



Agenda

MEETING OF THE CONCURRENT EDUCATION STUDENTS' ASSOCIATION COUNCIL

October 5, 2014

6:00PM, Queen's Centre 506

1. Adoption of the Agenda
2. Approval of the Minutes
3. Speaker's Business
4. Executive Administrator's Business
5. Guest Speaker- Mike Young
6. President's Report
7. Vice Presidents' Report
 - a. Vice President (Internal)
 - b. Vice President (External)
8. Treasurer's Report
9. Senator's Report
10. AMS Representatives' Report
11. Events Director's Report
12. Marketing and Design Director's Report
13. Academic Affairs Commissioner's Report
14. Equity Affairs Commissioners' Report
15. Year Representatives' Report
 - a. First Year Representatives
 - b. Second Year Representatives
 - c. Third Year Representatives
 - d. Fourth Year Representatives
16. QCE Chair's Report
17. Head Teach's Report
18. Statements by Members
 - a. Abbey Cressman- Positive Space
19. Question Period
20. Old Business
21. New Business

a. Confidential Voting Percentages

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amend Article 4 of the Constitution as outlined in *Appendix: Confidential Voting Percentages*.

b. Elections Timetable

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amend Article 4 of the Constitution as outlined in *Appendix: Elections Timetable*.

c. Candidates Forum Proxies

Moved by: Abbey Cressman

Seconded by: Elisabeth Beard

That CESA Council amend Article 1.02 of the Elections Policy Manual as outlined in *Appendix: Candidates Forum Proxies*.

d. Teach Exec Hiring

Moved by: Abbey Cressman

Seconded by: Hannah Komlodi

That CESA Council amend sections 1.01 and 1.03 of the Job Description Policy Manual as seen in *Appendix: Teach Exec Hiring*.

e. Teach Exec Hiring 2

Moved by: Abbey Cressman

Seconded by: Hannah Komlodi

That CESA Council amend Article 3 of the Orientation Policy Manual as outlined in *Appendix: Teach Exec Hiring 2*.

f. Teach Exec Hiring 3

Moved by: Abbey Cressman

Seconded by: Hannah Komlodi

That CESA Council amend Article 1 of the Orientation Policy Manual as outlined in *Appendix: Teach Exec Hiring 3*.

22. Discussion Period

a. CESA Exec- ASUS

23. Adjournment



PRESIDENT'S REPORT: *Abbey Cressman*

Hello everyone!

It is difficult to believe that September has already flown by! It has been a busy month for CESA with many successful events, and it is great to see all of you busy planning to make the rest of the semester even better. Remember to use your report and the Council Facebook group as a means to advertise any upcoming events or important dates under your position – it is great to see Council members supporting each other.

I also want to announce that interns have been hired! The new first year intern to the President is Katey Day. I am so looking forward to working with Katey, and know she is excited to pick people's brains and learn about what you all do. Reach out to our new interns and find out what they're interested in!

| Hiring/Elections |

On that note, a special welcome tonight to our newest members of CESA Council! Congratulations to all of those who have been recently hired and elected. You have all shown an enthusiasm for your positions and for CESA in general that will be a real asset to us this year! I am looking forward to seeing your hard work come to life. Please do not hesitate to ask other students on Council (including myself) if you have any questions about the way things work on CESA.

| ReUnion Street Festival |

With Homecoming only a few weeks away, it is time to start thinking about how you'd like to celebrate being at Queen's! This year, the AMS Executive has been working on a new initiative called ReUnion Street Festival that will serve as programming on the Saturday night of Homecoming weekend. It sounds like a fantastic event – I will certainly be there! Here is the description from Facebook:

“Celebrate Homecoming with students and alumni at this inaugural event. There will be live entertainment, games, food, drink and a licensed area. Come join us in toasting the place where it all began, and celebrating our shared tradition at Queen's University.”

