



Job Description Policy Manual

Revised March 2010

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) oversee the running of all Association affairs, ensuring that all members of the Council are properly supported in their duties and responsibilities,
- (b) act as a resource for the Executive Administrator, Senator, Treasurer, Representative(s) to the AMS, Academic Affairs Commissioner(s), Representative to TELC, ESS Representative to CESA, Web Master, and Newsletter Editor(s)
- (c) represent the Association on social and ceremonial occasions,
- (d) represent the Association on AMS Assembly,
- (e) represent the Association on the Pre-Service Task Force at the Faculty of Education,
- (f) be responsible for communicating with Trent Concurrent Education Students' Association,
- (g) be responsible for the Human Rights training of members of the Council at the beginning of Fall term.

1.02 Duties of the Vice President (Internal)

1.02.01 The Vice President (Internal) shall,

- (a) act as meeting chair in the absence of the Executive Administrator,
- (b) act as a resource for the First Year Representatives, Second Year Representatives, Third Year Representatives, Fourth Year Representatives, Graduating Year Representative(s), Social Affairs Commissioners, Fundraiser(s), Athletic Sticks, and Music Representative,

- (c) represent the Association on ASUS Assembly,
- (d) be responsible for the organization of the Sidewalk Sale during Orientation week,
- (e) coordinate Con-Ed Camp and a Mid-year social,
- (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) act as a resource for the Head Teach, Workshop Coordinator(s), External Affairs Commissioner(s), Community Affairs Commissioner(s), Conference Chair, Conference Communications, Conference Finance, Conference Logistics, and Conference Promotions,
- (b) represent the Association on the Arts and Science Faculty Board,
- (c) act as a liaison between the Association and the Faculty of Education,
- (d) ensure 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 of the CESA mid-year review forms,
- (f) act as the Association contact for Orientation Week,
 - i) approve week events and handbook,
 - ii) participate in Orientation Executive and Orientation Leader interviews,
- (g) sit on the Bursary Committee,
- (h) attend the meetings of the Education Faculty Board,
- (i) be the designated alternate representative to the Faculty of Education's Professional Studies Committee should the Academics Commissioner(s) be unable to attend,
- (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) chair all meetings of the Council,
 - (b) be responsible for ensuring that updated minutes are posted on the Association website and compiled in a binder available in the Con-Ed Office,
 - (c) 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,
 - (d) hold the position of Chief Electoral Officer and oversee the holding and running of elections as specified in the Constitution,
 - (e) present the incoming Council with a revised and updated version of the Constitution following the Annual General Meeting, and no later than the end of the April exam period of that year,
 - (f) ensure Council attendance at Association meetings and hand out Perfect Attendance Awards at the Annual General Meeting,
 - (g) assist the Executive in hiring the appointed Council positions,
 - (h) operate as an impartial and neutral party within the Association.
- i) The Executive Administrator may 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.

ARTICLE 3. DUTIES OF ELECTED MEMBERS

3.01 Duties of the Senator

3.01.01 The Senator shall,

- (a) attend all meetings of the University Senate,
- (b) attend the annual meeting of the University Council,
- (c) attend all meetings of the Student Senate Caucus,

- (d) 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,
- (e) report to the Council on the discussions and decisions of the Senate and its committees,
- (f) maintain ties with the ESS President regarding developments on Senate,
- (g) 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 responsible for the finances of the Association in conjunction with the President,
- (b) survey all members of the Council for projected expenditures and formulate a budget by the end of the third week of the fall term,
- (c) report all financial transactions to the Council at the culmination of each term,
- (d) keep accurate records of all receipts,
- (e) co-sign all Association cheques with the President,
- (f) sit on the Bursary committee,
- (g) 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 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) One (1) representative shall be elected in the regular Association elections in the winter term.
 - ii) The remaining representatives 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.

- (b) represent the Association on AMS Assembly as voting member(s),
- (c) be encouraged to sit on an AMS sub-committee,
- (d) report to Council about all important information discussed at AMS Assembly,
- (e) compile reports of the AMS Assembly in a binder available in the Con-Ed Office.

3.04 Duties of the Academic Affairs Commissioner(s)

3.04.01 The Academic Affairs Commissioner(s) shall,

- (a) be a position held by one or two members of the Association,
- (b) act as a liaison between the Association and the Academics representatives of other faculties and AMS Academic Caucus,
- (c) attend the meetings of the Professional Studies Committee of the Faculty of Education's Faculty Board,
- (d) work with the President and the Associate Dean of Education to evaluate student satisfaction with the Concurrent Education program and generate feedback on the quality of undergraduate education courses,
- (e) Chair the Academics Committee,
- (f) maintain the academics binder located in the Con-Ed Office,
- (g) act as a resource to all members in academic matters.

