUS Representative on special committees struck by the Faculty of Arts and Science, unless delegated to another member of the Executive or Council at the discretion of the President;
- xx) To sit on the AMS' President's Caucus, and work with the AMS and other Faculty Societies in coordinating advocacy and events in service of student across the University.

SECTION 3 | SUMMER EXECUTIVE

1.03.01

All members of the ASUS Executive are required to fulfill their roles in a full-time capacity (35 office hrs/wk) over the summer months. The summer months commence the first full week in May and run until the last full week in August.

1.03.02

All members of the ASUS Executive are entitled to two weeks' vacation. Vacation time can be taken at any point during the summer, however both members of the Executive cannot take their vacation at the same time.

1.03.03

Only if justified and passed by Assembly may one member of the Executive renounce their summer responsibilities. In this case, the member of the Executive who renounces their

responsibilities will not receive their summer salary. Additionally, Assembly must be provided with a written plan to document how the Executive will accommodate for this absence to ensure the Society does not suffer as a result.

1.03.04

Reporting responsibilities shall include:

- i) A brief monthly update should be emailed to all members of Assembly no later than the first week of the months of June, July, and August.
- ii) These updates are intended to keep the Executive's summer activities transparent and accountable and should highlight progress made on Executive's activities, Orientation Week, and ASUS Camps.
- iii) An end of summer report should be emailed to all members of the Society no later than the final week of August
- iv) The end of summer report should outline the progress which has been made over the summer, and must contain updates on the Executive's activities, Orientation Week, ASUS Camps, and the seven Commissions and Offices;
- v) Final updates outlining all of the work done throughout the summer shall be included in the reports of the President and Vice-Presidents at the first Assembly in September. This report is intended to keep the Executive's summer activities transparent and accountable.

1.03.05

The following lists shall serve as a foundation for the summer responsibilities of the President. The President shall not limit themselves to these responsibilities, and must actively seek out opportunities to improve the operations of the Society and the experiences of its members:

- i) Meet regularly with relevant members of the Faculty of Arts and Science and University administration, including the Dean of Arts and Science;
- ii) Meet weekly with the Head Gael, and provide operational support to the Head Gael and Orientation Committee in the planning of Orientation week;
- iii) Prepare, in coordination with the Vice-Presidents, the Executive's strategic plan
- iv) Prepare and update the Commissioner and Chair handbooks;

- v) Meet regularly with Council and the Human Resources Officer to provide guidance for their activities and support in the composition of their strategic plans;
- vi) Evaluate, in coordination with the Vice-Presidents, ideas from the campaign platform and implement them accordingly;
- vii) Collaborate with the Alma Mater Society and other Faculty Societies;
- viii) To monitor and oversee all Arts and Science Undergraduate Research Fund projects taking place over the summer;
- ix) To research best practices in other faculties and the higher-education sector as a whole, in order to inform advocacy for the coming year
- x) Plan training week for ASUS Council.

1.03.06

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

SECTION 4 | TRANSITION

1.04.01

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

- i) Dean of Arts and Science and their Executive Assistant
- ii) Secretary to the Dean of Arts and Science
- iii) Associate Dean of Studies for the Faculty of Arts and Science
- iv) Dean of Student Affairs
- v) AMS President
- vi) ASUS Assembly
- vii) AMS Assembly

- viii) Arts and Science Faculty Board
- ix) Head Gael and the rest of the Orientation Committee
- x) Arts and Science Faculty Office Orientation Coordinator
- xi) Formal Convenor(s)
- xii) Director of Queen's Apartment and Housing
- xiii) Camps Executive Director

1.04.02

The outgoing summer Executive shall ensure that the incoming summer Executive has been introduced to or at least is well aware of all of the aforementioned people and or bodies with the addition of and special emphasis on:

- i) Manager of Faculty Administration (Faculty Accounts)
- ii) ASUS Camps Executive and Program Directors
- iii) ASUS Camps Staff
- iv) AMS General Manager
- v) ASUS Head Gael
- vi) ASUS Orientation Chair
- vii) ASUS Business Manager

SECTION 5 | REFLECTION ROOM

1.05.01

The Kingston Hall Reflection Room, which is overseen by ASUS, shall be a positive space for Indigenous students dedicated to celebrating indigeneity on campus. The Executive will work alongside QNSA contacts to ensure the room is accessible and bookable as a meeting

space while preserving its mandate in supporting indigenization on campus. Priority will be given to Indigenous events and initiatives such as Indigenous Awareness week.

