



Job Description Policy Manual

Revised January 2012

PREAMBLE

The duties of all members of the Council and Committees of the Council enumerated here shall not be interpreted to be the only duties of the members. That is, the duties of the members shall not be interpreted to be limited by the duties enumerated in this document. Members shall be responsible for any other duty or duties that can be reasonably expected of the member as a result of holding the position in question.

ARTICLE 1. DUTIES OF THE EXECUTIVE

1.01 Duties of the President

1.01.01 The President shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) oversee the running of all Association affairs, ensuring that all members of the Council are properly supported in their duties and responsibilities,
- (c) act as a resource for the Executive Administrator, Senator, Treasurer, Representative(s) to the AMS, Academic Affairs Commissioner, Representative to TELC, and Council Clerk,
- (d) represent the Association on social and ceremonial occasions,
- (e) represent the Association on AMS Assembly,
- (f) be responsible for communicating with Trent Concurrent Education Students' Association,
- (g) assist the Equity Affairs Commissioners with the Anti Oppression training and Positive Space training for Con-Ed's leadership position holders
- (h) act as an ambassador for the Association at the Alumni Dinner hosted by the Faculty of Education along with two other Council members, if possible,
- (i) approve Orientation Week events and handbook.

1.02 Duties of the Vice President (Internal)

1.02.01 The Vice President (Internal) shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as meeting chair in the absence of the Executive Administrator,
- (c) act as a resource for the First Year Representatives, Second Year Representatives, Third Year

Representatives, Fourth Year Representatives, Alumni Representative(s), Academic Affairs Commissioner, and Service Director, including the Website Administrator, B.Ed Spread Editors, and Workshop Coordinators,

(d) represent the Association on ASUS Assembly,

(e) coordinate Con-Ed Camp,

(f) determine the recipient of the Inter-Year Challenge, the Captain CESA and the CESA Achievement Awards.

1.03 Duties of the Vice President (External)

1.03.01 The Vice President (External) shall,

(a) be a voting member of Council and is required to attend all Council meetings,

(b) act as a resource for the Head Teach, Equity Affairs Commissioners, Conference Chair, and Events Director, including the Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks.

(c) represent the Association on the Arts and Science Faculty Board, and Education Faculty Board meetings

(d) ensure a positive relationship with the Associate Dean of Concurrent Education and consult with him/her on issues of program quality and student satisfaction,

(e) organize and distribute the CESA mid-year review forms,

(f) act as the Association contact for Orientation Week,

(g) participate in Orientation Executive and Orientation Leader interviews; if unavailable then the President or Vice President (Internal) may take their place,

(h) sit on the Bursary Committee,

(i) attend the meetings of the Education Faculty Board,

(j) coordinate the scheduling of Con-Ed Office hours.

ARTICLE 2. DUTIES OF THE EXECUTIVE ADMINISTRATOR

2.01 Duties of the Executive Administrator

2.01.01 The Executive Administrator shall,

(a) be a voting member of Council only in the case of an equality of votes, in which case he/she shall vote in the negative, and is required to attend all council meetings,

- (b) chair all meetings of the Council,
- (c) be responsible for ensuring that updated minutes are posted on the Association website and compiled in a binder available in the Con-Ed Office,
- (d) be concerned with matters relating to the internal administration and operation of the Association and its committees. This includes making arrangements for Executive and general meetings, booking rooms, compiling contact lists, collecting transition manuals, and maintaining attendance records,
- (e) hold the position of Chief Electoral Officer and oversee the holding and running of elections as specified in the Constitution,
- (f) present the incoming Council with a revised and updated version of the Constitution and Job Description Policy Manual following the Annual General Meeting, and no later than the end of the April exam period of that year,
- (g) ensure member attendance at Council meetings and hand out Perfect Attendance Awards at the Annual General Meeting,
- (h) assist the Executive in hiring the appointed Council positions,
- (i) operate as an impartial and neutral party within the Association,
- (j) rely on the support of the Council and the Executive, especially the President, in fulfilling their duties, but shall act in a fair and impartial nature throughout their tenure,
- (k) hold the position of Office Admin and be responsible for the maintenance of the Office.

