

TRENT DURHAM STUDENT ASSOCIATION (TDSA)
EMPLOYMENT AND JOB DESCRIPTIONS POLICY

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TRENT DURHAM
STUDENT ASSOCIATION

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Policy A: Executive Compensation

1.1 Rate

- a) The Executive Directors of the organization will be compensated with an hourly rate of \$13.50 (as of May 1, 2016)
- b) The hourly rate will be subjected to Consumer Price Index (CPI) on an annual basis, calculated on May 1st of the fiscal year.

1.2 Hourly Model

- a) The Executive Directors will be compensated with hourly salaries.

1.4 Payment

- a) Executives' salaries will be paid bi-weekly.

Policy B: Terms of Employment

2.1 Probationary Period

All non-elect employees are subject to a three (3) month probationary period with the Trent Durham Student Association. Non-elect employees may be terminated without due cause within the three month period, subject to 2/3-majority vote of the board.

2.2 Outside Employment/Responsibilities

a. Employees may take on additional employment outside of Trent Durham Student Association provided such activity does not interfere with the performance of their responsibilities to Trent Durham Student Association, including additional requests for the employee's time such as member visits, conferences, travel, etc. All employees that possess additional employment must make the details known to the executives;

b. Any interference from additional employment outside Trent Durham Student Association will result in disciplinary action, subject to Operating Policy No. 4.4 and/or a request that the employee change the details of their additional employment.

2.3 Benefits

All non-student full-time employees shall be provided access to the applicable student health and dental plan free of charge. Employees may opt in dependents subject to the approval of the President.

2.5 Short Term Disability/Illness

In the event a full time employee is absent due to illness or injury the employee shall be granted up to an additional five (5) days paid within the benefit year. A doctor's report and recommendation shall be submitted to the executives for authorization of additional paid sick leave. The executives shall authorize additional sick time subject to 2/3-majority vote. There will be no accumulation of unused additional sick days, no addition to vacation time, and no financial compensation shall be given.

2.6 Professional Development

The Trent Durham Student Association is committed to enhancing the learning and professional development of its employees by exposing them to opportunities outside of the work environment, for the purpose of enhancing and improving job performance, subject to the approval of the President and one other executive.

2.7 Unpaid Vacation:

- a) Executive Directors are also entitled to 4% of their contracted hours in unpaid vacation
- b) Executive Directors may request further unpaid time off, however, as elected roles, the Executive Directors are expected to fulfill their contracted work schedule.
- c) Unpaid vacation will be deducted from pay cheques as used.
- d) Unpaid vacation days used successively in groups of two or more must be requested at least two weeks in advance and approved by two other Executives.
- a) Unpaid vacation days may not be used during "blackout periods," which include the month of May and the month of September. Executives shall also consider the needs of the office before using vacation days. For example, this involves consideration of upcoming conferences, events being planned, stress busting weeks, or absences of other employees.

2.8 Paid Vacation:

- b) Executive Directors are entitled to 4% of their contracted hours in paid vacation as per the provincial standard.
- c) Paid Vacation will be accumulated and paid out at the request of the Employee.
- d) Vacation carryover is not permitted. Employees are expected to utilize allotted vacation time within the prescribed year.
- e) Paid vacation days used successively in groups of two or more must be requested at least two weeks in advance and approved by two other Executives.
- f) Paid vacation days may not be used during "blackout periods," which include the month of May and the month of September. Executives shall also consider the needs of the office before using vacation days. For example, this involves consideration of upcoming conferences, events being planned, stress busting weeks, or absences of other employees.

2.9 Sick Days

- a) Executive Directors will be eligible for 2% of their contracted hours in paid sick time.
- b) There is no financial compensation for sick days not used and no accumulation of sick days. Additional vacation time will not be granted for sick days not used in the year.

3.0 Additional Benefits

- a) Executive Directors are also entitled to Health and Dental Benefits and the Trent Student UPASS.

4.1 Employees shall strive to maintain consistent office hours and all employees shall log in the start and end time of a daily shift. Any staff member wishing to modify a workweek shall seek approval by the President.

4.2 Flex Time

The Trent Durham Student Association shall permit staff members to select alternative work hours and offer a limited opportunity to work outside of office. Flex time is defined as working out of office for no more than 25% of the weekly required hours as outlined in the Job Descriptions Policy. Approval of all flex-time requests remains with the executives, subject to 2/3-majority vote. Employees working outside of office are expected to fulfil the duties and responsibilities outlined in the Job Descriptions Policy, be available by phone and email, and provide written notification to the Operations Coordinator. Written notice submitted to the Operations Coordinator shall include the intended amount of hours planned to work outside of office.