1.05.02

All responsibility for bookings and reservations of the Reflection Room shall be under the control of the Executive in direct consultation with QNSA and Four Directions.

1.05.03

The specific regulations of the ASUS Reflection Room are as follows:

- i) The Reflection Room will be available with priority given to groups to utilize for events and bookings every day of the week from 5PM to 10PM;
- ii) All bookings should be brought to the attention of the Executive Team. The QNSA Executives must also be informed on the bookings and usage of the space.
- iii) All groups who reserve the room shall be sent a confirmation notice upon booking and shall subsequently receive a notice of booking approval;
- iv) All bookings can only be made fourteen days in advance by non-indigenous groups, but equity-seeking student groups. Bookings by all other student groups can only be made five days in advance. If a group wishes to book it earlier in advance, this will also require the approval of the QNSA Liaison.
- v) Priority for booking the room will be as follows:
 - a) Indigenous students and student groups on campus
 - b) ASUS and the Faculty of Arts and Science
 - c) Sibling Societies
 - d) Equity-Seeking Student Clubs
 - e) AMS register clubs
 - f) The University with convocation taking precedence
- vi) No group shall be charged for use of the room, but they shall be responsible for any damages incurred during use;
- vii) During the summer months, the Reflection Room will be utilized for Convocation;
- viii) From 10am-5pm, the space will be open to Arts and Science students for studying; however, the room may be booked for events during this time subject to the approval of

the President. Particular outreach will be made to Indigenous students through portals such as QNSA and Four Directions.

1.05.04

ASUS reserves the right to cancel any bookings should it be deemed absolutely necessary.

1.05.05

The Reflection Room must also uphold its mandate of celebrating Indigenous culture and groups. For this reason, the physical space must play a role in this celebration and showcasing the works of Indigenous students and leaders within the community. The physical space of the Reflection Room will include:

- a. Indigenous artwork
- b. Indigenous literature and written works
- c. Resources for Indigenous students
- d. Informational works surrounding Indigenous cultures

PART 2: ASUS CAUCUSES

SECTION 1 | PRESIDENT'S CAUCUS

2.01.01

The aim of the ASUS President's Caucus is to discuss in an informal setting the issues of ASUS and the member associations (CESA, COMPSA, and PHEKSA).

2.01.02

Members will include:

- i) The ASUS President
- ii) The CESA President
- iii) The COMPSA President
- iv) The PHEKSA President

2.01.03

Other members that the Presidents' invite to discuss specific topics that may include, but are not limited to the ASUS Vice President, the Association Representatives to ASUS

Assembly, ASUS Representatives to the AMS, the Academic Representatives of ASUS, or Departmental Student Council Chairs.

2.01.04

The ASUS Presidents' Caucus shall meet monthly throughout the academic year, and where possible, through the summer as well.

2.01.05

Emergency meetings may be called of the ASUS Presidents' Caucus if a time sensitive issue has been raised.

2.01.06

A closed session may be enacted such that only the President for each Society or Association is allowed to attend.

PART 3: ASUS INTERN COUNCIL

SECTION 1 | GENERAL

3.01.01

The ASUS Intern Council meets weekly throughout the Fall and Winter semesters for the purpose of updating each other on their respective portfolios in addition to working and planning initiatives and special projects geared to the entire first-year Arts and Science community. These initiatives and projects shall include, but not be limited to, strategies that intend to better-engage first year students with the Society.

3.01.02

The ASUS Intern Council is chaired by the ASUS President, by whom all initiatives must be approved. Commissioners may also propose initiatives to the Executive for the Intern Council to consider and work on throughout the year.

3.01.03

ASUS Council shall work to educate Interns on the diverse functions of the Society, act in the capacity of a mentor, and facilitate opportunities for professional development.

