



Brescia University College Students' Council  
**EXECUTIVE TERMS OF REFERENCE**

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**EFFECTIVE:** January 2018

**SUPERCEDES:** N/A

**AUTHORITY:** Council

**RATIFIED BY:**  
Council as of 2018

**RELATED DOCUMENTS:**

By-Law #1, By- Law #2, and Executive Vacancy Policy

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**PREAMBLE**

The Brescia University College Students' Council (BUCSC) Executive Council forms the leadership core of the BUCSC. The Executive Council and Executive members must act in a manner consistent with the values and principles of the BUCSC; that is, responsible, transparent and accountable leaders working to address student needs, build community and facilitate student involvement.

**1.0 SCOPE**

- 1.01 This document articulates the rights and responsibilities that comes with holding Executive Office within the BUCSC, excluding the Governance Officer.

**2.0 GENERAL**

- 2.01 All members of the Executive shall act in accordance with all BUCSC By-Laws, Policies, Procedures, and/or any other relevant BUCSC document, and the Brescia University College Student Code of Conduct, and all Municipal, Provincial and Federal laws.
- 2.02 Shall act in a manner consistent with the mandate and vision of the BUCSC as outlined in our mission.
- 2.03 All members of the Executive Shall:
  - (1) Attend meetings as specified by the BUCSC Executive, as determined in accordance with By-Law #1;
  - (2) Attend meetings as an Executive Council as a whole no less than on a weekly basis;



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- (3) Be actively aware of the activities of the members under their portfolio (if applicable) and remain available for meetings on a regular basis;
- (4) Be responsible for the preparation of a budget for their position and oversee the preparation of their portfolio's budget (if applicable);
- (5) Be responsible to prepare a report to Council which will be due each meeting:
  - (a) Preparations of each report may be subject for consideration of the Executive's Honoraria.
- (6) Be in good standing at Brescia University College:
  - (a) Good Standing constitutes as a student with a minimum of a sixty-five percent (65%) grade average either cumulatively or in the last academic year, as certified by the Associate Registrar, Academic success; or a student with positive standing under the Student Code of Conduct;
  - (b) A request to appeal this requirement may be made to the BUCSC General Manager.
- (7) Upon completion of their constitutional duties, the Executive may be granted an Honoraria, as determined by the Honorarium Policy and Committee;
- (8) Be responsible to uphold By-Laws along with the General Members they oversee;
- (9) Be responsible for sitting on designated committees, or finding a replacement in the event of a direct conflict;
- (10) Hold a minimum of ten (10) office hours per week;
- (11) Not be comprised of any members who are no less than 18 years of age;



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(12) Must be a senior year student at Brescia:

- (a) Students in second year are eligible for the application process, granted they first meet with the Governance Officer and/or President prior to their application.

(13) Must not be comprised of any members who have a status of bankrupt;

(14) No Executive shall hold any Executive position on any BUCSC-ratified club, nor shall any Executive hold a position as a Soph Peer-Mentor for the duration of their term in office

2.04 The Executive shall have the power to appoint agents or attorneys for the Council with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

### **3.0 PRESIDENT**

3.01 Mandate:

- (1) Represents the interest of the Brescia University College Students' Council and the student body of Brescia University College, as well as provide strategic direction for the organization as the Head of the BUCSC Executive.

3.02 Powers:

- (1) A voting member of both Council and the Executive Council;
- (2) Sign all minutes and/or legal documents pertaining to the BUCSC;
- (3) Have signing authority on the BUCSC cheques.

3.03 Responsibilities to Council:



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- (1) Shall be the official voice of the BUCSC in all matters pertaining to the BUCSC;
- (2) Shall be an *ex-officio* member of any BUCSC committee;
- (3) Shall be an *ex-officio* member of the BUCRC;
- (4) Shall ensure the financial records of the BUCSC are maintained, in consultation with the Chief Financial Officer or delegate;
- (5) Shall be responsible for coordinating Executive and General members' mid-year and year-end reports;
- (6) Coordinate the efforts and activities of the student-at-large representatives of the BUC Council;
- (7) Shall be responsible for overseeing the discipline of all members of the BUCSC with the Governance Officer, in accordance with the BUCSC Attendance and Demerit Points Policy and Points System;
- (8) Shall serve on a Community of Practice (COP) Committee for Western's Orientation Week.

### 3.04 Responsibilities to Brescia University College:

- (1) Shall be an *ex-officio* voting member of the Brescia University College Council:
  - (a) Shall be a voting member of any committee arising from this placement.
- (2) Shall be a non-voting member of the BUC Board of Trustees, and any committee arising from said placement;



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- (3) Shall serve on the Honours Society Selection Committee;
- (4) Shall serve on any other ad-hoc committees, as deemed necessary during their term;

**3.05 Other Duties:**

- (1) Shall be the Chief Executive Member of the BUCSC, and ultimately responsible for the actions of all members, in all matters pertaining to the BUCSC;
- (2) Shall chair the BUCSC Executive Council in conjunction with the Secretary;
- (3) Shall be a voting member of the University Students' Council, and any committee arising from said placement;
- (4) Shall coordinate the BUCSC Awards, including but not limited to chairing the selection committee, and coordinating with the Advancement department;
- (5) Shall be responsible for providing BUCSC updates to Brescia Council and Board of Trustees at every meeting;
- (6) Train the President-elect for a minimum of two months, prior to BUCSC turnover and inaugural.