| President's Umbrella Social |

The President's Umbrella focuses largely on issues of advocacy at the level of Con-Ed, AMS, and Senate. I am looking forward to getting together with this fantastic group to chat about the goings-on under each of our portfolios, see where we can help and support each other, and enjoy each other's company with nachos in hand. Our social will be next week ☺

| Education Student Society |

The ESS is the student society that represents all Con-Ed and Consecutive Ed students completing their B.ed degree to SGPS. The new President of ESS is Andrew Keaveney. I look forward to meeting with Andrew soon to discuss the relationship between CESA and ESS, and explore different ways that our two groups can connect and support each other. More news on this front next time!

| **Mental Health Event at the Isabel Bader Centre** |

This week, Faculty of Education counsellor Sarah Horsford announced her work alongside other embedded counsellors and counselling services at Queen's in organizing an event called "Suspension of Belief" that will be taking place on Nov. 27th at the Isabel Bader Centre. This event will be a town hall discussion about how our society views mental health, and will be open to all students, staff, and faculty. Myself, Gladys, and Elisabeth also look forward to chatting with Sarah further about other initiatives pertaining to mental health (workshops, lectures, etc) we can plan for Con-Ed students.

Before I sign off, I want to lastly say a few words about **critical engagement** at CESA meetings now that our full group is present. Please do take the time to read the agendas for each meeting, see what your peers are working on, read about the different issues arising in our faculty and at our school, and come to Council ready to ask questions and voice your opinion! Some motions we will be raising in the coming months will have a significant impact on this organization, and it is so important that we hear all sides of an issue before voting. Your voice really matters! I firmly believe that the most positive and productive work environments are collaborative, open, and respectful – and we can develop a really special and fruitful environment in (and outside of) CESA meetings by asking questions and sharing our thoughts respectfully.

Let's keep up the strong start we began in September, and keep engaging with issues in and outside of our portfolios. CESA is your oyster!

Much Con-Ed love,

Abbey

Concurrent Education Students' Association

Queen's University, Kingston



Vice-President (Internal)

Hi everyone and welcome to October! I don't know about you, but I'm a little glad September madness is behind us. Things have died down (a little) in my umbrella – here's what's been going on!

ASUS

We had a discussion about the composition of AMS Assembly (which Dante touched upon last meeting) at ASUS Assembly. ASUS is concerned that they represent 50% of the student population but receive only 8 seats, which is only 2 seats more than EngSoc who represent 17%. They are concerned that as Engineering and Commerce expand, they will soon reach 8 seats as well, although their faculty sizes are significantly smaller; they feel this representation is skewed.

There was a lot of debate about whether or not Con-Ed should be included in the ASUS percentage and a suggestion to reduce the number of automatic seats to one. I was not in favour of either of these suggestions as our executive team feels it is important that CESA represent Con-Ed students exclusively and a reduction of seats would bring our number down to two from four. If you are interested in the discussion and my stance, you can find the minutes from the September 23rd meeting here:

<http://asusassembly.wordpress.com/2014-2015-assembly-documents/>

Umbrella

Year Reps

Congratulations to our newly elected 1st year reps, Ben Ahn and Tiana Yung and 4th year reps Taylor MacPherson and Evelyn Bukiejko! I have met with both teams. They are both starting to plan their first events and initiatives. I will let

them expand in their own reports! I'm very excited to see what these four (as well as 2nd and 3rd year reps) have in store for us this year!

Marketing and Design Director

Congratulations to Kerri Lee on being elected Marketing and Design Director! Kerri was thrown right into the thick of things when we started the hiring process the very day she was elected – and she did a phenomenal job learning the ropes! We transitioned last Tuesday and Kerri has some great ideas for expanding our presence and furthering the work we started over the summer. 😊

Internal Intern!

Say that ten times, fast! I am so excited to start working with Marisa Madigan! We will be meeting this weekend (before the council meeting but after reports are due) to discuss this year and start to make plans.

Community Dinner

We had our volunteer information meeting for community dinner last Tuesday and there has been a lot of interest! Thank you to everyone who came out! One thing we still need is group leaders. If you are willing and able to spearhead the direction of a certain role, please let me know! Sign up is still open and available here:

https://docs.google.com/document/d/1Ga29claB4-hhYBYt5fxJ3QXm2D_LUVTCWOMcwffylsg/edit

If you have any questions about involvement or the event itself, please let me know!