4.3 Additional Time Commitment

All employees are expected to make allowance for activities that require an additional time commitment, including member campus visits, meetings, conferences, etc. This is considered a normal part of fulfilling the work and responsibilities of the position within the organization and may require the employee to work evenings and weekends. Employees are required to meet these situations with the same commitment, enthusiasm and professionalism expected in the fulfilment of their responsibilities.

4.4 Banked Hours

Overtime hours are not permitted in excess of regular office hours, subject to the job descriptions. The Trent Durham Student Association is committed to allowing TDSA employees to bank hours on a weekly basis. Approval of banked time in excess of five hours and the use of banked hours shall fall to the President and one other executive.

4.5 Accountability

a. Elected representatives, staff, volunteers, and other members of TDSA are committed to the following principles:

1. Act with honesty and integrity in accordance with any professional standards, governing laws, and legislation that have application to the responsibilities performed for the Trent Durham Student Association;
2. Comply with any training or orientation provided by the Trent Durham Student Association;
3. Adhere to the policies, by-laws and procedures of Trent Durham Student Association;

4. Support the positions and decisions of the Board of Directors;
5. Take responsibility for actions and decisions and follow reporting lines to facilitate the effective resolution of issues;
6. Ensure the authorities of executive roles are not exceeded;
7. Respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation;
8. Promote the mission and objectives of Trent Durham Student Association;
9. Provide a positive and valued experience for those receiving service within and outside the Trent Durham Student Association.

b. The executive directors are committed to the following:

1. Report to the board of directors on a monthly basis or as requested by a 50% plus one vote of the Board of Directors;
2. Accept assigned duties by the board of directors as determined by 2/3-majority vote of the board of directors in compliance with the job descriptions;
3. Be administered and regulated by the board of directors;
4. Documenting daily activities to the board of directors.

c. It shall be the responsibility of the President to observe the day-to-day affairs of the Vice Presidents to ensure responsibilities and obligations are fulfilled, pursuant to the job descriptions. Similarly, the Vice President(s) shall hold the President accountable pursuant to the job description. In the event an executive is not fulfilling the responsibilities outlined within the job descriptions, the observing executive shall adhere to Policy No. 4.6 concerning Employee Discipline.

4.6 Performance Reviews

a. Performance reviews shall be conducted at three months, six months, and one year for each member of all employees of the TDSA.

b. Performance Reviews shall follow the format as outlined in Appendix A. They will be conducted by all Executives and the Chairperson of the Board of Directors for part-time employees, and by the three uninterested Executives and the Chairperson of the Board of Directors for Executive employees.

4.7 Raises and Bonuses

a. End-of-Year Bonuses shall be provided based on successful performance reviews. Part-time employees may receive up to \$250, and elected Executives may receive up to \$500.

b. The Operations Coordinator shall receive a raise from 0 to 5% based on score received on performance review. See table below.

<i>Percentage of Raise</i>	0	1	2	3	4	5
<i>Percentage Received on Performance Review</i>	0	1-20	20-40	40-60	60-80	80-100

4.8 Employee Discipline

a. The Trent Durham Student Association shall follow consistent practices in assessing, correcting and managing unacceptable job performance, absenteeism, unprofessional actions/activities or other employee related actions or problems. Disciplinary steps are established to provide guidelines for fair, consistent, and predictable management of unsatisfactory actions by employees;

b. The President will regularly counsel and offer assistance to executives and the Operations Coordinator with performance or activity issues warranting disciplinary actions. The President, VPUA, and VPCL will collaboratively, while not always concurrently, offer assistance to other employees with performance or activity issues warranting disciplinary actions. The objective and goals of this assistance is the correction of minor performance issues. If performance does not improve through this informal, verbal effort, then formal disciplinary action will take place. Initial disciplinary action will take the form of a verbal warning documented in an employee's file (copy provided to the employee). Secondary disciplinary action will take the form of a written notice documented in an employee's file (copy provided to the employee). Final disciplinary action will take the form of termination. All members of the Executive Team must communicate with one another regarding employee performance, and all issues pertaining to employee performance must be documented in respective employee files.

c. In the event any member of the corporation believes an Executive is inadequately fulfilling the duties outlined in the job descriptions, a member of the corporation may submit a written report to the board of directors for review. Further details of Executive termination are outlined in TDSA Bylaw VII. The Board of Directors shall decide all appropriate forms of disciplinary action, subject to 2/3-majority vote.

