

Arts and Science Undergraduate Society of Queen's University

Vice-President Society Affairs 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

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

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.

1.02.03

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 Vice-President Society Affairs shall include, but not be 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. ASUS Community Outreach Commissioner;
 - b. ASUS Camps Directors;
 - c. ASUS Human Resources Officer;
 - d. ASUS Governance Officer;
 - e. ASUS Wellness Director
 - f. ASUS Sustainability Director.
- iii) To attend events and trainings of direct reports and other groups of the Society;
- iv) To sit on Arts and Science Faculty Board, and any sub-committees required, alongside other sub-committees possible at the discretion of the Vice President of Society Affairs;
- v) To specifically support the long term growth of ASUS Camps, and ensure its virtual and in-person development in Kingston and beyond;
- vi) To sit on the Arts and Science Board of Studies;

- vii) To sit on the Arts and Science Academic Integrity Conduct Panel
- viii) To lead and strategize all internal changes to ASUS, considering its structural health and long-term growth, primarily by working with the Governance Office, Equity Director and Sustainability Director;
- ix) To sit on, report to, and participate at ASUS Assembly, and serve on ASUS Assembly Committees as required;
- x) To assist the President with all advocacy related activities, including research, consultations, presentations;
- xi) To sit in on the following meetings alongside the President;
 - 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
- xii) To meet with counterparts at ASUS Sibling Societies and other Faculty Societies and work to build an identity among ASUS-affiliated students, specifically ensuring outreach, inclusion, and promotion of ASUS Sibling Society members;
- xiii) To work alongside the ASUS Human Resources Office to foster an organizational identity, strong volunteer appreciation, and a welcoming, accessible, and effective ASUS community;
- xiv) To lead planning of the Society's Council Pre-Week, in collaboration with the Human Resources Officer and other members of the Executive;
- xv) To join the President at all student-facing events aimed to connect the Society to its constituents, and improve advocacy, services, and operations of the Society;
- xvi) To join the President at consultations with outside groups. Key regular consultations should include the 4 Directions Indigenous Centre, Queen's Native Student's Association, Yellow House, Alma Mater Society, student Senate caucus, and other major stakeholders;
- xvii) To sit on AMS Assembly alongside the President and serve on all necessary committees;
- xviii) To join the President in overseeing the Society's intern council, ensuring the Society provides an enriching and exciting experience to all ASUS interns;
- xix) To consult with the Permanent Staff on all key decisions made in their portfolio and any external advocacy projects.

1.02.04

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

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 all 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) A midsummer report should be emailed to all members of ASUS Assembly no later than the second week in July;
- iv) An end of summer report should be emailed to all members of the Society no later than the final week of August;

- v) 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;
- vi) Final updates outlining all of the work done throughout the summer shall be included in the reports of the President, the Vice President (Society Affairs), and the Vice President (Operations) 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 Vice-President (Society Affairs). The Executive 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, the Associate Dean of Teaching and Learning, and Student Services Team;
- ii) Meet weekly with the ASUS Camps Directors, and provide operational support to the ASUS Camps staff;
- iii) Prepare, in coordination with the rest of the Executive, the Executive's strategic plan;
- iv) Prepare and update the Commissioner and Officer 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 rest of the Executive ideas from the campaign platform and implement them accordingly;
- vii) Collaborate with the Alma Mater Society and other Faculty Societies as necessary;
- viii) To work alongside the President researching best practices in other faculties and the higher-education sector as a whole, in order to inform advocacy for the coming year;

- ix) Seek, alongside the rest of the Executive, to establish new activities and services for ArtSci students living in Kingston for the summer;
- x) Plan training week for ASUS Council.

SECTION 4 | TRANSITION

1.04.02

The outgoing Vice-President Society Affairs shall ensure that the incoming Vice-President Society Affairs 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) Dean of Student Affairs
- iii) AMS Vice-President of University Affairs
- iv) ASUS Assembly
- v) AMS Assembly
- vi) Arts and Science Faculty Board
- vii) ASUS General Manager
- viii) AMS General Manager

1.04.03

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) ASUS Camps Directors
- ii) ASUS Camps Staff
- iii) AMS General Manager
- iv) ASUS Head Gael

- v) ASUS Orientation Chair Team
- vi) ASUS General Manager

PART 3: ASUS CAMPS

SECTION 1 | GENERAL

2.01.01

The Arts and Science Undergraduate Society shall run a not-for-profit summer day camp for children aged 4-8, hereafter called ASUS Camps, which shall have the following objectives:

- i) Stimulate interest in the arts and sciences through dynamic programming and interdisciplinary curriculum;
- ii) Provide campers with positive role models;
- iii) Introduce campers to Queen's University and ASUS;
- iv) Encourage campers to continue studies in the arts and sciences in their high school careers;
- v) Provide a challenging and rewarding employment and leadership opportunity to ASUS members;

2.01.02

Camps Leadership shall have a membership of:

- i) One (1) ASUS Camps Director (Operations)
- ii) One (1) ASUS Camps Director (English)
- iii) One (1) ASUS Camps Director (French)
- iv) A number of additional Counsellors and 1:1 Counsellors that will, at minimum, comply with the required ratio of campers to camp personnel, as stated by the Ontario Camps Association
- v) A number of Leaders in Training (LIT) volunteers, as determined by the ASUS Camps Director of Operations

2.01.03

The Camps Directors are to be selected before the second week of classes in the Winter term.

The Directors will be selected by a selection committee comprised of:

- i) The ASUS Vice President (Society Affairs);
- ii) The ASUS Vice-President (Operations); and
- iii) One (1) Member of ASUS Assembly.

2.01.04

The Counsellors are to be selected before the tenth week of classes in the Winter term

The Counsellors and 1:1 Counsellors will be selected by a selection committee comprised of:

- i) The Camps Director (Operations)
- ii) The Camps Director (English)
- iii) The Camps Director (French)

2.01.05

Members of ASUS shall be given preference for all paid positions within the camp, however applications from undergraduate students who are not members of ASUS can be accepted.

2.01.06

The Leaders in Training will be selected by a selection committee comprised of:

- i) The Camps Director (Operations)
- ii) The Camps Director (English)
- iii) The Camps Director (French)

2.01.07

The confirmation of successful applicants pends the submission of a Vulnerable Sector Search (VSS) that includes a Pardoned Sex Offender Database Check (PSOD) that was issued a maximum of three months before their start date.

SECTION 2 | RESPONSIBILITIES

2.02.01

The responsibilities of the ASUS Camps Director (Operations) shall include, but not be limited to:

- i. Creating, maintaining, and adhering to an operating budget, in cooperation with the ASUS Vice President (Operations), complete with budget lines for each expenditure and revenue;
- ii. Soliciting sponsorship and funding from both existing and potential partners;
- iii. Organizing and overseeing camp registration and scheduling;
- iv. Corresponding and collaborating with the ASUS Store to market ASUS Camps;
- v. Providing receipts as requested by schools and parents;
- vi. Making decisions on staff structure based on financial ability in conjunction with the ASUS Vice President (Society Affairs);
- vii. Ensuring that all staff have submitted a Vulnerable Sector Screening to the ASUS Human Resources Officer;
- viii. Regularly updating and maintaining the ASUS Camps website, social media, and registration portals;
- ix. Ensuring the long-term financial health and stability of ASUS Camps; and
- x. Assisting the Camps Director (English) and Camps Director (French) with their duties as required.

2.02.02

The responsibilities of the ASUS Camps Director (English) shall include, but not be limited to:

- i. Working in conjunction with staff members to develop curriculum and programming in accordance with Ontario Curriculum Standards;
- ii. Ensuring a high quality of program delivery;
- iii. Developing engaging curriculum material pertaining to both the arts and sciences;

- iv. Assisting and overseeing all staff with the delivery of programming and activities during camp;
- v. Creating a comprehensive program plan to outline the activities, themes and materials needed for each week;
- vi. Designing a workshop package and distributing it to local schools;
- vii. Developing a workshops schedule and coordinating logistics of its delivery;
- viii. Gathering and preparing materials for workshops as well as daily camp activities;
- ix. Communicating the expectations, schedule, and pertinent information surrounding camps programming to parents;
- x. Maintaining a running inventory of all supplies;
- xi. Coordinating with any external stakeholders related to programming such as special guests or off-campus field trips;
- xii. Assisting the Camps Director (Operations) and Camps Director (French) with their duties as required.