That's all from me. Enjoy your Thanksgivings and eat plenty of turkey for my sake! Remember to shoot me an e-mail (or carrier pigeon) if you have any questions, queries or funny Ellen videos. Especially if you have any funny Ellen videos.

Cheers,

Elisabeth

vpinternal@cesa.queensu.ca



Vice President External's Report

Hi Council,

Hope you have all enjoyed a wonderful two weeks! Congratulations to all those who have had a successful campaign, interview & application process. Welcome to Council and Extended Council within all your positions. I'm particularly excited to work with the new and very first First Year Intern to VP-External, Ashleigh Calvert.

External Umbrella Social Success

Thank you for all those who were able to make it to the External Umbrella Social! It was great to see all your faces, and those who were unable to attend – stay tuned for another Queen's Pub date near the end of October.

Con-Ed Week

January is not as far off as we think it is and that means Con-Ed Week is coming up as well! I'm in the process of re-vamping the week from the inaugural week last year to draw more people to all the events. Year Reps and Social Affairs Coordinators will hear more about potential partnerships to cater events for Con-Eddies!

Federation Day

This past Monday the Faculty of Education alongside all the unions hosted Federation Day geared towards B.Ed students. It was a success and students got to learn more from union representatives about their respective unions.

TEAC Meeting

Scheduled for tomorrow (Thursday). Will update you on the ongoing discussions then.

Again, warm welcome to all the new faces of Council & Extended Council!

A handwritten signature in black ink, appearing to read 'Gladys'.

Gladys



Treasurer's Report

Hey everyone!

Hope the first 4 weeks have been going well. 😊 I do not much to report this week, just please make sure you are watching your budget and asking questions if you are unsure where you stand!

For newly elected/ hired members working with money in some capacity: I encourage you to read my reports from the past two meetings outlining financial procedures and budgeting for each position. If you have trouble finding this information or have any follow-up questions you can get in touch with me at treasurer@cesa.queensu.ca or ask during Question Period.

Have a great Thanksgiving long weekend!

David



CESA Senator's Report

Student Senate Caucus Meeting

The probation of the Commerce Frosh week was discussed during this meeting. Essentially, there is nothing wrong with the activities themselves, just with the way they were being executed. It was passed that they would be on probation for two years and the probation guidelines were released Friday, Oct 3. The goal of the probation was to ensure the right individuals were being hired as CEOs in order provide leadership to the bosses about proper conduct.

The Governance and Nominating committee is also re-evaluating the numbers and representation on Senate. Some faculties are being over represented while others such as PH.D candidates have no representation in Senate. I have spoken to Eric Rapos who is the Student Senate Caucus chair as well as the on the committee about my interest in having a second senator in Con-Ed. I will keep CESA updated when the report is released.

Senate Meeting

During the Senate meeting, it was discussed that there would be a Senate effectiveness survey to see how Senators felt about the efficiency of meetings.

Some facts that came up were that international students represent about 5% of Queen's first years, coming from over 50 countries. The Provost is also looking into increasing the numbers of people accepted into the Q-success programs that run during the beginning of the year for everyone that applies.

After the meeting I attended a reception where I got to meet some more of the incoming student Senators and learn about their needs as a faculty.

Changes to the Position of Senate

I am looking into having the position of the CESA Senator changed from a 1 year to a 2 year position. I feel this with benefit the position significantly, as well as the fact that we seem to be the only faculty with a Senator that only serves for one year. Some things I want to consider are if the 2nd year of the term may be able to be held in the final year of Con-Ed (on the ESS side), as this would allow 4th year students to also run for the position. I will bring this topic up for discussion during the next meeting so if you have any questions before then let me know!

Best,

Danyi Wu



AMS Representative Report

Evening everybody,

AMS assembly has just finished at the time I am finishing this report and I can assure that it was engaging as usual. The bulk of the meeting consisted of discussing and approving budgets. You can ask any of our team for the breakdown of the budgets, if anyone wishes to see it.

