



Roles and Responsibilities of Council Membership

Effective: March 14th, 2017

Voting Members

1.00 President

1.01 The President shall:

- (1) Oversee all activities of the Council;
- (2) Oversee the Executive ;
- (3) Hold signing authority over all financial accounts of the Council;
- (4) In their absence, appoint one Vice-President of the Council to serve as Acting President;
- (5) Represent the SSSC on the USC;
- (6) Represent the Council in all relations with the Dean's office of the Faculty of Social Science;
- (7) Oversee and provide guidance for Chief of Staff;
- (8) Oversee and provide guidance to the Head Soph;
- (9) Represent the SSSC via the Presidents' Roundtable as convened by the USC; and
- (10) Complete a detailed final report prior to receiving their honorarium.

2.00 Vice President Academics

2.01 The Vice President Academics shall:

- (1) Oversee all Department Representatives;
- (2) Oversee and provide guidance to the Associate Vice President Academics
- (3) Be a student representative to the Educational Policy Committee of the Social Science Faculty;
- (4) Be available to address any academic concerns within the Faculty and work through the appropriate administrative channels to address these concerns;
- (5) Be responsible for the planning and implementation of the annual Fall Preview Day, March Break Open House, and Intent to Register in coordination with the Dean's Office and Academic Counselling;
- (6) Provide guidance for academic programming to the Academics Programming Assistant;
- (7) Assist the department clubs in developing their academic portfolio as well as aiding them in their quest for resources;
- (8) Liaise with the Vice President of the USC and represent the SSSC via the Vice Presidents' Roundtable as convened by the USC;
- (9) Regularly liaise with Academic Counselling and the Dean's Office; and
- (10) Complete a detailed final report prior to receiving their honorarium.

3.00 Vice President Communications

3.01 The Vice President Communications shall:

- (1) Keep the students of the Faculty of Social Science informed of all activities of Council through all relevant mediums of publicity;
- (2) Maintain regular communication and updates of Council meetings, events, and activities;
- (3) Oversee and provide guidance to the Internet Commissioner;
- (4) Oversee and provide guidance to the Graphics Design Commissioner;
- (5) Oversee and provide guidance to the Associate Vice President Communications;



- (6) Act as a liaison between the Council and departmental clubs to promote departmental clubs events within the faculty and to foster relations between those clubs and the SSSC;
- (7) Liaise with the Communications Officer of the USC and represent the SSSC via the Vice President Communications Roundtable as convened by the USC; and
- (8) Complete a detailed final report prior to receiving their honorarium.

4.00 Vice President Finance

4.01 The Vice President Finance shall:

- (1) Chair the Finance Committee;
- (2) Chair the Student Donation Fund Committee;
- (3) Present the Council with a projected budget for the academic year prior to October 1st, a revised budget prior to February 1st, and a year-end budget prior to AGM of each year;
- (4) Hold signing authority over all financial accounts of Council;
- (5) Keep an accurate General Ledger and present monthly Bank Requisitions to the President;
- (6) Liaise with the USC Secretary Treasurer as appropriate;
- (7) Provide guidance for fiduciary responsibilities of the Head Soph;
- (8) Oversee and provide guidance for the Associate Vice President Finance; and,
- (9) Complete a detailed final report prior to receiving their honorarium.

5.00 Vice President Student Events

5.01 The Vice President Student Events shall:

- (1) Chair the Student Events Committee;
- (2) Oversee and provide guidance to the Charity Commissioners;
- (3) Oversee and provide guidance to the Associate Vice President Student Events;
- (4) Oversee and provide guidance to the Student Wellness Commissioner;
- (5) Design, advertise, and implement various programs throughout the year to increase cohesiveness within Council;
- (6) Design, advertise, and implement various programs throughout the year directed towards the students of the Social Science Faculty;
- (7) Co-ordinate activities and events with various clubs, organizations, councils, and residences across campus;
- (8) Liaise with the Student Programs Officer of the USC and represent SSSC via the Vice President Student Events' Roundtable, as convened by the USC;
- (9) Complete a detailed final report prior to receiving their honorarium; and
- (10) Coordinate Ally training for the members of the Council.