3.05 Duties of the Social Affairs Commissioners

3.05.01 The Social Affairs Commissioners shall,

- (a) be a position held by two members of the Association,
- (b) organize events, including, but not limited to
 - i) Back To School Smokers,
 - ii) Annual Concurrent Education Formal,
- (c) ensure that all events are accessible to all Association members,

- (d) Chair the Social Committee to assist in the planning and implementation of all Association social events, including the Annual Concurrent Education Formal.

3.06 Duties of the Athletic Sticks

3.06.01 The Athletic Sticks shall,

- (a) 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.
- (b) attend all meetings as required by the Queen's Intramural Committee,
- (c) adhere to all duties of the Faculty Sticks and Year Sticks in the Intramural Handbook,
- (d) be responsible for organizing and promoting intramural activities among Association members,
- (e) coordinate Intramural sign-up night at the beginning of fall term,
- (f) organize all BEWS, WIC, and BEWIC entries,
- (g) maintain the letter point system in an athletic binder in the Con-Ed Office.

3.07 Duties of the First Year Representatives

3.07.01 The First Year Representatives shall,

- (a) be a position held by two members of the Association elected in September,
- (b) update first year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (c) be an active voice for their year to the Association,
- (d) ensure each first year class has a representative to relay Association-related information,
- (e) assist the Third Year Representatives in publishing the Con-Ed Directory by the Canadian Thanksgiving,
- (f) be responsible for the selection and sales of a year jacket bar,

- (g) attend Association-sponsored events and take pictures of participating members, using the Association camera, and for the purposes of the Association.
- i) In the event that the First Year Representatives are unable to attend an event, they shall arrange for another member of the Association to fulfill this duty.

3.08 Duties of the Second Year Representatives

3.08.01 The Second Year Representatives shall,

- (a) be a position held by two Association members,
- (b) update second year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (c) be an active voice for their year to the Association,
- (d) ensure each second year class has a representative to relay Association-related information,
- (e) in conjunction with the Vice President (Internal), organize the Con-Ed Buddy Picnic and Buddy Program, the upper year buddy sign-up, and the assignment of first year buddies,
- (f) assist the Third Year Representatives in publishing the Con-Ed Directory by the Canadian Thanksgiving.

3.09 Duties of the Third Year Representatives

3.09.01 The Third Year Representatives shall,

- (a) be a position held by two Association members,
- (b) update third year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (c) be an active voice for their year to the Association,
- (d) ensure each third year class has a representative to relay Association-related information,
- (e) publish the Con-Ed Directory by the Canadian Thanksgiving.

3.10 Duties of the Fourth Year Representatives

3.10.01 The Fourth Year Representatives shall,

- (a) be a position held by two Association members,
- (b) update fourth year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (c) be an active voice for their year to the Association,
- (d) assist the Third Year Representatives in publishing a Con-Ed Directory by the Canadian Thanksgiving,
- (e) coordinate all Clothing and Merchandise sales by the conclusion of Fall term,
- (f) chair the CESA ThankQ committee.

3.11 Duties of the Graduating Year Representative

3.11.01 The Graduating Year Representatives shall,

- (a) be a position held by one or two members of the Association in their graduating year of Concurrent Education,
- (b) not be required to attend all Association meetings,
- (c) not have voting privileges on the Council,
- (d) serve as an Officer 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,
- (f) consider holding events and programs other than Reunions, including some broadly based regional programming,
- (g) organize and facilitate at least the first official Reunion,
- (h) return to campus in the fall for Homecoming or attend the John Orr Award Dinner in Toronto, if possible,
- (i) provide information and submit columns for all editions of the Alumni Review magazine and other communication vehicles,
- (j) represent their class at Alumni Assembly,

- (k) strike an Alumni committee of interested members from their year.

ARTICLE 4. DUTIES OF APPOINTED MEMBERS

4.01 Duties of the Community Affairs Commissioner(s)

4.01.01 The Community Affairs Commissioner(s) shall,

- (a) be a position held by one or two members of the Association,
- (b) ensure the Council and Association members are aware of all on- and off-campus initiatives for charity and community building projects,
 - i) This entails, but shall not be limited to compiling a list of teaching-related volunteer opportunities which shall be available at the Sidewalk Sale, and receiving submissions for new opportunities.
- (c) organize and run the annual Con-Ed Buses for Charity event, held in first term,
- (d) organize and run the Homecoming Pancake Breakfast event on Homecoming Weekend,
- (e) organize a charitable event in the winter term,
- (f) 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.
- (g) organize Cover Your Crest and painting the Crest.
- (h) ensure the Council and Association members are aware of all progress in regard to planning and implementing a student focused volunteer initiative at a local school of their choice,
- (i) coordinate all material and organizational aspects of the volunteer initiative including but not limited to supplies, bookings, permission, police checks, coordination with principal, coordination of volunteers, and scheduling,
- (j) ensure the volunteer program is ready to be implemented by the beginning of the third week in September.
 - i) Job requirements (h) through (j) may be delegated to a Community Affairs committee.