We would also like to graciously thank David Wiercigroch for coming on his own volition and acting as our proxy on behalf of Adrian. Thanks David!

-Ancillary Fees-

I believe this will may be brought up in other instances, but as it has been repeated with vigour at the past two AMS meetings I will repeat, if you are urged to pay fees within the classroom for an item—that you cannot take home—or an event, you should NOT actually be charged! This speaks mainly to lab costs. If you are asked to pay additional fees please fill out and submit the form below.

<https://docs.google.com/spreadsheet/viewform?formkey=dDVvMkRRU3pnZ1NETnNIRFQtbmFzekE6MA>

-Greenovations-

We just wanted to bring to back to light the Greenovations Retrofit project, for anyone that hasn't been formally introduced to them. You can find more information about the initiative on the AMS website, but their main goal—taken directly from their blurb—is “to retrofit students' homes, enabling them to lead their daily lives while saving money on energy, utilities and gas, at the same time, benefitting the environment as a whole”. One example of this includes them going into your house and sealing the cracks in your windows, to assure that heat isn't seeping out during wintry months.

Cheers,

Dante

Concurrent Education Students' Association

Queen's University, Kingston



Events Director's Report

Social Affairs Coordinators

The coffeehouse is this Tuesday, October 7 at 7:00 at CoGro. Keep encouraging people to sign up for performing.

Community Affairs Coordinators

The girls are running the vow of silence at the corner of Union and University on Wednesday, October 8 from 10:00-3:00. Come by to learn more about Free the Children

Athletic Stick

We're welcoming Matt to the team!

Liz



Marketing and Design Director Report

Hi everyone!

I'm thrilled to be joining CESA as the Marketing and Design Director! Elisabeth and I had our transition meeting last Tuesday where we went over all of the responsibilities of this new position and discussed goals for the year. Things have been busy so far as it was a quick start with interviews during the hiring process. Now that the new positions have been hired, I am shifting my focus to getting used to the new routines of this position, organizing meetings with my umbrella, and implementing new marketing techniques while keeping the CESA branding consistent.

B.Ed Spread:

The B.Ed Spread is off to a phenomenal start! The new layout is fantastic and Editors Breanne and Amelia are doing a great job. I attended the B.Ed Spread Committee meeting on Thursday night and got the opportunity to meet some of the committee members and help brainstorm for upcoming issues. Also: if you are part of an event that has to do with education or teaching, and you're looking for another way to advertise (or get volunteers), you can send a blurb into the B.Ed Spread by midnight tonight (Sunday, October 5th).

Yearbook:

Yearbook is doing really well with the "sneak peeks" on Facebook and with event photo coverage! I am planning to meet with Yearbook editors Emma and Melanie soon, and I'm really looking forward to discussing with them and working together to plan a solid marketing strategy for Yearbook sales (both for this year's books and the remaining books from last year).

Web Admin:

Huge thanks to our Web Admin who is always on top of it and quick to reply and provide assistance. Also, Levi will be making a statement about websites and other important information later in this meeting!

Stay tuned:

Mass jacket bar sales are coming up either the week after Thanksgiving, or two weeks after Thanksgiving. (I will provide further information on this as the time draws nearer). There will be a new system this year where orders **and** payment will be made in the Con-Ed office before the bars are ordered, and there will be a system where Con-Eddies can check online to see what bars are being ordered (however, they will have to physically come into the Con-Ed office to order and pay). Finally, there is a great deal of amazing new merchandise to sell, so there will be several merchandise pop-up sales throughout the year! Lots of exciting things coming up! ☺

Looking forward to this year,

Kerri Lee



Academic Affairs Commissioner's Report

Hi everyone 😊

The Learning Strategies survey is over on Friday. I will announce the results in our meeting on Sunday.

Con-Ed Peer Tutoring has started off great. There are already 4 tutors signed up.