ARTICLE 3. DUTIES OF ELECTED MEMBERS

3.01 Duties of the Senator

3.01.01 The Senator shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) attend all meetings of the University Senate,
- (c) attend the annual meeting of the University Council,
- (d) attend all meetings of the Student Senate Caucus,
- (e) consult the Association and the Council on matters pertaining to the Senate, but shall represent and act in the best interests of the University as a whole,
- (f) report to the Council on the discussions and decisions of the Senate and its committees,

(g) maintain ties with the ESS President regarding developments on Senate,

(h) serve on a minimum of one (1) Senate Committee, as prescribed by the Senate Nominating Committee and the Secretary of the Senate.

3.02 Duties of the Treasurer

3.02.01 The Treasurer shall,

(a) be a voting member of Council and is required to attend all Council meetings,

(b) be responsible for the finances of the Association in conjunction with the President,

(c) survey all members of the Council for projected expenditures and formulate a budget by the end of the third week of the fall term,

(d) report all financial transactions to the Council at the culmination of each term,

(e) keep accurate records of all receipts,

(f) co-sign all Association cheques with the President,

(g) sit on the Bursary Committee,

(h) distribute bursary funds.

3.03 Duties of the Representative(s) to the AMS

3.03.01 The Representative(s) to the AMS shall,

(a) be a voting member(s) of Council and is (are) required to attend all Council meetings,

(b) be a position held by a number of members of the Association determined by AMS policy and in consultation with the AMS Commission of Internal Affairs,

i) A maximum of two (2) representatives shall be elected in the regular Association elections in the winter term.

ii) The remaining representative(s) shall be elected in September once enrolment numbers are confirmed by the Office of the Registrar.

iii) One representative elected in September shall be a first year member of the Association.

(c) represent the Association on AMS Assembly as voting member(s),

(d) be encouraged to sit on an AMS sub-committee,

- (e) report to Council about all important information discussed at AMS Assembly,
- (f) be responsible for ensuring that updated reports of the AMS Assembly are posted on the Association website, in conjunction with the Website Administrator.

3.04 Duties of the Academic Affairs Commissioner

3.04.01 The Academic Affairs Commissioner shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as a liaison between the Association and the Academics representatives of other faculties and AMS Academic Caucus,
- (c) act as a resource to all members of the Association with regard to academic matters of the University and Concurrent Education
- (d) attend the meetings of the Professional Studies Committee of the Faculty of Education's Faculty Board,
- (e) work with the President and the Associate Dean of Education to evaluate student satisfaction with the Concurrent Education program,
- (f) generate feedback on the quality of undergraduate education courses,
- (g) host two (2) Academic Meetings, where students are invited to participate in a discussion group regarding the current academic undertakings of Queen's and Con-Ed,
- (h) maintain the academics binder located in the Con-Ed Office, and work in conjunction with the Website Administrator to maintain an online page on the Association website with pertinent news, information, and resources that is to be updated regularly,
- (i) act as a liaison between Music's Con-Ed Representative and Council,
- (j) provide a minimum of one (1) review session during each exam period for a first year course which is at their discretion.

3.05 Duties of the Representatives to TELC

3.05.01 The Representatives to TELC shall,

- (a) be a voting member of Council and are required to attend all Council meetings,
- (b) be a position held by one (1) Association member who is in their fourth year and strongly encouraged to hold the equivalent position in their final B.Ed year;
- (c) represent the Association on the TELC board,

- (d) report to Council about all important information discussed at TELC meetings,
- (e) be responsible for ensuring that updated minutes of the TELC meetings are posted on the Association website, in conjunction with the Website Administrator
- (f) represent both Primary/Junior and Intermediate/Senior streams, regardless of his or her own stream.

3.06 Duties of the First Year Representatives

3.06.01 The First Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members, elected in September in their first year,
- (c) update first year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- (e) be responsible for the selection and sales of a year jacket bar, which needs to be completed by the first week of the winter semester,
- (f) organize one (1) fundraising event during the winter semester that would go towards their graduating class' ThankQ gift.

3.07 Duties of the Second Year Representatives

3.07.01 The Second Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members in their second year,
- (c) update second year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- (e) in conjunction with the Vice President (Internal), organize the Con-Ed Buddy Picnic and encourage continued contact between the buddies throughout the year,
- (f) organize one (1) fundraising event during the winter semester that would go towards their years ThankQ gift.

3.08 Duties of the Third Year Representatives

3.08.01 The Third Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members in their third year,
- (c) update third year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- (e) coordinate all Clothing and Merchandise sales by the conclusion of Fall term for sale in the Winter term,
- (f) organize one (1) fundraising event during the fall semester that would go towards their years ThankQ gift.