**3.06** Shall not sit as President for more than two terms.

**3.07** Shall be elected by the student body as outlined in By-Law #2.

**4.0 VICE-PRESIDENT STUDENT LIFE**

**4.01** Mandate:



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- (1) Shall be responsible for recognizing and receiving concerns of the student body, and actively advocating for academic and social change for students on campus.

#### 4.02 Powers:

- (1) A voting member of both Council and the Executive Council; and,
- (2) Act as the President during the President's absence or following the President's dismissal or demise until the position is re-elected as per the Executive Vacancy Policy and By- Law #2.

#### 4.03 Responsibilities to Council:

- (1) Shall oversee the Associate Vice-President Student Support, Pride and Allyship Commissioner, the Volunteer Commissioner, the Environmental Commissioner, the Charity Commissioner, the Awareness Commissioner, the Wellness Commissioner the Outreach Commissioner, the Culture and Inclusion Commissioner, the Accessibility Commissioner, the International Student Commissioner and the Mature and Transfer Student Commissioner.
- (2) Shall oversee the planning and coordination of the annual Student Survey:
  - (a) Shall be responsible for the coordination of any other BUCSC relevant survey.
- (3) Shall organize training opportunities relevant to the BUCSC;
- (4) Shall serve as the chair of the Advocacy Committee.

#### 4.04 Responsibilities to Brescia University College:



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- (1) Shall be an *ex-officio* voting member of the Brescia University College Council:
    - (a) Shall be a voting member of any committee arising from this placement.
    - (b) Shall serve on any other ad-hoc committees, as deemed necessary during their term;
  - (2) Shall administrate and manage all aspects of the 'Brescia Used Textbooks' Facebook Group;
  - (3) Shall oversee all aspects of the 'Brescia Gives Back' Facebook Page in conjunction with the volunteer commissioner.
- 4.05 Other Duties:
- (1) Shall act as a general resource to students who have questions, concerns or comments relating to academic, social, or wellness issues;
  - (2) Shall gather student feedback through a variety of mechanisms, in addition to the annual survey;
  - (3) Shall lobby and/or advocate for student needs as based on the contributions of the student representatives and/or students-at-large;
  - (4) Shall promote services at Brescia, Western and London Communities throughout the year;
  - (5) Train the Vice-President-elect for a minimum of one month, prior to BUCSC turnover and inaugural;
- 4.06 Shall be elected by the student body as outlined in By-Law #2.

### **5.0 VICE-PRESIDENT STUDENT EVENTS**



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5.01 Mandate:

- (1) To coordinate involvement and facilitate the engagement of students in events and programming to enhance the student experience.

5.02 Powers:

- (1) A voting member of both Council and the Executive Council.

5.03 Responsibilities to Council:

- (1) Shall oversee the AVP Special Events, Clubs Commissioner, Formal Events Commissioner, Orientation Coordinator, and HBK Events Commissioner.
- (2) Be responsible for coordinating ticket sales for Council organized events with the Chief Financial Officer;
- (3) Shall be knowledgeable about event planning and shall be responsible for assisting council members, clubs and the Brescia community in planning and executing events;
- (4) Shall be knowledgeable about the policies and procedures affecting BUCSC events, including but not limited to the Brescia Alcohol Policy, Brescia Activity Waivers, and Risk Management;
- (5) Shall work to plan morale events for Council, including but not limited to BOOM Day and at least one event during summer council training;
- (6) Shall serve as the chair of the Student Events Committee;
- (7) Shall be responsible for the organization of the BUCSC Inaugural celebration;
- (8) Shall be responsible for compiling a list of mandatory events every month and communicating said events to BUCSC members.





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5.04 Responsibilities to Brescia University College:

- (1) Shall be an *ex-officio* voting member of the Brescia University College Council;
  - (a) Shall be a voting member of any committee arising from this placement.
- (2) Shall serve on the Brescia Events Review Committee;
  - (a) Shall be a voting member of the Brescia Orientation Logistics, or any subsets of said committee;
- (3) Shall serve on any other ad-hoc committees, as deemed necessary during their term.

5.05 Other Duties:

- (1) Train the Vice-President-elect for a minimum of one month, prior to BUCSC turnover and inaugural.

5.06 Shall be elected by the student body as outlined in By-Law #2.

**6.0 CHIEF FINANCIAL OFFICER (CFO)**

6.01 Mandate:

- (1) Ensure the effective management of the allocation of corporate resources and endeavors of the BUCSC.

6.02 Powers:

- (1) A voting member of the Executive Council;
- (2) Have signing authority on all BUCSC cheques.