2.02.03

The responsibilities of the ASUS Camps Director (French) shall include, but not be limited to:

- i. Leading the development and delivery of French camps programming to French campers;
- ii. Overseeing and ensuring the quality of all French camps programming;
- iii. Assisting with translation and communication between campers, parents, Camps Directors, and the ASUS Executive;
- iv. Working in conjunction with staff members to develop curriculum and programming in accordance with Ontario Curriculum Standards;
- v. Creating a comprehensive program plan to outline the activities, themes and materials needed for each week;
- vi. Developing engaging curriculum material pertaining to both the arts and sciences;

- vii. Assisting and overseeing all staff with the delivery of programming and activities during camp;
- viii. Developing arts and science themed workshops based on curriculum guidelines;
- ix. Designing a workshop package and distributing it to local schools;
- x. Developing a workshops schedule and coordinating logistics of its delivery;
- xi. Gathering and preparing materials for workshops as well as daily camp activities;
- xii. Communicating the expectations, schedule, and pertinent information surrounding camps programming to parents;
- xiii. Maintaining a running inventory of all supplies;
- xiv. Coordinating with any external stakeholders related to programming such as special guests or off-campus field trips;
- xv. Assisting the Camps Director (Operations) and Camps Director (English) with their duties as required.
- xvi. Liaising with the French Department when needed in order to ensure a strong delivery of French content;

2.02.04

The joint responsibilities of the ASUS Camps Directors shall include, but not be limited to:

- i. Developing an ASUS Camps Strategic Plan;
- ii. Ensuring the safety of all campers and staff;
- iii. Leading the vision and direction of ASUS camps and its staff;
- iv. Meeting with the ASUS Executive regularly to provide operational and financial updates;
- v. Overseeing the registration of campers and all relevant marketing strategies;
- vi. Responding to all parent and camper requests and queries in a professional and timely manner;
- vii. Conducting hiring of Counsellors in accordance with ASUS Policy and Constitution;

- viii. Attending to all staff concerns and inquiries and, if needed, referring staff to the ASUS Human Resources Officer;
- ix. Monitoring and reviewing staff conduct and performance;
- x. Conducting monthly and end-of-summer evaluations of Counsellors;
- xi. Filling in and supporting camps programming as needed;
- xii. Communicating with the University Camps Compliance Oversight Group, the Alma Mater Society, and all other relevant parties to ensure the safe operation of camps.

2.02.05

The responsibilities of counsellors include, but are not limited to:

- i) Creating and maintaining a positive rapport with all campers;
- ii) Acting as a positive role model for all campers;
- iii) Supervising and assisting campers during all programs and activities;
- iv) Assisting in the planning and organization of weekly programming;
- v) Being actively aware of camper dietary restrictions and medical needs;
- vi) Recording attendance and incident reports of campers;
- vii) Attending regular meetings and training sessions.

2.02.06

There shall be at least one (1) 1:1 Counsellor at ASUS Camps. The responsibilities of the 1:1 Counsellor shall include, but not be limited to:

- i) Providing individualized support to campers identified by their parent/guardian as having special needs;
- ii) Adapting programming and activities, when necessary, to accommodate campers with special needs;
- iii) Seamlessly integrating campers identified by their parent/guardian as having special needs into all camp programming and activities;

- iv) Maintaining communication and a strong rapport with the parents/guardians of campers with special needs;
- v) Fulfilling all other counsellor responsibilities.

2.02.07

ASUS Camps shall facilitate a Leader In Training (LIT) volunteer program every summer. Kingston Youth between the ages of 14-18 seeking volunteer hours may participate in the LIT program. LIT's will be eligible for verification of volunteer hours upon their completion of their term with ASUS Camps. The responsibilities of the LITs include, but are not limited to:

- i) Creating and maintaining a positive rapport with all campers;
- ii) Acting as a positive role model for all campers;
- iii) Supervising and assisting campers during all programs and activities;
- iv) Being actively aware of camper dietary restrictions and medical need;
- v) Directly reporting to the ASUS Camps Directors.

SECTION 3 | TRAINING & TERMS OF WORK

2.03.01

All staff are required take part in ASUS Camps-organized training (unless otherwise stated) prior to the start date of camp. This training shall include, but not be limited to:

- i) First Aid and CPR training; staff may provide a pre-earned certificate that is current and was delivered by a provider recognized by the Workplace Safety and Insurance Board;
- ii) Identifying and Reporting Child Abuse by Family and Children's Services for Frontenac, Lennox and Addington;
- iii) Behaviour management techniques and steps to respond to bullying;
- iv) Workplace Hazardous Materials Information System (WHMIS) training;
- v) Camp emergency response procedures;

vi) All trainings set out by the ASUS Human Resources Officer.