3.09 Duties of the Fourth Year Representatives

3.09.01 The Fourth Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members in their fourth year,
- (c) update fourth year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- (e) chair the CESA ThankQ committee,
- (f) organize one (1) fundraising event during the fall semester that would go towards that year's ThankQ gift.

3.10 Duties of the Alumni Representative(s)

3.10.01 The Alumni Representative(s) shall,

- (a) be a position held by one or two members of the Association following completion of their fourth year,
- (b) not be required to attend Association meetings,
- (c) not have voting privileges on the Council,
- (d) serve for a 5 year term leading up to the class' next official Class Reunion, 5 years after convocation,

- (e) be accessible to classmates in as many ways as possible through initiatives such as,
 - i) holding events and programs other than Reunions, including some broadly based regional programming,
 - ii) providing information and submit columns for all editions of the Alumni Review magazine and other communication vehicles,
 - iii) returning to campus in the fall for Homecoming or attend the John Orr Award Dinner in Toronto, if possible,
 - iv) representing their class at Alumni Assembly,
 - v) establishing an Alumni committee from members of their year to assist in the undertaking of the duties of the Graduating Representative(s).

3.11 Duties of the Service Director

3.11.01 The Service Director shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) be a position held by one (1) member of the Association,
- (c) report to the Vice President (Internal)
- (d) approve actions of the Web Administrator, Workshop Coordinator and B.Ed Spread Editors, but the Vice President (Internal) has the power to veto the decisions made by the Service Director if deemed necessary
- (e) hire the Website Administrator, Workshop Coordinators, and B.Ed Spread Editors with the Executive,
- (f) oversee the activities of the Website Administrator, Workshop Coordinators, B.Ed Spread Editors and B.Ed Spread Committee,
- (g) represent the Website Administrator, Workshop Coordinators, B.Ed Spread Editors and B.Ed Spread Committee on Council, and should it be deemed necessary, advise them to attend a Council meeting,
- (h) attend B.Ed Spread Committee meetings and maintain bi-weekly contact with Website Administrator, Workshop Coordinators, and B.Ed Spread Editors,
- (i) act as a resource for Website Administrator, B.Ed Spread Editors, and Workshop Coordinators to ensure the successful execution of their tasks,
- (j) report to Website Administrator, B.Ed Spread Editors, and Workshop Coordinators event

dates, concerns, and other pertinent information as discussed in Council,

(k) hold internal reviews at the end of the Fall semester with the Website Administrator, B.Ed Spread Editors, and Workshop Coordinators,

(l) coordinate a mid-year review of the B.Ed Spread Editors by the members of the B.Ed Spread Committee,

(m) upon receiving the B.Ed Spread 24 hrs before its scheduled release, review the newsletter and seek assistance from the Equity Affairs Commissioners as necessary,

(n) coordinate the sale of jacket bars, pins and refreshments in the Office.

3.12 Duties of the Events Director

3.12.01 The Events Director shall,

(a) be a voting member of council and is required to attend of all Council meetings,

(b) be a position held by one (1) member of the Association,

(c) report to the Vice President (External)

(d) approve actions of the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks but the Vice President (External) has the power to veto the decisions made by the Service Director if deemed necessary

(e) hire the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks with the Executive,

(f) oversee the activities of the Community Affair Coordinators, Social Affairs Coordinators, and the Athletic Sticks,

(g) represent the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks on Council, and should it be deemed necessary, advise them to attend a Council meeting,

(h) attend sub-committee meetings and maintain bi-weekly contact with the Community Affairs Coordinators, Social Affairs Coordinators, and the Athletic Sticks,

(i) act as a resource for the Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks to ensure the successful execution of their tasks

(j) report to Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks event dates, concerns, and other pertinent information as discussed in Council,

(k) hold internal reviews at the end of the Fall semester with the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks,

(l) coordinate a mid-year review of the Community Affairs Coordinators and Social Affairs Coordinators by the members of the Volunteer Initiatives Committee and Social Committee respectively,

(m) be responsible for organizing Con-Ed's booth at the Sidewalk Sale in September

(n) ensure the proper advertisement and promotion of university wide charity and community initiatives such as Blood Drives or Capture the Faculty.