3.01.04

The membership is comprised of:

- i) Member of the Executive (Chair)
- ii) All ASUS Interns, including but not limited to:

- a) Intern to the President
- b) Intern to the Vice-President (Society Affairs)
- c) Intern to the Vice-President (Operations)
- d) Intern to the Academics Commissioner
- e) Intern to the Community Outreach Commissioner
- f) Intern to the Equity Commissioner
- g) Intern to the Governance Officer
- h) Intern to the Human Resources Officer
- i) Intern to the Marketing Commissioner
- j) Intern to the Services Commissioner

3.01.05

The responsibilities of the members of the Intern Council shall be as follows:

i) Chair:

- a) To organize and inform members of meeting times;
- b) To call a meeting a minimum of once every two weeks;
- c) To propose discussion topics and potential initiatives to the First Year Council;
- d) To set the agenda for each meeting;
- e) Strive to offer the Interns a work experience within Intern Council that is differentiated from the work they will do with their respective Commissioner/Officer;
- f) To provide support and guidance for the Interns and their projects that they undertake throughout the year within Intern Council;
- g) Offer meaningful professional development skills opportunities;
- h) To update Intern Council on what is happening in the Society.

ii) ASUS Interns:

- a) To attend all meetings called by the Chair;
- b) To give a report to the Chair and the rest of Intern Council as to what they are doing within their portfolio;
- c) To propose discussion topics and potential initiatives to the Chair and rest of ASUS Interns;
- d) Liaise with and seek out support from other members within the Society for their initiatives to ensure a collaborative work space;
- e) If necessary, to meet with other Interns and ASUS Council members to finish their projects in a timely fashion;
- f) To attend one (1) meeting of ASUS Assembly throughout their term;

3.01.06

ASUS Interns will be mandated to participate in at least one (1) regular office hour per week with their Commissioner/Officer.

SECTION 2 | ASUS CITY ENGAGEMENT PROGRAM

3.02.01

The ASUS City Engagement Program (ACEP) aims at integrating students both within ASUS and the city of Kingston. Volunteers work closely with a member of the Kingston City Council to learn and aid a specific project under their portfolio. The ACEP volunteers meet biweekly as a collective to update each other on their respective portfolios in addition to working and planning initiatives and special projects geared to improving relationships between Arts and Science students and the greater Kingston community. They will also receive ongoing support from a member of ASUS Council with insight into their project topic.

3.02.02

The membership is comprised of:

- i) Member of the Executive (Chair)
- ii) All nine ACEP volunteers, which will focus on topics including but not limited to:
 - a. Volunteer to the President
 - b. Volunteer to the Vice-President
 - c. Volunteer to the Academics Commissioner
 - d. Volunteer to the Community Outreach Commissioner
 - e. Volunteer to the Equity Commissioner
 - f. Volunteer to the Human Resources Officer
 - g. Volunteer to the Marketing Officer
 - h. Volunteer to the Services Commissioner
 - i. Volunteer to the Governance Officer
- iii) City Staffers
- iv) ASUS Council Members

3.02.03

The ACEP is chaired by a member of the Executive, by whom all initiatives must be approved. The Chair will be responsible for overseeing and facilitating conversation, supporting initiatives and gaining feedback on the experience of the volunteers. The responsibilities of the chair will include but are not limited to:

- a) To organize and inform members of meeting times;
- b) To call a meeting a minimum of once every two weeks;
- c) To propose discussion topics and potential initiatives to the volunteers by setting the agenda for each meeting;

- d) Facilitating a mid-year feedback session to gain feedback and modifications needed on the overall program;
- e) Strive to offer the volunteers the opportunity to reflect on their projects and
 - consider ways in which their portfolios can be expanded as well as areas of
 - overlap between their projects and those of other members of ACEP
 - or other
 - branches of the Society;
- f) To provide support and guidance for the volunteers and their projects that they undertake throughout the year within ACEP;
- g) To provide opportunities and experiences for the volunteers to familiarize themselves with and learn more about Kingston;
- h) Offer meaningful professional development skills opportunities;
- i) To oversee and facilitate the creation of the end-of year report.

3.02.04

The nine volunteers will be responsible for integrating into the program by engaging with the established resources. The role has a time commitment of 1-3 hours a week. This program will be open for Second year students as an immersive opportunity. The responsibility of the volunteers will be:

- a. To attend all bi-weekly group meetings called by the Chair for further collaboration and discussion;
- b. To report to the Chair and the rest of the ACEP volunteers as to what they are doing within their portfolio;
- c. To meet bi-weekly with member of the Kingston City Council;
- d. To work alongside a member of the Kingston City Council and carry out a project, initiative or shadow experiences under their portfolio;
- e. To engage in 1-2 hours of independent work on their project per week;
- f. To meet bi-weekly with their respective Commissioner, Officer, or Executive;
- g. Liaise with and seek out support from other members within the Society for their initiatives to ensure a collaborative work space;
- h. If necessary, to meet with other ACEP volunteers and ASUS Council members to finish their projects in a timely fashion;
- i. To complete a year-end report in conjunction with all ACEP volunteers that summarizes the work that they have completed through the Program;