Sunday, October 26th is the first Con-Ed study day. E229/E230 will be booked from 8:30-4:30 for all Con-Ed students to use to study. There will be lots of snacks and tea 😊

My first Academic Caucus meeting was on Friday, September 26th. It was a brief meeting. We introduced ourselves and discussed some of the issues that all of us believe to be important to our faculty as well as students as a whole. Some of the issues I mentioned that I wished to address this year are conflicts that may arise with PROF classes as well as the difficulties some of us experience getting into classes required for our teachables. We are also going to be working closely with the Academic Grievance Centre, making it more accessible and raise awareness among students. If anyone has any more questions about any of this, please feel free to email me.

Hope everyone isn't too stressed out about "midterms" yet!

Erin



Equity Affairs Commissioners' Report

I'm Oshaen-Lynn Swartz and I've recently been elected as the second Equity Affairs Commissioner for the 2014-2015 academic period. I'm so very excited to embark on this new adventure and to be working alongside Jonathon! I know that it's going to be rewarding in so many ways, especially socially and academically.

I have some great ideas that I'd like to implement throughout the year to promote equitable Con-Ed love! Thank-you for this opportunity!

A couple of updates from the last two weeks are that we have been in contact with Jean from Positive Space and have tentative dates set for the evenings of October 15th, 16th and 20th, with the vote to happen on the 21st. We'll be planning the training with Abbey, Mike Young and Jean in order to make it the most effective and educational for everyone involved. Secondly, now that there are two Equity Affairs Commissioners, we've set a goal of having at least one equity-based workshop this semester. We'll be talking with the Workshop Coordinators about when it could best happen.

Hurrah for October,

Oshaen-Lynn Swartz (and Jonathon Reed)



First Year Representatives' Report

Hi Council,

Here's our update/reflection on some of the ideas we have been discussing:

Since we were elected fairly recently, we were unable to host a group event. Because of this, we are in the works of developing events for the '18s!

Event 1:

We came up with three events and plan to post a poll in the Facebook Con-ed Class of 2018 group to see which one most would prefer to attend. In our platform we mentioned how we wish to make everyone feel included and ensure that their voices are heard. The events are: movie night, karaoke, or a dinner in downtown (where we can get dressed up if we want!). The point of this is that it would increase participation and pre-market the first event of the year! The event with the greatest amount of votes will be the first event of the year – chosen by the '18s.

Class Memories

We will take photographs at every event to create a folder of memories that the class can look back on.

Class Clothing

We would like to create clothing available, specifically to the Class of 2018. We hope to create a contest design where any of the 18's may participate. The design with the most "likes" will be the design we will use for the clothing.

Thank you.

Sincerely,

Ben Ahn & Tiana Yung

1st Year Representatives



Second Year Representatives' Report

We had a transition meeting with the new First Year Representatives' (congratulations Ben and Tiana) that went really well and we will obviously continue to offer support throughout the year.

We are also in the early stages for planning our next year event for late October/Early November. No, a Halloweentown Marathon is not an option we are considering.

Jacob and Carma



Third Year Representatives' Report

Hi Assembly,

Here's what we've been working on as of late:

Firstly, we've introduced and started advertising the Con-Ed Clothing Logo Contest! We have also been in contact with Spencer (our clothing representative) and have ordered sample sizes for Con-Ed Clothing. We've also started considering options and are in the process of planning for our next year event and have been gauging interest within our year. Our videos have been released for the past two weeks with the weekly email, and we were able to have Erin Stewart guest-speak and get information out on her Academic Affairs events as well!

Thank you ☺

Jenna Inglese & Shannon Gamoff
3rd Year Representatives



Fourth Year Representatives Report

No report submitted.



QCE Chair's Report

Hello all!

Trent Conference on Education

The QCE exec team has had a very exciting past two weeks. We attended the Trent Conference on Education "B.Edvolution" last Saturday (September 27th). We really enjoyed our workshops and were grateful for the opportunity to show our support for our fellow Con-Eddies attending Trent. We also met with the Trent Senior Professional Development Coordinator Megan Lawson, the members of her Conference Planning Committee, some of the CESA exec, as well as many members at large. We really enjoyed their conference and they are very excited to attend ours. As I mentioned before, we are extremely excited to continue to foster this relationship with our fellow Con-Eds.

THEME!!!!!!!!!!!!