4.02 Duties of the External Affairs Commissioner(s)

4.02.01 The External Affairs Commissioner(s) shall,

- (a) be a position held by one or two Association members,
- (b) chair the Bursary Committee,
- (c) act as an ambassador for the Association at the Alumni Dinner hosted by the Faculty of Education, held on Homecoming Weekend,
- (d) maintain the pamphlet display in the Con-Ed Office in order to keep Association members informed about resources in the community,
- (e) in consultation with the Executive, join a committee of one (1) of the Senate, Education Faculty Board, or Arts and Science Faculty Board, if possible,
- (f) attend meetings of the CESA ThankQ committee.

4.03 Duties of the Workshop Coordinator(s)

4.03.01 The Workshop Coordinator(s) shall,

- (a) Be a position held by one or two Association members,
- (b) organize workshops that provide Association members with opportunities for professional development related to the field of education, that may offer certification,
- (c) determine the amount of workshops in consultation with the Vice President (External),
- (d) 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,
- (e) act as a resource to the Conference Executive.

4.04 Duties of the Fundraiser(s)

4.04.01 The Fundraiser(s) shall,

- (a) be a position held by one or two members of the Association,
- (b) be responsible for coordinating with the Executive and Council Commissioners regarding their fundraising needs, and facilitating their fundraising endeavours,

- i) This may include booking tables or rooms, filling out administrative forms, and booking events.
- (c) develop new ideas and implement opportunities for Association Fundraising.

4.05 Duties of the Representative to TELC

4.05.01 The Representative to TELC shall,

- (a) be a position held by two Association members, one in his or her fourth year, and the second in his or her final B.Ed year,
- (b) hold this position for a two-year term, starting in fourth year,
- (c) represent the Association on TELC board,
- (d) report to Council about all important information discussed at TELC meetings,
- (e) compile minutes of the TELC meetings in a binder available in the Con-Ed Office by the first Association meeting after TELC meeting,
- (f) attend the Ontario Teachers' Federation/Ontario Association of Deans of Education Conference on Teacher Education,
- (g) represent both Primary/Junior and Intermediate/Senior streams, regardless of their own stream.

4.06 Duties of the Music Representative

4.06.01 The Music Representative shall,

- (a) be a position held by one (1) Association member enrolled in the joint B.Ed/B.Mus program,
- (b) insert an information page including details about the Music Education program in the Orientation Handbook,
- (c) express the concerns of Concurrent Music Education students to the Council,
- (d) act as a liaison between the School of Music and the Association,
- (e) liaise with the Academic Commissioner(s) to ensure the best academic success and representation of all Concurrent Music Education students,

- (f) liaise with Orientation Executive, ensuring that there is an opportunity for first year Concurrent Music Education students to meet upper year Concurrent Music Education students during Orientation Week.

4.07 Duties of the Web Master

4.07.01 The Web Master shall,

- (a) be a position held by one member of the Association,
- (b) be responsible for the Association website found at www.queenscesa.com,
- (c) work with the Orientation Executive to create and manage an Orientation Week website,
- (d) update the website on a bi-weekly basis or as requested from other members of the Council,
- (e) produce the slide show to be presented at the Annual Concurrent Education Formal,
- (f) produce, advertise, and distribute the slide show on CD to interested members of the Association.

4.08 Duties of the Newsletter Editor(s)

4.08.01 The Newsletter Editor(s) shall,

- (a) be a position held by one or two Association members,
- (b) produce each newsletter, including collecting articles from contributing members, editing, and determining the layout,
- (c) ensure each newsletter is placed on the Association website with the assistance of the Web Master,
- (d) ensure hardcopies of the newsletter remain in the Con-Ed Office for general viewing,
- (e) distribute an email to all Association members regarding the newsletter with a link to the website for viewing,
- (f) determine the number of newsletters to be released at the beginning of each semester in consultation with the Executive.