3.13 Duties of the Equity Affairs Commissioners

3.13.01 The Equity Affairs Commissioners shall,

(a) be voting members of Council and are required to attend all Council meetings,

(b) be a position held by two (2) members of the Association,

(c) chair the Bursary Committee,

(d) maintain the pamphlet display in the Con-Ed Office in order to keep Association members informed about resources in the community,

(e) attend AMS Equity Caucus meetings as representatives of CESA,

(f) be responsible for the Anti Oppression training and Positive Space training of Con-Ed's leadership position holders at the beginning of Fall term, in conjunction with the President

i) The use of the Positive Space sticker will only be used if training attendees of that year vote unanimously on the placing of the sticker on the Con-Ed Office door,

(g) act as a resource to the Service Director in the editing of the B.Ed Spread before its release.

ARTICLE 4. DUTIES OF APPOINTED MEMBERS

4.01 Duties of the Community Affairs Commissioner Coordinator(s)

4.01.01 The Community Affairs Coordinator(s) shall,

(a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one (1) or two (2) members of the Association,

(c) be responsible for planning and executing a wide range of initiatives throughout the school year that raise funds and/or awareness to support various charitable organizations and their causes, (with a suggested target of one initiative per month)

(d) organize and run the Annual Charity Pancake Breakfast which shall be held on a weekend before the end of September.

(e) facilitate or run the Tree of Life initiative in conjunction with the Physical and Health Education and Kinesiology Students' Association (PHEKSA),

i) Run Tree of Life during even years.

ii) Facilitate Tree of Life during odd years.

(f) chair the Volunteer Initiatives Committee that assists in the undertaking of charitable and community building projects throughout the year,

i) the type of application for the Volunteer Initiatives Committee is up to the discretion of the Coordinator(s) with approval from the Executive Administrator prior to distribution to Association members,

(g) maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

4.02 Duties of the Social Affairs Coordinators

4.02.01 The Social Affairs Coordinators shall,

(a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by two (2) members of the Association,

(c) organize a range of social events, including, but not limited to

i) Back To School Smokers/End of Term Snowker,

ii) Coffeeshouses,

iii) the Annual Concurrent Education Formal,

(d) ensure that all events are accessible to all Association members,

(e) chair the Social Committee to assist in the planning and implementation of all Association social events, including the Annual Concurrent Education Formal

i) the type of application for the Social Committee is up to the discretion of the Coordinators with approval from the Executive Administrator prior to distribution to Association members,

(f) be required to maintain contact with the Events Director on a bi-weekly basis in order to

discuss current and potential initiatives and concerns.

4.03 Duties of the Athletic Sticks

4.03.01 The Athletic Sticks shall,

(a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by three (3) members of the Association,

i) Two (2) Sticks, one (1) BEWS, one (1) WIC, shall be elected in the regular Association elections.

ii) One (1) shall be a first year Association member elected in September.

(c) attend all meetings as required by the Queen's Intramural Committee,

(d) adhere to all duties of the Faculty Sticks and Year Sticks in the Intramural Handbook,

(e) be responsible for organizing and promoting intramural activities among Association members,

(f) coordinate Intramural sign-up night at the beginning of fall term,

(g) organize all BEWS, WIC, and BEWIC entries,

(h) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

4.04 Duties of the Website Administrator

4.04.01 The Website Administrator shall,

(a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be responsible for the Association website found at www.queenscesa.com, for an Association Twitter account, and for maintenance and updating of the Association Facebook page,

(c) work with the Orientation Executive to create and manage an Orientation Week website,

(d) update the website, Twitter account, and Facebook page on a weekly basis or as requested by other members of the Council,

(e) produce the slide show to be presented at the Annual Concurrent Education Formal,

i) produce, advertise, and distribute the slide show on CD to interested members of the

Association.