We are extremely excited to announce our theme!!!! Clues will be released shortly and the theme will be released by October 17th at the latest. Keep your eyes peeled on social media for any hints and sneak peaks.

Halloween at the Underground!

This year we were lucky enough to not only be able to book Halloween night itself, but this year Halloween falls on a Friday!!!!!!!! Our event will be on Friday October 31st. We will be selling tickets that allow you to line-skip at the underground until 11:30. Ticket sales will begin around October 17th.

Stay tuned in the next few weeks for new and exciting information regarding theme and ticket sales!

Sincerely,

Morgan



Head Teach's Report

Hello everyone and happy October!

Teach Exec hiring is coming up, with the Info Night happening on Monday night at 6:00 in Dunning 10. We're hoping to have a great turnout to get people excited and informed about the hiring process. As per usual, there will be a written application (due in my mailbox by the Friday after Thanksgiving, the 17th), with the individual interviews happening the next Friday, the 24th. Group interviews will take place that weekend. The new team will be told on Sunday the 26th. Anyone who has experience as a Frosh week leader is encouraged to come out and see what the job entails!

We are excited to have Abbey on the panel with us for the hiring process. If you have any questions please ask - just being able to use the room booking system again got me excited, so I can assure you I would be happy to chat.

Thank you everyone!

Xo

Me

Appendix: Confidential Voting Percentages

4.08 Ballot Counting and Announcements

4.08.01 Each question on the ballot shall be considered to be a separate ballot, notwithstanding that it may be on the same ballot. That is, should a ballot be spoiled for one question, the other questions shall be considered separately, and shall not be automatically deemed spoiled by virtue of being on the same ballot as the spoiled question.

4.08.02 Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast.

4.08.03 Only the CEO shall have permission to view the voting percentages; they shall otherwise remain confidential.

4.08.03 The CEO shall announce the results of the election to all candidates involved immediately after they become known. The results may be made public only after notification has been attempted for all candidates.

4.08.04 In the event of a tie, the CEO shall open the sealed ballot as described in 4.02.01(m) in the presence of the President to determine the victor.

Appendix: Elections Timetable

4.03 Timetables for Elections

4.03.01 Elections shall consist of a nomination period, a campaigning period, and two (2) voting days.

4.03.02 The dates and lengths of each period shall be left to the discretion of the CEO and the Executive.

(a) Where possible, all efforts shall be made to have voting days in conjunction with the AMS in the winter term.

4.03.03 In order to ensure that there is sufficient time to complete interviews for hired positions of the Council; elections shall be completed no later than March 1.

4.03.04 In accordance with subsection 14.03.03, in order to ensure that there is sufficient time to complete interviews for hired positions of the Council, Fall elections shall be completed by the third week of classes in September.

4.03.05 Voting shall begin at 12:00am on the first day of voting, and shall close at 8:00pm on the final day of voting.

Appendix: Candidates Forum Proxies

1.02 Candidates Forum

1.02.01 The Candidates Forum shall be hosted by the CEO during the first half of the campaigning period.

1.02.02 The CEO shall notify all Association members of the Candidates Forum on the first day of the campaign period. This email shall also contain the structure of the meeting.

1.02.03 The Candidates forum is mandatory for all individual candidates, and at least one member of a candidate team. Should a candidate be unable to attend due to extenuating circumstances, they may send a proxy in their stead.

1.02.03a Proxies may read an opening statement for their respective candidate, but may not take part in question period.

1.02.04 The order of presentation at the Candidates Forum shall be at the discretion of the CEO.

1.02.05 The candidates for each respective position shall speak in alphabetical order according to their last names.

1.02.06 Each candidate shall begin with an opening statement.

1.02.07 Each Executive candidate team shall be allowed ten (10) minutes for their joint opening statement.

1.02.08 Each candidate running for the position of Executive Administrator shall be allowed five (5) minutes for an opening statement.

1.02.09 Each candidate running for the positions of Treasurer, AMS Representative(s), Senator, Academic Commissioner, Service Director, Events Director, Equity Affairs Commissioners, Q-CESA Representative, Alumni Representative or an individual running a CESA Referendum question shall be allowed three (3) minutes for an opening statement.