The central takeaways for the volunteer will include but are not limited to:

- a. A completed project in the topic of their choice
- b. A larger collaborative project and/or report on behalf of the cohort of nine volunteers

- c. An established bond and mentorship alongside a City Staffer and a member of ASUS Council
- d. Stronger integration into Queen's and the City of Kingston

A volunteer's project can be defined as any initiative, advocacy aim, operational task or shadowing taken on by the volunteer through their interactions with the City Staffer. The project's aim, goals and scope can be established between the volunteer and the staffer to increase flexibility. These projects and tasks will be shared with the chair throughout the semester to encourage transparency. The elements of a strong project may include but is not limited to:

- a. Engagement with city issues and topics
- b. Larger outreach to different city-wide supports and institutions
- c. Bridging gaps between city and university relations
- d. Strategies to engage students with the city of Kingston
- e. A stronger understanding of professional development opportunities
- f. Insight into a new and unique portfolio of interest
- g. Long-term planning and consultation for the city

3.02.05

The City Staffers will be responsible for engaging and integrating their respective volunteers into the Kingston municipality and its many opportunities. Their role will be to extend their area of expertise to the volunteers and provide mentorship, insight and support. Their responsibilities would include but are not limited to:

- a. To facilitate one-on-one bi-weekly meetings with their volunteers for approximately 1 hour
- b. To provide them with insight on opportunities and experiences offered in Kingston and beyond
- c. To support and work alongside the volunteer on a project or initiative that falls under their portfolio
- d. To be understanding and adaptive to the bandwidth of the student's workload as they engage in this immersive program

3.02.06

ASUS Council shall work to educate the volunteers on the diverse functions of the Society, act in the capacity of a mentor, help them to reflect on their work and contributions to the city and facilitate opportunities for professional development. Their responsibilities would include but are not limited to:

- a. To facilitate one-on-one bi-weekly meetings with their volunteers for approximately 1 hour
- b. To mentor them on the opportunities that exist in ASUS and beyond.
- c. To assist and provide additional insight on the project at hand
- d. To include them on any areas of interest in their portfolio

Monthly Overview

Week	Events
1	1 hour meeting with City Staffer, Maximum of 2 hours flex work on project
2	1 hour meeting with ASUS Council member, 1 hour meeting as a collective group, 1 hour flex work on overarching project or initiative
3	1 hour meeting with City Staffer, Maximum of 2 hours flex work on project
4	1 hour meeting with ASUS Council member, 1 hour meeting as a collective group, 1 hour flex work on overarching project or initiative

Monthly Overview

Month	Events
August	Finalize policy for the role Finalize job description Confirm sub-project topics Confirm names of City Staffers Get final confirmation of program format
September	Market the positions Open hiring Engage and finalize hiring Connect and introduce members to their City Staffer virtually
October	Have a first launch group meeting (group-wide city tour) Begin the weekly recurring meetings with bi-weekly group check-in points Students begin work on their project
November	Continue weekly recurring meetings along with the bi-weekly group check-in points Begin discussions on group-wide report

December	<ul style="list-style-type: none"> Finish the semester with a semester-wide feedback session on the program and its format Institute needed changes for the second semester Reschedule meetings as needed based on a switch in student schedules
January	<ul style="list-style-type: none"> Begin second semester with a welcome back engagement opportunity (tour of city hall?) Begin second semesters recurring meetings with ongoing bi-weekly check-ins
February	<ul style="list-style-type: none"> Continue weekly recurring meetings along with the bi-weekly group check-in points Aim to complete a first draft of the report by the end of the month
March	<ul style="list-style-type: none"> Continue weekly recurring meetings along with the bi-weekly group check-in points Finalize the report with final edits
April	<ul style="list-style-type: none"> Launch the report publicly Host an end of the year city engagement experience Administer an end of the year feedback session for next year's program

PART 4: OFFICE OF THE PRESIDENT

SECTION 1 | ASUS PROFESSIONAL DEVELOPMENT DIRECTOR

4.01.01

The ASUS Professional Development Director is responsible for the organization of events and initiatives that aim to inform students of professional and academic pathways in arts and science. The ASUS Professional Development Director shall liaise with the ASUS President, Career Services and the Faculty of Arts and Science so the units can collaborate effectively.