6.00 Department Representatives

6.01 Each department representative shall:

- (1) Be elected via the Election guidelines laid out in the SSSC Elections Policy;
- (2) Represent his or their respective department on the SSSC;
- (3) Maintain contact with the clubs within their respective department;
- (4) Maintain contact with the Chair of their respective department;
- (5) Be responsible for the promotion of the Council, including giving short presentations to their classmates at election times and/or when Council requests it;
- (6) Sit on either the Academic Conference Committee or provide support to the Vice President Academics on the Student Donation Fund Subcommittee;



- (7) Liaise with their departmental equivalent on the Soph Team;
- (8) Provide regular feedback and Educational Policy Committee proposal commentary to the Vice President Academics;
- (9) Be responsible for maintaining a booth at Fall Preview Day, March Break Open House, and Intent to Register under the guidance of the Vice President Academic.

7.00 First Year Representatives

7.01 Each first year representative shall:

- (1) Be either elected or hired at the discretion of the Executive;
- (2) Represent his or her respective residence on the SSSC;
- (3) Be responsible for the promotion of the Council, including giving short presentations to their residence councils at election times and/or when Council requests it;
- (4) Sit on at least one committee or sub-committee of Council during their term in office; and
- (5) Serve their term in office until the beginning of the next academic school year.

8.00 USC Councillors

8.01 Each USC Councillor shall:

- (1) Be elected via USC by-law number two;
- (2) Act as a liaison between the SSSC and the USC;
- (3) Represent the concerns and interests of Social Science Students on both the SSSC and the USC; and
- (4) Sit on at least one committee of the Council during their term in office.

9.00 Senators

9.01 Social Science/FIMS Senators shall:

- (1) Be elected in accordance with Senate guidelines;
- (2) Act as liaisons between the SSSC and the University Senate and shall make regular reports to Council on the activities of the Senate; and
- (3) Represent the concerns and interests of Social Science Students' on each of the SSSC and the University Senate;

Non-Voting Members

10.00 The Speaker of the Council

10.01 The Speaker of the Council shall:

- (1) Be selected by an application process and ratified at the first SSSC meeting by majority vote for the following year;
- (2) Preside over all general meetings of Council in a way that is consistent with the provisions of this constitution and in accordance with Robert's Rules;
- (3) Attend all Council meetings, and where they cannot attend, shall inform the President or Secretary of Council at the earliest possible moment;
- (4) Complete and submit a detailed final report to the Honoraria Committee by April 30th;
- (5) Select the Chief Returning Officer and Deputy Returning Officer through an application and interview process; and
- (6) Chair the Internal Review Committee.

11.00 Chief Returning Officer



11.01 The Chief Returning Officer shall:

- (1) Be appointed by the Speaker of Council;
- (2) Chair the Elections committee;
- (3) In the absence of the Speaker, preside over General meetings of Council; and
- (4) Administer and facilitate all election and bi-election related issues.

12.00 Secretary

12.01 The Secretary shall:

- (1) Be chosen through an application process by the President and the Vice President Communications;
- (2) Edit and promptly distribute all Council memoranda and reports;
- (3) Record, edit and promptly distribute the minutes of both Executive Committee and general meetings of Council;
- (4) Have possession of all important documents of Council;
- (5) Take on other duties assigned by incoming and current Presidents;
- (6) Maintain, in conjunction with the President, and Speaker of Council, an updated list of members attendance at meetings and office hours (including the tracking of demerit points);
- (7) Attend all Council meetings, and where they cannot attend, shall inform the Speaker of Council and the Deputy Returning Officer at the earliest possible moment; and
- (8) Administer Roll Call during SSSC meetings.

13.00 Internet Commissioner

13.01 The Internet Commissioner shall:

- (1) Be chosen through an application process by the Vice President Communications;
- (2) Be responsible for the editing, publishing, and posting information to the SSSC web page at least once a month; and
- (3) Provide a final report to the Vice President Communications to provide suggestions for the improvement of the web page by the AGM.

