

United College Student Union Executive Council Positions

President

The President shall:

1. Be the Chief Executive Officer for the Student Union.
2. Ensure that the vision statement is being upheld and followed by the Executive Council.
3. Chair and set the agenda for all executive and general meetings.
4. Have the power to call emergency Executive Council meetings, provided that 24 hours' notice is given to all members of the Executive Council.
5. Ensure that the Executive Officers are carrying out their duties.
6. With the assistance of the VP, Finances, review the budget(s) for all related Student Union activities.
7. Attend, or appoint, a representative to the United College Board of Governors meetings.
8. Attend, or appoint a representative, to meet regularly with United College senior administration.
9. In conjunction with the VPs, be a signing authority for expenses related to the Student Union

Vice-President, Internal & Academics

The Vice- President, Internal shall:

1. In the absence of the President, be the speaker at executive meetings and general meetings.
2. Record, or appoint a representative to record, minutes from executive and general meetings and make minutes available as needed.
3. In conjunction with the VPs, be a signing authority for expenses related to the Student Union.
4. Attend, or appoint a representative, to meet regularly with the Residence Life Team.
5. Attend, or appoint a representative, to meet regularly with other United College Student Activity Teams.
6. Attend, or appoint a representative, to meet regularly with the United College Academic Council.
7. Lobby on behalf of Members.
8. In conjunction with other VPs, be a signing authority for expenses related to the Student Union.

Vice-President, Finances & Operations

The Vice- President, Finances & Operations shall:

1. Be responsible for all financial matters of the Student Union.
2. Maintain accurate records of all Student Union financial transactions.
3. Prepare financial updates and report regularly to the Executive Council.
4. Prepare a budget at the beginning of every term and ensure actual expenditures are compared to the initial budget.
5. Coordinate Student Union refunds and opt-outs.
6. Ensure funds are available, when requested, for Student Union activities.
7. Provide approval for activities and events submitted by Officers.
8. Assist Officers with setting term goals and objectives.
9. In conjunction with other VPs, be a signing authority for expenses related to the Student Union.

Vice-President, Events & Activities

The Vice- President, Events & Activities shall:

1. With the assistance of the President and other VPs, oversee all Student Union events and activities by attending events and being available through office hours and emails.
2. Create an events and activities schedule and budget to be submitted to the Executive Council each term for approval.
3. Secure the appropriate resources to ensure activities and events outlined in the schedule are implemented.
4. In conjunction with other VPs, be a signing authority for expenses related to the Student Union.
5. Nominate Officers to the Executive Council, to be confirmed by a 2/3 vote of the Executive Council.