(f) be required to maintain contact with the Service Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

4.05 Duties of the Workshop Coordinator(s)

4.05.01 The Workshop Coordinator(s) shall,

(a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one (1) or two (2) Association members,

(c) organize at least two (2) workshops per term that provide Association members with opportunities for professional development related to the field of education, that may offer certification,

(d) determine the amount of workshops in consultation with the ~~Vice President (External)~~ Service Director,

(e) ensure that first priority for all workshops is given to Association members and if spots are still available, they may be opened up to the general public,

(f) act as a resource to the Conference Executive,

(g) be required to maintain contact with the Service Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

4.06 Duties of the B.Ed Spread Editor(s)

4.06.01 The B.Ed Spread Editor(s)

(a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one or two Association members,

(c) produce each newsletter, by collecting articles from Council and committee members,

(d) ensure each newsletter is placed on the Association website with the assistance of the Website Administrator,

(e) ensure hardcopies of the newsletter remain in the Con-Ed Office for general viewing,

(f) determine the number of newsletters to be released at the beginning of each semester in consultation with the Service Director,

- (g) give the Service Director 24 hours in advance to review the newsletter before being released,
- (h) chair the B.Ed Spread Committee and oversee reporters, photographers, and other members,
 - i) the type of application for the B.Ed Spread Committee is up to the discretion of the B.Ed Spread Editor(s) with approval from the Executive Administrator prior to distribution to Association members,
- (i) be required to maintain contact with the Service Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

ARTICLE 5. DUTIES OF THE CONFERENCE EXECUTIVE

5.01 Duties of the Conference Chair

5.01.01 The Conference Chair shall,

- (a) work with the Vice President (External) and the Conference Executive to plan, organize and facilitate the Queen's Conference on Education,
- (b) chair Conference Executive meetings,
- (c) act as the key liaison between the Executive and the Conference Executive,
- (d) interview and appoint the Conference Executive members in conjunction with the Executive,
- (e) maintain communication with respective Councils and Faculties at Queen's University,
- (f) in conjunction with Director of Marketing, maintain communication with Councils and Faculties of Education of participating external universities,
- (g) book any equipment and venues required for the Conference weekend
- (h) act as the official contact person for Conference delegates,
- (i) organize delegate registration in conjunction with Director of Communications,
- (j) place delegates in workshops and prepare certificates of completion for Conference delegates in conjunction with Director of Logistics,
- (k) prepare the welcome packages,
- (l) provide support and guidance to all members of the Conference Executive,
- (m) perform any duties that do not directly fall under the job descriptions of Director of Special Events, Director of Logistics, Director of Marketing or Director of Finance.

(n) have co-signing authority on the Conference bank account with the Director of Communication

5.02 Duties of the Director of Special Events

5.02.01 The Director of Special Events shall,

(a) attend all Conference Executive meetings,

(b) coordinate all social events for the Conference weekend, including the banquet and/or Friday Night Social and/or icebreaker activities,

(c) ensure all social events abide by AMS insurance policy,

i) Fill out an AMS sanctioning form.

ii) Seek approval from Queen's Student Constables, Queen's First Aid, and the AMS Vice President (Operations) for appropriate events in conjunction with the Conference Chair

(d) coordinate all pre-Conference social events, including fundraisers to raise funds for the Conference

(e) coordinate all meals and snacks for the Conference,

(f) provide support to other members of the Conference Executive as required, on the advice of the Conference Chair.

5.03 Duties of the Director of Logistics

5.03.01 The Director of Logistics shall,

(a) attend all Conference Executive meetings,

(b) book and organize all workshop and keynote speakers,

(c) organize the Teacher Resource Fair

(d) coordinate tokens of appreciation, charitable donations or otherwise, for all Conference speakers,

(e) coordinate all volunteers for the Conference weekend

(f) assist Conference Chair in the preparation and distribution of certificates of completion for conference delegates

(g) provide support to other members of the Conference Executive as required, on the advice of

the Conference Chair.

5.04 Duties of the Director of Finance

5.04.01 The Director of Finance shall,

- (a) attend all Conference Executive meetings,
- (b) draft an up-to-date support package and communicate with potential supporters for monetary and product donations,
- (c) arrange hotel or billeting accommodations for all external delegates and speakers
- (d) apply for applicable Queen's grants, and communicate with internal Departments at Queen's for donations
- (e) will provide large scale supporters with post-Conference updates and final budget, in conjunction with the Conference Chair,
- (f) coordinate the re-establishment of the Queen's Conference on Education AMS fee subject to individual opt out when it is time for the question to be put on the ballot for the referendum
- (g) be responsible for all Conference finances
 - i) create a preliminary budget in April based on previous years' finances
 - ii) update the budget on an ongoing basis
 - iii) provide support to the Conference Chair during delegate registration
 - iv) present a final budget to the Conference Executive following the completion of Conference and payment of all outstanding fees
- (h) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair

5.05 Duties of the Director of Marketing

5.05.01 The Director of Marketing shall,

- (a) attend all Conference Executive meetings,

- (b) advertise the Conference internally for both Concurrent Education and other Queen's students,
- (c) advertise the Conference externally at other Ontario universities, in conjunction with the Conference Chair,
- (d) develop all Conference publications, including the website (in conjunction with the Website Administrator when necessary) and any additional multimedia,
- (e) coordinate Conference Executive Clothing
- (f) create and collect evaluation forms for the Conference weekend to be completed by all speakers and delegates in attendance
 - i) review the evaluations and relay the information to the Conference Executive
- (g) organize and purchase all Conference products, including materials for the welcome packages
- (h) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair.