1.02.10 Each candidate team running for the positions of Year Representatives shall be allowed three (3) minutes for their joint opening statement.

1.02.11 Once all of the opening statements have been completed for a specific position, the question period for the individuals running for that position shall commence.

1.02.12 This forum is not a debate and as such, candidates may not ask questions of other candidates running for the same position.

1.02.13 All questions shall be addressed to all candidates running for the same position.

1.02.14 The number of questions taken shall be at the discretion of the CEO.

1.02.15 Each candidate or candidate team shall be allowed one (1) minute to answer each question.

1.02.16 The order in which the candidates answer the questions shall alternate for every question asked beginning with the first candidate who spoke.

Appendix: Teach Exec Hiring

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 and Extended Council are properly supported in their duties and responsibilities,
- (c) act as a resource for the Executive Administrator, Speaker, Senator, Treasurer, Representative(s) to the AMS, Academic Affairs Commissioner, Head Teach, and Council Clerk(s),
- (d) represent the Association on social and ceremonial occasions,
- (e) represent the Association on, be a voting member on, and advocate on students' behalf to:
 - i) AMS Assembly
 - ii) AMS President's Caucus
 - iii) ASUS President's Caucus
 - iv) Faculty of Education Strategic Planning Committee
- (f) hold monthly meeting with the Undergraduate Dean of Education to advocate on students' behalf and to progress long term plans of the Association and Faculty of Education,
- (g) be responsible for communicating with Trent Concurrent Education Students' Association,
- (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,
- (j) write a report at the end of the first semester and before leaving office that outlines, in detail, the work completed to date and long term goals of the Association. This report shall be written in conjunction with the Vice President (Internal) and Vice President (External) and shall be made available on the Association website and in Con-Ed Office.
- (k) Act as a mentor and work with their First Year Intern.
- (l) Participate in hiring the Orientation Executive; if unavailable then the Vice President (Internal) or Vice President (External) may take their place,

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 Equity Affairs Commissioners, Conference Chair, and Events Director, including the Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks.
- (c) represent the Association on, be a voting member on, and advocate on students' behalf to:
 - (i) Education Faculty Board

- (ii) Teacher Education Liaison Committee
- (iii) Teacher Education Advisory Committee
- (d) organize and distribute the CESA mid-year review forms,
- (e) participate in Orientation Executive; if unavailable then the President or Vice President (Internal) may take their place,
- (f) sit on the Bursary Committee,
- (g) coordinate the scheduling of Con-Ed Office hours,
- (h) act as a mentor and work with their First Year Intern.

Appendix: Teach Exec Hiring 2

ARTICLE 3. ORIENTATION EXECUTIVE HIRING

3.01 The Orientation Executive shall be hired by the outgoing Orientation Committee and the CESA President.

~~3.01.01 Should a member of the Orientation Committee be absent, another member of the Executive shall be present at all interviews.~~

3.02 The hiring process shall consist of:

3.02.01 an individual interview,

3.02.02 a series of group interviews consisting of situational questions.

3.03 The hiring process shall be completed before the end of Fall Term.

3.04 Candidates applying for Orientation Executive positions shall have participated in a previous Orientation Week in a leadership role including, but not limited to:

Teach, Gael, SOARB, and ORT.

3.05 All candidates for the Orientation Executive shall be in good academic standing, subject to approval by the Associate Dean of the Faculty of Arts and Science.

Appendix: Teach Exec Hiring 3

ARTICLE 1. INTERPRETATIONS

1.01 In this part and any other part of this manual, unless the context requires otherwise,

1.01.01 “Executive” means the Executive of the Association,

1.01.02 “Orientation Committee” means the Head Teach, Logistics Teach, Academics Teach, Financial Teach, Social Teach and Vice President. (External),

1.01.03 “Orientation Executive”, also known as Teach Exec, means the Head Teach, Logistics Teach, Academics Teach, Financial Teach and Social Teach,

1.01.04 “Orientation Leader”, also known as a Teach, means Association members responsible for individual frosh groups.