

Arts and Science Undergraduate Society of Queen's University

Permanent Staff Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
Date of last revision:	23-02-2021

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PART 1: GENERAL MANAGER

SECTION 1 | GENERAL

1.01.01

The Society's General Manager shall be a part-time employee, employed throughout the year with time off as stipulated in their contract with the Society. This contract must be reviewed yearly by the ASUS Executive.

SECTION 2 | RESPONSIBILITIES

1.02.01

Each year, the breakdown of specific responsibilities may be negotiated between the ASUS General Manager and Vice President, as deemed fit by the individuals in the position, and in line with the hours they are salaried to work for the Society. With that being said, The General Manager shall have the ultimate responsibility for the following general financial responsibilities:

- i) maintain complete records of all main Society transactions;
- ii) reconcile bank statements and update savings account records each month;
- iii) keep a record of all employees and ensure that the appropriate salary deductions are made and remitted to Revenue Canada each month;
- iv) prepare R.O.E. (Record of Employment) forms for all terminating employees and file with Revenue Canada;
- v) prepare T4 slips for all employees and file with Revenue Canada each year;
- vi) keep E.H.T. (Employer Health Tax) records and file each year;
- vii) be a co-signer on chequing and savings accounts;
- viii) assist the VP in making any changes to the bookkeeping system to facilitate the smooth operation of ASUS;
- ix) be knowledgeable of all taxes and their potential impact on ASUS;
- x) aid in the ASUS Camps and DSC accounts.
- xi) Remit harmonized sales tax on behalf of Jacket Sales, Formal, Conferences, etc.
- xii) Work with the Vice President to prepare the yearly financial review
- xiii) Reconcile amounts to be given to various charities affiliated with the Society

- xiv) Supervise the management of the Society's investment portfolio ~~of~~ with the Bank of Montreal
- xv) Provide direction and expertise in budget development and implementation; directly with the ASUS Vice President
- xvi) Assist the Vice President with internal invoicing of ASUS groups and countersign cheques

1.02.02

The General Manager shall have these further general responsibilities:

- i) Oversee any and all legal matters and concerns in collaboration with legal counsel
- ii) Negotiate, approve, and administer all contracts the Society enters into with other parties to manage risk and responsibility effectively
- iii) Facilitate ASUS' annual insurance with the Alma Mater Society
- iv) Provide oversight and control of complex or sensitive human resources issues for any aspect of ASUS, including a member of the team investigating Harassment and Discrimination complaints in conjunction with the ASUS Human Resources Officer
- v) Manage the facility-related daily operations (including maintenance), function as project manager for any capital projects, and liaise with other departments, including Queen's Physical Plant Services and Queen's Security & Risk department
- vi) Provide guidance with respect to resources and procedures for all aspects of operations, financial management, and risk management to all ASUS employees and volunteers
- vii) Advise Executive on government and corporate matters, special projects
- viii) Assist the Governance Officer in management, maintenance, and oversight of ASUS policies, including permanent staff, volunteer, and Societal policies
- ix) Provide advice and recommendations on course of action/ response to the Executive on politically sensitive matters related to the Society
- x) Maintain a productive relationship with Queen's Human Resources and the Alma Mater Society General Manager
- xi) Support the annual transition between Executive teams; develop and implement a transition plan, create supporting materials, and facilitate discussion between Executive teams throughout the transition period

- xii) Keep informed about upcoming ASUS events through informal and verbal reports received from the Executive and the Commissioners
- xiii) At the discretion of Council, the General Manager may also be invited to sit on committees and/or meetings for which the input of the General Manager may be deemed valuable.
- xiv) Assisting and informing ASUS Advisory Board and Assembly whenever it is deemed relevant, useful, or necessary

SECTION 3 | REVIEW, ACCOUNTABILITY, AND TERMINATION

1.03.01

The General Manager shall report to the ASUS Executive, directly through the ASUS Vice President.

1.03.02

The General Manager's contract, role, and responsibilities shall be regularly reviewed by the ASUS Executive and Human Resources Officer, as per clause 13.03.01 in the ASUS Constitution.

1.03.03

In collaboration with the Society's Human Resource Officer, the Society's Executive shall have the sole authority to terminate the General Manager due to any material breach of their contract with the Society or the ASUS Human Resources Policy. All termination must be in accordance with all relevant provincial and federal laws.

SECTION 4 | TRANSITION

1.04.01

If the General Manager's contract is terminated, it shall be the responsibility of the Executive to ensure that necessary measures are in place to transfer their responsibilities, ensuring the financial well-being of the Society. As such, the Society Executive must follow all proper laws and procedures in termination and have plans in place to assume any responsibilities until a new General Manager is found.