4.01.02

The Director shall be responsible for supporting the long-term stability of external groups by promoting strong ties to industry through the initiation of corporate partnerships and recruitment efforts. The Director shall seek to create opportunities for Arts and Science students to interact and build connections with alumni through events such as, but not limited to Life After ArtSci. They will be responsible for the organization of Life After ArtSci and additional professional special projects as determined by the Executive.

4.01.03

The ASUS Professional Development Director shall be hired by the end of the winter semester of each academic year. The incoming President and Vice-President shall oversee the hiring process and sit on the hiring panel.

4.01.04

The membership of the Professional Development team shall consist of:

- i) One (1) Professional Development Director
- ii) Three (3) Coordinators
 - a) Alumni Connections Coordinator
 - b) Industry Relations Coordinator
 - c) Technical Skills Coordinator

4.01.05

The responsibilities of the ASUS Professional Development Director shall include, but is not be limited to:

- i) Meet regularly with a Career Services delegate, and act as a liaison between Career Services and the ASUS President;
- ii) Holding five (5) office hours at ASUS Office. At least (2) office hours shall be held during the office hours of the President;
- iii) Develop a strategic plan and budget along with the Coordinators and the Executive over the summer;
- iv) Act as a resource for crossover from university to the professional world for graduating students;
- v) Hold weekly/bi-weekly meetings with the rest of the Coordinators;
- vi) Planning and executing Life After ArtSci (or, an alumni networking summit) along with the Coordinators, Executive, Faculty of Arts and Science, and Career Services, including but not limited to:
 - a) Arranging the location of the conference;
 - b) Booking any catering for meals, if desired;
 - c) Arranging speakers and workshops;
 - d) Organizing and implementing publicity for the conference;

- e) Arranging for all relevant materials for the presenters (i.e. audio-visual equipment, etc);
- f) To help set up the conference on the day of the event, as well as remaining after the end of the event to ensure proper cleanup is completed;
- g) To prepare any manuals, handouts, or other delegate material, if required/desired.

4.01.05

The Professional Development Director, along with the Alumni Connections Coordinator, shall strive to create and plan events to allow students the opportunity to gain meaningful and valuable connections with Arts and Science alumni.

4.01.06

The Professional Development Director, along with Industry Relations Coordinator, shall strive to work with a wide variety of industries to allow students the opportunity to build connections, participate in recruitment efforts, and see the different paths that are available to them during their undergraduate degree and after graduation.

4.01.07

The Professional Development Director, along with Technical Skills Coordinator, shall strive to provide opportunities for students to gain and learn valuable professional skills.

SECTION 2 | WELLNESS DIRECTOR

4.02.01

The Wellness Director is responsible for the promotion of all aspects of health (i.e., mental, physical, emotional, social, and intellectual) for students on campus, as well as the significance of intersectionality as it pertains to wellness. The Director shall be responsible for identifying differing issues pertaining to student wellness through conducting research and formulating an Annual Wellness Report regarding the current climate of wellness on campus. The Director shall seek to create opportunities for Arts and Science students to learn more about the importance of wellness through the creation of campaigns, events and the Annual Wellness Report, as well as additional special projects as determined by the Executive. The Director should maintain and continue to foster relationships with other wellness services and groups on campus to ensure a collaborative approach.

4.02.02

The ASUS Wellness Director shall liaise with the ASUS President, Student Wellness Services and the Faculty of Arts and Science through their duties in order to promote effective discussion

with relevant bodies on the topic of wellness and its impact on the student experience. The Director should also connect with other student leaders and groups.

4.02.03

The Director will promote various campaigns and initiatives pertaining to the topic of wellness each semester; this should include initiatives targeted at various aspects of wellness.

4.02.04

The ASUS President and ASUS Vice-President shall oversee the hiring process and sit on the hiring panel.