ARTICLE 6. DUTIES OF THE ORIENTATION EXECUTIVE

6.01 Duties of the Head Teach

6.01.01 The Head Teach shall,

- (a) be a non-voting member of Council and is required to attend all meetings of the Council,
- (b) schedule and preside over all meetings of the Orientation Executive and Orientation leaders,
- (c) attend all ORT, and SOARB meetings on behalf of the Orientation Executive, as required,
- (d) promote, schedule, and organize the application and interview processes for Orientation leaders and the incoming Orientation Executive, and participate in the selection of those two groups,
- (e) act as a liaison between Orientation Executive and CESA, AMS, ASUS, ORT, SOARB, the Faculty Deans, and other external organizations,
- (f) be responsible for completing all ORT and SOARB event and slogan approval forms,
- (g) assist Financial Teach in the production and distribution of the Concurrent Education Orientation Handbook,
- (h) have co-signing authority on the Orientation Committee Account with Financial Teach,

(i) approve the Orientation Week Handbook and event forms with the President and Associate Dean of Arts and Science

(j) be responsible for the coordination of the development and distribution of sponsorship packages for Orientation Week, in conjunction with the other members of the Orientation Executive,

(k) be permitted to invite a faculty member to sit on Teach Exec hiring in a non-voting nature, if they deem the presence of a faculty member appropriate, as per the recommendation of the AMS,

(l) perform any duties that do not fall directly under the duties of the Academics, Social, or Financial Teach,

(m) oversee the duties and responsibilities of Academics Teach, Social Teach and Financial Teach, as described in 6.02, 6.03 and 6.04 of this document.

6.02 Duties of the Academics Teach

6.02.01 The Academics Teach shall,

(a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) attend all Orientation Executive and Orientation leaders' meetings,

(c) participate in the selection of the Orientation leaders and incoming Orientation Executive,

(d) organize and execute all academic events during Orientation Week, which include: Arts and Science Welcome Forum, Academics on West, Library Tours, Campus Mystery Tour, and Motivational Speaker,

(e) attend all meetings of the Academic Orientation Committee throughout the academic year and act as the liaison between the Orientation Executive and this committee,

(f) organize and oversee the Academic Integrity Training during Orientation Pre-Week,

(g) provide academic support to all Orientation leaders;

(h) provide support to other Orientation Executive members, as required.

6.03 Duties of the Financial Teach

6.03.01 The Financial Teach shall,

(a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,

- (b) attend all Orientation Executive and Orientation Leaders' meetings
- (c) participate in the selection of the Orientation leaders and incoming Orientation Executive,
- (d) produce and distribute the Concurrent Education Orientation Handbook in conjunction with Head Teach,
- (e) be responsible for organizing a budget for Orientation Week, the collection of fees from Orientation leaders and incoming students; payment of bills, rentals, and regulating expenses,
- (f) have co-signing authority of the Orientation Week account with Head Teach,
- (g) be responsible for maintaining detailed records of all payments made, and for producing a final budget upon completion of Orientation Week. These records shall be made public to ORT, and CESA, as required,
- (h) provide support to other Orientation Executive members, as required.

6.04 Duties of the Social Teach

6.04.01 The Social Teach shall,

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Orientation Executive and Orientation leaders' meetings,
- (c) participate in the selection of the Orientation leaders and incoming Orientation Executive,
- (d) organize and execute all social events during Orientation Week, which include Retro Road trip and Semi-Formal,
- (e) be responsible for the organization of the Teach Mystery Road Trip during Orientation Pre-Week,
- (f) be responsible for organization and distribution of Frosh Welcome Letters during the summer prior to Orientation Week,
- (g) be responsible for coordinating busses for Pre-Week,
- (h) provide support to other Orientation Executive members, as required.