

EXECUTIVE POLICY AND PROCEDURE MANUAL

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ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic means within two weeks of the changes being accepted.

ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article 5.1 of the Association's Bylaws.

ARTICLE III — EXECUTIVE ROLES AND RESPONSIBILITIES

1. Assumption of responsibilities and term of office for the Executive and Council:
 - a. Executive members shall assume office May 1st.
 - b. GSA Senators shall assume responsibility with the respective bodies in accordance to Senate bylaws.
 - c. Each Council representative shall assume office at the first regular Council meeting following the departmental selection.
 - d. The term of office of each Executive and Council member shall be one year.
2. The President shall perform the following duties:
 - a. Supervise the day-to-day business of the Association.
 - b. Have signing authority for the Association.
 - c. Be the official spokesperson for the Association.
 - d. Manage staff relations.
 - e. Attend all meetings of the Association.
 - f. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
 - g. Sit on all internal committees of the Association.
 - h. Serve on the Faculty of Graduate Studies Executive Committee and Council.
 - i. Serve on, or provide designates to serve on, committees of the Faculty of Graduate Studies, both permanent and ad-hoc.
 - j. Serve on, or find designates for, University committees.
 - k. Coordinate appointments to internal and external committees, seeking ratification from Council as appropriate.
 - l. Provide names of all graduate who serve on such committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
 - m. Be prepared to perform duties of the Vice-President (Internal), Vice-President (External) and Vice-President (Academic) in case of illness schedule conflict, etc., on an interim basis.

- n. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - o. Present a written report at each GSA Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the President was unable to attend, and a record of office hours maintained.
 - p. Perform other tasks as assigned by the GSA Executive or Council.
3. The Vice-President (Internal) shall perform the following duties:
- a. Have signing authority for the association.
 - b. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
 - c. Oversee internal communication, including but not limited to, the Gradzette, newsletters, the Association website, and handbook.
 - d. Ensure the Association's official documents are up-to-date and available.
 - e. Act as joint authority and share responsibility with the President for the daily affairs of the Association.
 - f. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
 - g. Submit to Student Records the names of graduate students serving as active participants in organizations listed by the Student Records Office of the University of Manitoba.
 - h. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Internal) was unable to attend, and a record of office hours maintained.
 - i. Supervise the keeping of all necessary financial records of the Association, including but not limited to bills, cheque books and monthly accounting.
 - j. Submit the budget prepared by the Executive to Council for its approval.
 - k. Present bi-annual financial reports to Council, to be given at Council meetings held before December 1 and before May 1 of each academic year.
 - l. Submit the financial records of the Association for an annual audit upon notice from Council.
 - m. Ensure financial records are available to any Council member, upon arrangement.
 - n. Coordinate the process of awarding of regular and special GSA grants, subject to approval by GSA Council.
 - o. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - p. Perform other tasks as assigned by the GSA Executive or Council.

4. The Vice-President (External) shall perform the following duties:
 - a. Serve, or find a designate, as the official representative of the Association in external matters pertaining to the relationship of the Association with other graduate and university student associations.
 - b. Have signing authority for the Association.
 - c. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
 - d. Liaise with coalition partners and external organizations.
 - e. Be responsible for outreach events.
 - f. Act as a representative at external events.
 - g. Organize campaigns.
 - h. Liaise with the government and the public at large.
 - i. Liaise with provincial and national office of the Canadian Federation of Students.
 - j. Act as the local representative on the provincial executive of the Canadian Federation of Students.
 - k. Monitor related socio-political/economic issues.
 - l. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - m. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (External) was unable to attend, and a record of office hours maintained.
 - n. Perform other tasks as assigned by the GSA Executive or Council.

5. The Vice-President (Academic) shall perform the following duties:
 - a. Serve on the Senate Executive, as an assessor to the Senate, on Senate committees, and as chair of the GSA Senate Caucus.
 - b. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
 - c. Coordinate academic events.
 - d. Advocate for students on academic issues.
 - e. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - f. Act as liaison between the Association and the Faculty of Graduate Studies, and sit as an Executive member of the Association on the Executive Committee of the Faculty of Graduate Studies.
 - g. Assume responsibility on matters of University discipline as they concern the membership of the Association and sit on any Local Disciplinary Committee in the capacity of Student Advocate.

- h. Act in an advisory function to the Office of Student Advocacy on behalf of graduate students. Attend educational seminars on advocacy and appeals training conducted by the Office of Student Advocacy.
 - i. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - j. Perform other tasks as assigned by the GSA Executive or Council.
 - k. Serve as alternative signing authority if position of President, Vice-President (Internal), or Vice-President (External) is vacant.
6. The Vice-President (Health Sciences) shall perform the following duties:
- a. Serve as liaison and GSA advocate for Health Sciences graduate students.
 - b. Work with the Vice-President (Academic) and Vice-President (External) to serve as advocate for Health Sciences graduate students to the University administration and other bodies.
 - c. Serve on the Faculty of Medicine Sub-council of the Faculty of Graduate Studies.
 - d. Act, or appoint a designate to act, as the Association's representative on all Health Sciences committees or boards when so requested by those bodies. Forward names to GSA Council for approval as appropriate.
 - e. Provide names of all graduate students who serve on Health Sciences committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
 - f. Serve on GSA committees as specified by the "Committee Policy and Procedures Manual."
 - g. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - h. Post and keep a minimum of 2 regular office hours per week at the HSGSA Office, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - i. Perform other tasks as assigned by the GSA Executive, Council.
7. Each Senator of the Association shall perform the following duties:
- a. Attend all Senate, Student Senate Caucus, and GSA Senate Caucus meetings.
 - b. Serve on at least one Senate Committee.
 - c. Represent the interests of graduate students and the Association to the Senate and on Senate Committees.
 - d. Attend all GSA Executive and Council meetings.
 - e. Work with other GSA Senators to ensure a Senators' Report is written and presented at each GSA Council meeting.
 - f. Serve on at least two internal committees.

- g. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- h. Failure to attend or to designate a proxy to attend 2 or more Senate meetings and/or GSA Senate Caucus meetings shall constitute gross negligence. Failure to attend 2 or more GSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more GSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.

8. The Executive-At-Large shall:

- a. Serve as an advisor to the incoming executive.
- b. Attend all GSA Executive meetings.
- c. Act as alternate chair of the council and of general meetings.
- d. Chair and attend any committee meetings required the "Committee Policy and Procedures Manual."
- e. Perform other duties as assigned by the GSA Executive or Council.