4.02.05

The responsibilities of the ASUS Wellness Director shall include, but is not be limited to:

- i) Meet semi-regularly with a Student Wellness Services delegate, and act as a liaison between Student Wellness Services and the ASUS President;
- ii) Holding five (5) office hours at ASUS Office. At least (1) office hours shall be held during the office hours of the President;
- iii) Developing a strategic plan and budget with the Executive;
- iv) Conducting research pertaining to student wellness along with the Executive, Faculty of Arts and Science, and Student Wellness Services pertaining to the experience and concerns of Arts and Science students regarding the topic of wellness;
- v) Planning and executing resources, events, initiatives and campaigns pertaining to mental and physical wellbeing that supports the unique interests and needs of Arts and Science students;
- vi) Formulating the Annual ASUS Wellness Report regarding the current climate of wellness on campus, specifically mental and physical health, and present the report to the Faculty of Arts and Science before the end of the twelve week of classes.

4.02.06

The membership of the Wellness team shall consist of:

- 1) One (1) Wellness Director;
- 2) Five (5) Coordinators;
- 3) Three to five (3-5) Event Volunteers (based on certain conditions outlined below).

The five (5) Coordinator roles will consist of:

- 1) One (1) First Year Representative;
- 2) One (1) Internal Events Coordinator;
- 3) One (1) External Events Coordinator;
- 4) One (1) Marketing Coordinator;
- 5) One (1) Outreach Coordinator.

The three to five (3-5) volunteers will hired if the following criteria is met:

- i) Classes and events are to be held on campus with greater than 50% capacity;
- ii) The Wellness Director deems that the additional assistance for in-person events would be beneficial.

4.02.07

The Wellness Coordinators shall uphold the Wellness Director's mandate of promoting various aspects of health on campus, as well as the significance of intersectionality as it pertains to wellness. The Wellness Coordinators shall work to aid the Wellness Director in organizing events, communicating with other wellness services and groups, conducting research, and executing initiatives pertaining to wellness on campus. Each year, at least five (5) Coordinators will be hired.

4.02.08

The Wellness Event Volunteers shall uphold the mandates and standards outlined by the Wellness Director and Wellness Coordinators to ensure appropriate and effective execution of events on campus. The Wellness Event Volunteers will assist in the planning and executing of events in a responsible, professional, and friendly manner. Each year, around three to five (3-5) Volunteers may be hired depending on need.

4.02.09

The ASUS President and ASUS Wellness Director shall oversee the hiring process and sit on the hiring panel.

4.02.10

The responsibilities of the ASUS Wellness Coordinators shall include, but are not be limited to:

- 1) Meeting with and reporting to the Wellness Director on a weekly basis and to be responsible to the Wellness Director;
- 2) Assisting the Wellness Director in planning and executing resources, events, initiatives and campaigns pertaining to wellbeing that support the unique interests and needs of Arts and Science students including but not limited to: wellness concerns pertaining to queer, trans, BIPOC, disabled students, holistic approaches to health and physical wellness on campus, and stressors associated with academia;
- 3) Assist the Wellness Director during regular consultations with various health and wellness groups including Student Wellness Services;
- 4) Assist the Wellness Director in conducting research pertaining to student wellness along with the Executive, Faculty of Arts and Science, and Student Wellness Services pertaining to the experience and concerns of Arts and Science students regarding the topic of wellness;
- 5) Assist the Wellness Director and the Executive in compiling research data to bring forward to the Faculty of Arts and Science to develop tangible solutions to wellness issues on campus;
- 6) Assist the Wellness Director in the creation of the ASUS Wellness Report;
- 7) Work on any related special projects the Director and/or Coordinators deem necessary, in consultation with the Executive and Equity Commissioner.

4.02.11

The responsibilities of the ASUS Wellness Volunteers shall include, but are not be limited to:

- 1) Meeting with and reporting to the Wellness Director and Wellness Coordinators on a weekly or biweekly basis and to be responsible to the Wellness Director;
- 2) Assisting the Wellness Team in planning and executing resources, events, initiatives and campaigns pertaining to wellbeing that support the unique interests and needs of Arts and Science students including but not limited to: wellness concerns pertaining to queer, trans, BIPOC, disabled students, holistic approaches to health and physical wellness on campus, and stressors associated with academia;
- 3) Informing the Wellness Team about any concerns or feedback from the events in order for improvements to be made in the future.

SECTION 3 | DIRECTOR OF STUDENT AFFAIRS RESEARCH

4.03.01

The Director of Student Affairs Research shall be responsible for assisting the ASUS President and Vice President with advocacy-related research. They will work with the President and Vice-President to discover and analyze different advocacy opportunities on campus. Once such opportunities are identified, they will work with the Executive to determine what data can best advance the student perspective on such issues. Upon such a decision, the Director will create a plan to produce the best possible data for use in both Executive, Faculty, and University advocacy. The Director will work to produce this data, and any other data they feel is useful. They will also remain flexible with respect to changing advocacy priorities. The Director of Student Affairs Research may liaise with the ASUS President, Vice-President, Council, Market Research Team, Assembly, and Equity Research and Recommendation Committee in order to best execute their research.