SECTION 4 | FINANCES AND LOGISTICS

2.04.01

The finances of ASUS Camps will be maintained by the Camps Director (Operations), General Manager, and Vice President (Operations) of the Society. The camp shall remain financially accountable to ASUS through the Vice President (Operations).

2.04.02

ASUS Camps shall be funded through external sponsorship, university funding, government funding, other grants, and camper fees charged to the participants.

2.04.03

Camper fees shall be determined by the Camps Director (Operations) and Vice President (Operations) each year. Fees should be maintained as low as possible to maximize the accessibility of the camp to families.

2.04.04

Bursaries will be made available for campers that demonstrate a need for financial aid. The number of bursaries distributed will be determined by a bursary selection committee, composed of the Camps Director (Operations), Camps Director (English), Camps Director (French), and ASUS Vice President (Operations).

2.04.06

The following guidelines shall be followed for Camps registration:

- i. Registered campers shall be between the ages of 4-8. Exceptions to this age range can be made at the discretion of the Camps Director (Operations);
- ii. The number of campers in each session shall be determined by the Camps Director (Operations) and must conform to the required ratios of campers to camp personnel, as stated by the Ontario Camps Association;
- iii. ASUS Camps shall make bursaries available to those with demonstrated financial need, with these stipulations:
 - a. The bursary program shall be advertised on the ASUS Camps website. Due to the high volume of bursary applicants, individuals will be assessed on a case-by-case basis as funds allow. The Camps Director (Operations) shall set a deadline for bursaries that precedes the start date of ASUS Camps;
 - b. Because of the sensitive nature of bursary applications, the information shall be restricted to the bursary selection committee, which shall be composed of

the Camps Director (Operations), Camps Director (English), Camps Director (French), and ASUS Vice President (Operations).

2.04.07

The ASUS Camps Cancellation Policy shall be as follows:

- i. In the event that a camper wishes to cancel their registration after camp has begun, this camper will be issued a full refund, minus deposit, for each week in which they are registered, provided those weeks have not already commenced;
- ii. In the event that a camper wishes to cancel their registration in a week that has already begun, a refund shall not be issued unless there are extenuating circumstances as decided by the Camps Director (Operations) ;
- iii. If the Camps Director (Operations) decides that extenuating circumstances did exist, they must issue a request for a refund to the ASUS Vice President (Operations), detailing the reasons for the issues.

PART 3: OFFICE OF THE VICE PRESIDENT SOCIETY AFFAIRS

SECTION 1 | SUSTAINABILITY DIRECTOR

3.01.01

The Sustainability Director will be tasked with both improving the internal operations of the Society with respect to sustainability and representing ASUS in collaborating on those efforts with outside groups. They will work closely with the President, Vice Presidents, and Equity Commissioner to implement society-wide change.

3.01.02

The Sustainability Director will ensure that all practices, procedures, and initiatives within each commission and office are sustainable. They will do so by working independently, and with Commissioners, Officers, the Executive, and Volunteers.

3.01.03

The Sustainability Director will lead ASUS in becoming more sustainable, create a society-wide sustainability action-plan, and remain in contact with the Queen's Sustainability Office in order to create positive, strong, and long-lasting ties between ASUS and sustainability efforts by the Queen's administration. In their work, the Sustainability Director will research best practices around Canada to help optimize ASUS' internal procedures. As mentioned, though, the Sustainability Director will also retain the ability to work with outside groups on efforts in which ASUS can play a part, and work with the SUN to expand ASUS' environmental impact on campus.

3.01.04

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

3.01.05

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

- i) Holding five (5) office hours per week. At least one (1) office hour shall be held during the office hours of the President. The remaining four (4) hours are flexible around the prevailing work during the week;
- ii) Regular communication and collaboration with the seven (7) ASUS Commissioners and Officers regarding their internal policy and constitutional framework, procedures, initiatives, and events regarding sustainable practices;
- iii) Working to develop, in collaboration with the Executive, Commissioners and Officers, Professors, and University Stakeholders, an ASUS Environmental Action Plan in accordance with the recommendations of the Intergovernmental Panel on Climate Change and the 17 Sustainable Development Goals from the United Nations;
- iv) Working to establish a working relationship with the Queen's Sustainability Office, and work to advertise the opportunities available in those Offices;
- v) Working with the Academics, Community Outreach, Equity, and Services Commissions to ensure that events are run in the most sustainable manner, examining all facets of EPPs and event procedures;
- vi) Engage with External Stakeholders to ensure that ASUS is a full participant in any on campus campaigns, initiatives, or projects regarding sustainability;
- vii) Research best practices from across the University, province, and world, with respect to actionable and implementable sustainability efforts;
- viii) Working with the Society Vice Presidents to analyze the Operations of ASUS, specifically with respect to Facility use in the ASUS Offices, to determine and implement improvements to Sustainability;
- ix) Communicate with ASUS Committees and Groups, including the Sustainable Universe Network (SUN), ASUS DSCs and PSCs, and Orientation Week, to ensure that sustainability is maintained throughout the Society;

- x) Work on any related special projects the Director deems necessary, in consultation with the Executive and Equity Commissioner.