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6.03 Responsibilities to Council:

- (1) Oversee the general financial management of the BUCSC;
- (2) Shall oversee the AVP Treasurer and Clubs Finance Commissioner;
- (3) Be responsible for the collection and review of all budget materials, and submit a summarized budget for approval by the BUCSC general assembly no later than the summer council meeting;
- (4) Shall serve as the chair of the Student Events Committee.
- (5) Approve all cheque requisitions;
- (6) Shall meet with the Bookkeeper no less than once a month;
- (7) Be responsible for overseeing the financial obligations for all Clubs ratified by the BUCSC, or management of delegate;
  - (a) Shall co-chair the club's grants approval process, as outlined in the Clubs Ratification Procedures;
  - (b) Be responsible for ensuring all necessary laws and regulations are supported in the management of the BUCSC.

6.04 Responsibilities to Brescia University College:

- (1) Shall meet with the BUC Vice-President Finance and Administration, or delegate, on an as needed basis;
- (2) Shall partner with the College in the development of Memorandums of Understanding and/or documents pertaining to any BUCSC donation;
- (3) Shall be an *ex-officio* voting member of the Brescia University College Council:



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(a) Shall be a voting member of any committee arising from this placement.

(4) Shall serve on any other ad-hoc committees, as deemed necessary during their term.

6.05 Other Duties:

(1) Train the CFO-select for a minimum of one month, prior to BUCSC turnover and inaugural.

6.06 Must successfully complete the BUCSC CFO Candidacy Exam;

6.07 Shall be internally selected as outlined in By-Law #2.

## **7.0 CHIEF COMMUNICATIONS OFFICER (CCO)**

7.01 Mandate:

(1) Facilitate communication on behalf of the Council, included but not limited to the success of the website and all social media platforms, and to develop new promotional and branding strategies to further the BUCSC mission.

7.02 Powers:

(1) A voting member of Executive Council.

7.03 Responsibilities to Council:

(1) Shall oversee the AVP Promotions, *Brescia Buzz* Editor, Brescia TV Editor, Social Media Commissioners, and Website Commissioner:



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- (a) Shall collaborate with these roles for photography of BUCSC related platforms, such as the Soph Peer-Mentor program, ratified clubs and/or student organizations, or BUCSC events as requested;
  - (b) In the case these positions are unavailable, the CCO is responsible for appointing an appropriate designate.
- (2) Shall ensure that the BUCSC Website and official social media platforms are regularly updated to ensure that all information is relevant, accessible and accurate;
- (3) Be responsible for implementing an effective communications program for the BUCSC and for advising members on their communications as required:
- (a) Includes, but is not limited to, the maintenance of the monthly calendars and BUCSC mediaform;
  - (b) Additional responsibilities include the approval of all student, Brescia and community poster designs.
- (4) Shall serve as the Chair of the Communications Committee;
- (5) Shall act as the primary steward of the BUCSC's brand, and ensure all promotional materials, graphics, photos and social media campaigns adhere to this image;
- (6) Will manage communications to support political implementation of the Executive Committee's platforms and policies, and enable the Executive to manage a shared political will;
- (7) Shall design all promotional materials, including but not limited to posters and/or graphic designs, in accordance with the BUCSC Poster Policy and BUCSC Graphics and Branding Procedure;



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- (8) Be responsible for advising Council and the BUCSC Executive Committee on media relations:
  - (a) Controversial issues regarding content should be discussed by the Executive Committee prior to release;
  - (b) Shall be responsible to act as a support to the President in periods of crisis.
- (9) Responds to all general inquiries and questions concerning the organization, and manages all mass-messaging capacities;
- (10) Shall be responsible for the maintenance and rental of the Council camera, speakers and BUCSC mascot (Bdot), as per the BUCSC Mascot Rental and BUCSC Camera and Speakers Rental forms;
- (11) Shall be responsible for the management of the BUCSC Clubs and Council lockers;
- (12) Be responsible for establishing and working to improve relationships with Brescia University College, the Huron University College Students' Council (HUCSC), the King's University College Students' Council (KUCSC), the Western University Students' Council (USC) and the community-at-large;
- (13) Be responsible for informing the necessary media outlets at Brescia, Western and beyond of initiatives, events and successes related to the BUCSC and/or student body;
- (14) Release press statements, in conjunction with the Executive Committee, regarding any pertinent information that impacts the status of the BUCSC and Brescia students;

### 7.04 Responsibilities to Brescia University College:



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- (1) Shall be an *ex-officio* voting member of the Brescia University College Council:
  - (a) Shall be a voting member of any committee arising from this placement.
- (2) Shall meet with the BUC Director of Communications & External Relations, or delegate, on an as needed basis.

7.05 Must successful complete the BUCSC CCO Candidacy Exam;

7.06 Shall be internally selected as outlined in By-Law #2.

### **8.0 PROCEDURAL AUTHORITY**

8.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council:

- (1) The scope of such Procedures is limited to the scope of this policy;
- (2) In the event of any conflict, this Policy supersedes any document created under it;
- (3) Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
- (4) Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.