4.03.02

The ASUS President and ASUS Vice-President shall oversee the hiring process and sit on the hiring panel.

4.03.03

The responsibilities of the ASUS Director of Student Affairs Research shall include, but shall not be limited to:

- i) Holding five (5) office hours at ASUS office. At least one (1) office hour shall be held during the office hours of the President;
- ii) Developing a strategic plan and budget alongside the Executive;
- iii) Conducting research pertaining to student affairs issues on campus alongside the Executive, Faculty of Arts and Science, and other stakeholders (i.e. Student Wellness Services), pertaining to the experience and concerns of Arts and Science students;
- iv) Liaising with relevant student and university governance bodies to determine the best method of carrying out advocacy projects

- v) Collaborating with the Executive in the conduct of all advocacy projects

SECTION 4 | EVENTS DIRECTOR

During the academic year, the responsibilities of the ASUS Events Director shall include, but are not limited to the following:

- I. Meet with the President regularly on progress and society event updates;
- II. Plan various events with the Executive Office;
- III. Maintain a list of vendors for event needs including;
 - A. Queen's event services
 - B. Queen's room reservations
 - C. Catering
 - D. Uline
 - E. Florists
 - F. Specialized rentals
 - G. Conference and banquet rentals
 - H. Balloons
- IV. Order and maintain an inventory of regularly used event supplied such as:
 - A. Cups
 - B. Plates
 - C. Napkins
 - D. Cutlery
- V. Oversee the ASUS Event Closet keeping an up-to-date inventory and borrowing process to ASUS Committees;
- VI. Be available for consultation with Commissions and Offices to advise and assist in the planning of ASUS branded events;
- VII. Review the ASUS Event Planning form to ensure events follow ASUS Standards
- VIII. Work with the Marketing and Communications Office to ensure events are properly advertised to students.

SECTION 5 | QNSA LIAISON

4.05.01

The Queen's Native Student Association (QNSA) Liaison shall consult with the Executive of the Society in matters related to issues affecting Indigenous students in the Faculty of Arts and Science, including policy, operations, initiatives, and goals.

4.05.02

The responsibilities of the position holder include, but are not limited to:

- 1) Fostering relationships between the Society and the QNSA,
- 2) Providing insight on policy or operational decisions of the Executive,

- 3) Collaborating on events or initiatives to promote Indigeneity within the Society,
- 4) Bringing attention to QNSA events for which the Executive and Society may participate, and
- 5) Communicating Society hiring and engagement opportunities to QNSA members.

4.05.03

The QNSA Liaison will hold regular meetings with the Executive of the Society. The meetings shall operate on a rotating basis and have a minimum of one (1) meeting per month, or at a frequency determined by the Executive.

4.05.04

The QNSA Liaison shall be appointed on a monthly basis from QNSA members by the QNSA Executive. In order to provide equal opportunity to members for compensation, get unique perspectives and avoid overburdening members, each month shall have a new QNSA representation fill the Liaison role. If a member has already held the role, they are permitted to serve as the Liaison again within the academic term.

4.05.05

The QNSA Liaison shall receive a payment of \$25.00 per consultation which may be a maximum of an hour in time, subject to approval from the Vice President (Operations). The payment will be made following the consultation and will be coordinated by the Vice President (Operations).

SECTION 5 | BLACK STUDENT LIAISON

5.05.01

The Black Student Liaison shall consult with the Executive of the Society in matters related to issues affecting Black students in the Faculty of Arts and Science, including policy, operations, initiatives, and goals.

5.05.02

The responsibilities of the position holder include but are not limited to:

- 1) Fostering relationships between the Society and the Queen's Black Clubs Caucus,
- 2) Providing insight on policy or operational decisions of the Executive,
- 3) Collaborating on events or initiatives to promote Black representation within the Society,
- 4) Bringing attention to events of Black clubs and the Black Studies Department for which the Executive and Society may participate, and

- 5) Communicating Society hiring and engagement opportunities to members of Black student clubs.
- 6) Consulting with the Executive on campus issues affecting Black Arts and Science students

5.05.03

The Black Student Liaison will hold regular meetings with the Executive of the Society. The meetings shall operate on a rotating basis and have a minimum of one (1) meeting per month, or at a frequency determined by the Executive.