14.00 Head Soph

14.01 The Head Soph shall:

- (1) Be appointed by a Head Soph Selection Committee whose composition will be determined by Orientation Staff;
- (2) Be responsible for the planning, coordination and execution of the Social Science Orientation program;
- (3) Be responsible for organizing soph selection in accordance with the guidelines set out by Orientation Staff and the Orientation Governance Board;
- (4) Submit a proposed budget to the Vice President Finance and President of the SSSC no later than May 31st;
- (5) Submit a comprehensive report on their progress in preparations for Orientation Week, including an updated budget and pricing quotes to the Vice President Finance and President of the Social Science Students' Council one (1) week before submitting their midterm report to Orientation staff;
- (6) Coordinate programming for Orientation Week in conjunction with the Vice President Student Events;
- (7) Not enter into any contracts as a representative of the SSSC without permission of



the

President or Vice President Finance; any such contracts will become the Orientation Commissioner's personal monetary responsibility; and
(8) Complete a detailed year-end report by March 1st.

15.00 Charity Commissioner

15.01 The Charity Commissioner shall:

- (1) Be chosen through an application process by the Vice President Student Events;
- (2) Be responsible for the designing, advertising and implementation of the various activities and events that the SSSC participates in to raise funds and awareness for charitable organizations in the Western and London community;
- (3) Work in co-operation with other university organizations to coordinate the efforts of campus-wide charitable activities and events to ensure the active participation of the Social Science Students' Council;
- (4) Be a member of the Student Events Committee;

16.00 Graphics Commissioner

16.01 The Graphics Commissioner shall

- (1) Be chosen through an application process by the Vice President Communications; and
- (2) Design all promotional materials for various Council initiatives as requested by the Vice President Communications.

17.00 Chief of Staff

17.01 The Chief of Staff shall

- (1) Be chosen through an application process by the President;
- (2) Assist the President with research, execution of duties, implementation of projects, and
provide assistance as required within the scope of the Presidential role; and
- (3) Report to the President on matters falling within this section and on any other matters concerning the Presidential role that are directed to their by the President.

18.00 Associate Vice President Academics

18.01 The Associate Vice President Academics shall

- (1) Be chosen through an application process by the Vice President Academics;
- (2) Assist the Vice President Academics with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice President Academics portfolio; and
- (3) Report to the Vice President Academics on matters falling within this section and on any other matters concerning the Vice President Academics portfolio that are directed to them by the Vice President Academics.

19.00 Associate Vice President Communications

19.01 The Associate Vice President Communications shall

- (1) Be chosen through an application process by the Vice President Communications;
- (2) Assist the Vice President Communications with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice President Communications portfolio;
- (3) Report to the Vice President Communications on matters falling within this section and
on any other matters concerning the Vice-President Communications portfolio that are



directed to them by the Vice President Communications; and

(4) Be responsible for the creation or maintenance of the Council Facebook, Instagram, and Twitter pages, as required.

20.00 Associate Vice President Finance

20.01 The Associate Vice President Finance shall:

- (1) Be chosen through an application process by the Vice President Finance;
- (2) Assist the Vice President Finance with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice President Finance portfolio; and
- (3) Report to the Vice President Finance on matters falling within this section and on any other matters concerning the Vice President Finance portfolio that are directed to them by the Vice President Finance.

21.00 Associate Vice President Student Events

21.01 The Associate Vice President Student Events shall:

- (1) Be chosen through an application process by the Vice President Student Events;
- (2) Assist the Vice President Student Events with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice President Student Events portfolio; and
- (3) Report to the Vice President Student Events on matters falling within this section and on any other matters concerning the Vice President Student Events portfolio that are directed to them by the Vice President Student Events.

22.00 Student Donation Fund Commissioner

22.01 The Student Donation Fund Commissioner shall:

- (1) Be chosen through an application process by the President and the Vice President Finance;
- (2) Be a member of the Student Donation Fund Committee;
- (3) Assist the President and Vice President Finance with Student Donation Fund grant disbursements; and
- (4) Report to the President and Vice President Finance on matters falling within this section and on any other matters concerning the Student Donation Fund that are directed to them by the President or the Vice President Finance.

23.00 Student Wellness Commissioner

23.01 The Student Wellness Commissioner shall:

- (1) Be chosen through an application process by the Vice President Student Events and the Vice President Academics;
- (2) Be a member of the Student Events Committee; and
- (3) Research, plan, and deliver wellness programming and awareness initiatives that coincide with the needs of students.