4.09 Duties of the ESS Representative to CESA

4.09.01 The ESS Representative to CESA shall,

- (a) be filled by an Association member in his or her final year of Concurrent Education,
- (b) attend all Association meetings when in Kingston,
- (c) work with the Faculty of Education Orientation Committee to notify Education students about ESS positions available for September and Orientation events,
- (d) act as Transition Officer for ESS Elections, fulfilling all duties associated with that role as outlined in the ESS Constitution,
- (e) become the Queen's-CESA Representative on the ESS Council in September without election and fulfill all duties associated with that role as outlined in the ESS Constitution,
- (f) work directly with the President of ESS in order to maintain communication between the Association and ESS.

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 Conference Promotions, maintain communication with Councils and Faculties of Education of participating external universities,

- (g) arrange hotel or billeting accommodations for all external delegates and speakers,
- (h) act as the official contact person for Conference delegates,
- (i) organize delegate registration in conjunction with Conference Finances,
- (j) provide support and guidance to all members of the Conference Executive,
- (k) perform any duties that do not directly fall under the job descriptions of Conference Finances, Conference Logistics, Conference Promotions or Conference Communications.

5.02 Duties of the Conference Finances

5.02.01 The Conference Finances shall,

- (a) attend all Conference Executive meetings,
- (b) be responsible for all Conference finances,
- (c) create a preliminary budget in April based on previous years' finances,
- (d) update the budget on an ongoing basis,
- (e) present a final budget to the Conference Executive following the completion of Conference and payment of all outstanding fees,
- (f) coordinate Conference Executive clothing,
- (g) book any equipment and venues required for the Conference weekend,
- (h) will organize delegate registration in conjunction with the Conference Chair,
- (i) provide support to other members of the Conference Executive as required, on the advice of the Conference Chair.

5.03 Duties of the Conference Logistics

5.03.01 The Conference Logistics shall,

- (a) attend all Conference Executive meetings,
- (b) book and organize all workshop and keynote speakers,
- (c) prepare and distribute certificates of completion for Conference delegates,

- (d) coordinate tokens of appreciation, charitable donations or otherwise, for all Conference speakers,
- (e) create and collect evaluation forms for the Conference weekend to be completed by all speakers and delegates in attendance,
- (f) review the evaluations and relay the information to the Conference Executive,
- (g) provide support to other members of the Conference Executive as required, on the advice of the Conference Chair.

5.04 Duties of the Conference Communications

5.04.01 The Conference Communications shall,

- (a) attend all Conference Executive meetings,
- (b) draft an up-to-date sponsorship proposal and communicate with potential corporate and local sponsors for monetary sponsorship and donations-in-kind,
- (c) liaise with the Fundraisers to raise funds for Conference,
- (d) will provide sponsors with post-Conference updates and final budget, in conjunction with the Conference Chair,
- (e) coordinate all meals and snacks for the Conference,
- (f) coordinate all volunteers for the Conference weekend,
- (g) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair,

5.05 Duties of the Conference Promotions

- (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 and any additional multimedia,

- (e) coordinate all social events for the Conference weekend, including the banquet,
- (f) 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.
- (g) 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) 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 Vice President (External) and the Associate Dean of Education,

- (j) organize and oversee the production of the Orientation Week Video,
- (k) 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,
- (l) 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,
- (m) perform any duties that do not fall directly under the duties of the Academics, Social, or Financial Teach,
- (n) 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) attend all Orientation Executive and Orientation leaders' meetings,
- (b) participate in the selection of the Orientation leaders and incoming Orientation Executive,
- (c) 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,
- (d) attend all meetings of the Academic Orientation Committee throughout the academic year and act as the liaison between the Orientation Executive and this committee,
- (e) organize and oversee the Academic Integrity Training during Orientation Pre-Week,
- (f) provide academic support to all Orientation leaders;
- (g) provide support to other Orientation Executive members, as required.

6.03 Duties of the Financial Teach

6.03.01 The Financial Teach shall,

- (a) attend all Orientation Executive and Orientation Leaders' meetings,

- (b) produce and distribute the Concurrent Education Orientation Handbook in conjunction with Head Teach,
- (c) 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,
- (d) have co-signing authority of the Orientation Week account with Head Teach,
- (e) 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,
- (f) provide support to other Orientation Executive members, as required.

6.04 Duties of the Social Teach

6.04.01 The Social Teach shall,

- (a) attend all Orientation Executive and Orientation leaders' meetings,
- (b) participate in the selection of the Orientation leaders and incoming Orientation Executive,
- (c) organize and execute all social events during Orientation Week, which include Retro Road trip and Semi-Formal,
- (d) be responsible for the organization of the Teach Mystery Road Trip during Orientation Pre-Week,
- (e) be responsible for organization and distribution of Frosh Welcome Letters during the summer prior to Orientation Week,
- (f) be responsible for coordinating busses for Pre-Week and Orientation Week,
- (g) provide support to other Orientation Executive members, as required.