d. Termination of the Operations Coordinator is subject 2/3-majority vote by the board. Terminations of any other staff or volunteer members is subject to approval by the

President and one other executive. Terminations of executives and elected board members are subject to By-Law No. VII concerning Termination from Office.

e. In accordance with Ontario Labour Laws, employees must be given at least one week before termination if the period of employment is less than one year; two weeks if period of employment is fewer than three years; etc. An employer may terminate employment of an employee without notice or with less notice than indicated above if the employer pays to the employee "termination pay" in a lump sum equal to the amount the employee would have been entitled to receive had notice been given in accordance with that section

f. Termination of employment is warranted without notice for serious misconduct. Serious misconduct includes, but is not limited to, actions by the offending employee, which involve theft, violence, fraud, misrepresentation regarding credentials and/or previous employment experience, that put others at risk, intimidate or belittle others, or actions that severely damage Trent Durham Student Association's reputation.

4.9 Confidentiality

All employees and elected representatives shall:

- a. Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, the Trent Durham Student Association business documents and printouts, and all volunteer, employee membership, donor and supporter records;
- b. Respect and maintain the confidentiality of individual personal information.
- c. Respect the confidentiality of non-TDSA members. Non-TDSA members shall sign and submit a confidentiality agreement in the event sensitive information is discussed.

5.0 Public Relations

Elected representatives, staff, volunteers, and other members of TDSA shall be committed to accurately conveying the positions, stances, and/or opinions of the board of directors. Public endorsements and/or comments by the Trent Durham Student Association shall reflect the positions, stances, and/or opinions of the Board of Directors determined by 50% plus one vote. The executive directors are committed to obtaining board approval before publically providing comment on any issues, concerns, and/or recommendations, except when the positions, stances, and/or opinions reflect current policy of TDSA and/or any subscribed external representative groups. If there is a conflict between the board of directors and the policies of subscribed external representative groups, the will of the board of directors shall take precedence.

5.1 All TDSA employees and volunteers shall refrain from making comments or performing actions that compromises the political impartiality of TDSA as a corporation.

5.6 Bereavement

- a) Any employee shall be granted a minimum of three (3) days of paid bereavement leave to attend the funeral of an immediate family member or close friend(s).

Immediate family and close friend(s) includes:

- spouse which includes same sex or common law partner/fiancé;
 - mother or father, stepmother, stepfather;
 - children or step children;
 - brother or sister, stepbrother or stepsister;
 - mother-in-law or father-in-law;
 - aunt or uncle;
 - grandmother or grandfather;
 - close friend(s)
- b) Where the funeral occurs outside of the province, bereavement leave shall also include reasonable traveling time, not to exceed seven (7) days. Additional leave may be with or without pay as may be determined by the board of directors. Employees will not be paid for bereavement leave if it falls on a vacation day,

5.7 Pregnancy and Parental Leave

- a) Leave of absences for pregnancy and parental leave shall be in accordance with the Employment Standards Act (Ontario) and Human Resources Canada-Employment Insurance regulations. All group benefits that the employee is entitled to at the time of the pregnancy or parental leave shall continue during the leave period unless the employee indicates in writing their intention not to return to work.

5.8 Court Leave

- b) If an employee is required to serve as a juror or attend as a witness in a legal proceeding, the Trent Durham Student Association will grant the necessary leave of absence. TDSA will pay such employee the difference between normal earnings and the payment received for jury service or a witness/attendance fee, excluding travel, meals and other expenses. If said employee is required to participate as a party, witness or juror in a private matter, the employee may take up to one day with pay, additional days will be subject to Policy 5.10. All TDSA employees shall notify the President and Operations Coordinator of an issued subpoena or summons, to ensure appropriate accommodations are arranged. TDSA employees will be required to provide proof of absence, including a copy of the subpoena or summons.

5.9 Religious Leave

- c) TDSA will make every attempt to accommodate requests for religious leave. The employee must inform the President and Operations Coordinator of a

request for religious leave as early as possible, to ensure adequate staff can act as a temporarily suitable replacement. Requests for religious leave must be made in writing to the President and Operations Coordinator and must include a reason for the request. TDSA employees may take up to two (2) days paid personal leave for the purpose of religious leave. If the TDSA employee requires more than two (2) days, said employee may use vacation leave or unpaid leave for the purpose of religious leave.

6.0 Personal Leave without Pay

Leave of absences without pay may be granted by the President and one other executive for personal reasons of the employee.