3.01.06

12-month term from May 1st of the outgoing academic year to May 1st of the following academic year

3.01.07

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

3.01.08

The Summer responsibilities for this position shall be, but are not limited to:

- i) Work with the ASUS Executive to assess areas of improvement within the Society with respect to Sustainability;
- ii) Make connections with relevant groups in the Queen's Community to ensure successful completion of their work in the Academic year;
- iii) Work with the Executive to ensure successful completion of Strategic Plans.

3.01.09

The Summer responsibilities for this position shall be, but are not limited to:

- i) Engage in a thorough assessment of the work that has been completed and what is still left to complete in the Society;
- ii) Prepare a detailed transition manual for the incoming Sustainability Director;
- iii) Ensure any Action Plans or other documents created in their term are properly delivered to the incoming Executive and any other relevant bodies.

3.1.10

The membership of the Sustainability team shall consist of:

- 1) One (1) Sustainability Director;
- 2) Two (2) Coordinators;

3) Two (2) Auditors.

3.1.11

The Sustainability Coordinators shall uphold the Sustainability Director's mandate of promoting improving the internal operations of the Society with respect to sustainability and representing ASUS in collaborating on those efforts with outside groups. The Sustainability Coordinators shall work to aid the Sustainability Director in leading ASUS in becoming more sustainable and maintaining positive, strong, and long-lasting ties between ASUS and external sustainability efforts on campus. Each year, at least two (2) Coordinators will be hired.

3.1.12

The ASUS Sustainability Director and ASUS Sustainability Coordinators shall oversee the hiring process and sit on the hiring panel.

3.1.13

The responsibilities of the ASUS Sustainability Auditors shall include, but are not be limited to:

- 1) Work with Sustainability Director and Coordinators to promote sustainability amongst the Arts and Science Faculty;
- 2) Detect existing or potential environmental compliance problems or management systems inadequacies, and provide recommendations for corrections;
- 3) Assist Sustainability Coordinators with sustainability initiatives;
- 4) Completing various tasks assigned by the Sustainability Coordinators;
- 5) Act as a liaison between teams/clubs under ASUS and the ASUS Sustainability Team;
- 6) Enforce environmental standards and policy;
- 7) Help facilitate sustainability campaigns;
- 8) Participate in biweekly one-on-one meetings with the Sustainability Coordinators;
- 9) Participate in biweekly meetings with the Sustainability Director.

3.1.14

The Sustainability Auditors shall uphold the Sustainability Director's mandate of promoting improving the internal operations of the Society with respect to sustainability and representing ASUS in collaborating on those efforts with outside groups. The Sustainability Auditors will assist the Sustainability Team in assessing performance of events and operations of the Society. Each year, at least two (2) Coordinators will be hired.

SECTION 2 | WELLNESS DIRECTOR

3.02.01

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.

3.02.02

The ASUS Wellness Director shall liaise with the ASUS Vice President (Society Affairs), 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.

3.02.03

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.

3.02.04

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

3.02.05

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.

3.02.06

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 be 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.

3.02.07

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.

3.02.08

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.

3.02.09

The ASUS Vice President (Society Affairs) and ASUS Wellness Director shall oversee the hiring process and sit on the hiring panel.

3.2.10

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.

3.2.11

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 | ASUS SPONSORSHIP DIRECTOR

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

- I. Meeting with the Executive on a regular basis;
- II. Updating and adding to the master sponsorship list on a weekly basis;
 - A. Keeping track of contact information

- B. Updating who stills needs to be contacted
 - C. Date contacted
 - D. What dollar amount or item was donated
 - E. Purpose of donation (if any)
- III. Being available for consultations with Commissioners and Officers to assist with obtaining sponsorships
- IV. Following up with mater list potential sponsors
 - A. Sending follow-up emails
 - B. Sending thank you emails