5.05.04

The Black Student Liaison shall be appointed on a monthly basis from the Queen's Black Clubs Caucus members by the Caucus' respective Executive. In order to provide equal opportunity to members for compensation, gain unique perspectives and avoid overburdening members, each month shall may have a new member from the Queen's Black Clubs Caucus representative fill the Liaison role; however, the discretion is up to the organizers of the Queen's Black Clubs Caucus. If a member has already held the role, they are permitted to serve as the Liaison again within the academic term.

5.05.05

The Black Student Liaison shall receive a payment of \$25.00 per consultation which may be a maximum of an hour in time. The payment will be made immediately following the consultation and will be coordinated by the Vice President (Operations).

Section 7 | QNSA x ASUS Indigenous Student Leadership Awards

1.07.01

The QNSA (The Queen's Native Student's Association) x ASUS Indigenous Student Leadership Awards are designed to recognize and honor the outstanding contributions, initiative, and leadership demonstrated by Indigenous, Inuit, and Métis students within their communities. This award, established through a partnership between the Arts and Science Undergraduate Society and the Queen's Native Student Association in 2023, aims to celebrate undergraduate Arts and Science students who have made significant impacts within the Queen's University community, their home reserve, and their respective nations, as well as within their personal spheres of influence. Two recipients will be selected annually to receive the award, highlighting their exceptional dedication and positive influence on their inner circles.

1.07.02

Any member of the Queen's community may nominate a current member of ASUS or the ASUS member may nominate themselves. Because this award is in collaboration with the QNSA, current students from outside of the Faculty of Arts and Science may be considered for this award. There has historically been a lack of monetary recognition, support, and compensation for Indigenous, Inuit, and Métis students who take on leadership and equity work within their communities on and off campus. As such, it is crucial to include students who are not part of the Society, but who are doing the work to advocate for and support their communities.

Preference is given to graduating students and students who live on reserve. Two students will receive \$1000 annually from the \$0.25 opt-out QNSA x ASUS Indigenous Student Leadership Award fee that ASUS collects. If less than \$2000 is collected annually, the Society will supplement the remaining total amount. This will come out of the Executive's Special Projects budget line.

1.07.03

The Selection Committee for the QNSA x ASUS Indigenous Student Leadership Awards will be composed of the following:

- i) The QNSA Co-Presidents (Chairs)
- ii) The Director of Four Directions Indigenous Student Centre
- iii) The ASUS Indigenous Student Liaison
- iv) A staff representative from either Four Directions Indigenous Student Centre or the Queen's Office of Indigenous Initiatives with preference given to a Four Directions staff
- v) ASUS President

1.07.04

The Selection Committee must be contacted by the ASUS President before January 15. A minimum of three meetings must take place before a final decision is made. If any member of the Selection Committee is nominated for an award, a member of QNSA who has not been nominated will replace them. If the Director of Four Directions Indigenous Student Centre is not available to sit on the committee, another staff member may replace them.

1.07.05

The duties of the Chair of the Selection Committee shall be, but are not limited to:

- i) To inform the campus at large that any member of the Queen's community may nominate any member of ASUS for an award through campus organizations as early as possible in the winter term.

ii) To convene and chair all meetings of the Selection Committee. To report to the ASUS Executive on the decision of the Selection Committee and on any recommendations of the Selection Committee.

iii) To notify the Office of Indigenous Initiatives and the Four Directions Indigenous Student Centre on the decision made by the Selection Committee.

1.07.06

The Selection procedure for this committee shall be as follows:

i) All members of the Selection Committee shall have one vote each.

ii) All nominations should be received by the Chair and the ASUS President by the appointed deadline set by the committee.

iii) All members of the Selection Committee must outline any conflicts of interest before the nominations are reviewed during the first meeting. If a conflict of interest is present, that member must give the rationale of their decision last.

iv) The ASUS President must send the Selection Committee all nominations at least seven days before the first meeting at which time any member on the Selection Committee can make an additional nomination.

v) At their first meeting the Selection Committee shall examine the nominations received.

vi) The Selection Committee shall be responsible for evaluating the qualifications of the nominees.

vii) The Committee shall reach its final decision before the Society's Annual General Meeting.