6.1 Transitional Executive Training

Transitional executive training shall take place between the announcement of the election results and April 30th. Incoming executives shall receive an honorarium in the amount of \$100.00, provided fifteen hours of transitional training is completed. Current executives shall be permitted to use office hours to conduct training of the incoming executives.

6.2 Annual Institutional Document Transfer

The executives, with the assistance of the Operations Coordinator shall ensure that incoming executives are to be provided with sufficient TDSA materials upon transition. TDSA materials include, but are not limited to, updated TDSA By-Laws, policies, and other TDSA related documents that provide sufficient transfer of institutional knowledge. Digital or physical copies are permitted.

6.3 Year in Review

The Executive Committee shall release a Year in Review document by April 25th of each fiscal year that contains an overview of tasks accomplished throughout their term in office and an overall sense of the future goals and direction of the Corporation. The Long-Term plan shall be addressed in this document. The Year in Review document shall be written collaboratively by each member of the Executive Committee.

Policy C: Job Descriptions

Job title	<i>Operations Coordinator</i>
Reports to	<i>President</i>
Supervised by	<i>Executive Directors</i>
Compensation	<i>\$20.00/Hr. 35 hours per week</i>
Start Date	
End Date	
Apply To:	<i>Send applications and cover letters to jobs@mytdsa.ca</i>

Job purpose

The Operations Coordinator is responsible for managing the day-to-day operations of the organization. The Operations Coordinator

Duties and responsibilities

1. The Operations Coordinator shall act as secretary to the TDSA office
 - a. Answer phone calls
 - b. Address general inquiries by students, staff and faculty
 - c. Direct students, staff and faculty to appropriate TDSA personnel and resources
2. The Operations Coordinator shall act as Accounting Coordinator and manage the day-to-day financial operations of the Trent Durham Student Association
 - a. Administer financial payments to all TDSA employees and external associates
 - b. Keep accurate financial records of the corporation
 - c. Provide financial updates as requested by the Executives and Board of Directors
 - d. Coordinate the Annual Operating Budget with the President
 - e. Coordinating the annual audit with the President
 - f. Review financial statements on a regular basis; analyzing variances, trends and system deficiencies and discuss the results with the Executives
 - g. Administer employment records in accordance with Trent's privacy policies and agreements
 - h. Review the effectiveness of the organization's relevant membership fees, paying specific attention to the current rate of inflation, cost of living
3. The Operations Coordinator shall manage TDSA's campus store, The Rack & Shelf, in consultation with the President

- a. Design and order the inventory of the TDSA Tuck Shop as approved by the President and in consultation with the VPCL and Marketing and Communications Manager
- b. Oversee the revenue and expenditures of The Rack & Shelf
- c. Conduct semesterly reports of The Rack & Shelf including an inventory and financial audit, sales trends, and future recommendations
- d. Act as the primary salesperson of The Rack & Shelf
4. The Operations Coordinator shall manage TDSA's Used Books Service
 - a. Ensure the proper completion of Used Book Sales Contracts
 - b. Ensure an accurate and up-to-date inventory of the used books titles, owners, and contracts
 - c. Oversee sales of the used books through The Rack & Shelf
 - d. Notify students when their contracts have ended
 - e. Administer cheques to students for book sales
 - f. Manage the donation and/or sale of abandoned books
5. The Operations Coordinator shall administer the Operations of the Trent Durham Health and Dental Plan
 - a. Consult students on how to use the plan
 - b. Report logistical issues and complaints from students to insurance Provider and the President
 - c. Manage Direct2U Prescriptions
 - d. Manage the distribution of informational materials
 - e. Record complaints and issues with the Plan or Provider
6. The Operations Coordinator will act as secretary for the Board of Directors
7. The Operations Coordinator will act as a secondary signing authority for the organization
8. The Operations Coordinator will advise the Executive on the formation of short, medium and long-range plans by supplying institutional knowledge and advice
9. The Operations Coordinator shall ensure all TDSA approved documents are updated on an annual basis
10. The Operations Coordinator shall work with the Vice President of University Affairs to ensure bylaws and policies accurately reflect TDSA operations
11. The Operations Coordinator shall design and order the annual TDSA agendas with the President and VPCL if the Executive agree it is within the scope of the budget to supply members with this service.
12. The Administrative Coordinator will assist with any other duties as requested by the Executive Team

Qualifications

Qualifications include:

- Must NOT be a current Trent University Durham Student
- Strong and articulate communication and writing skills
- Trained in Accounting or possess accounting experience

- Trained in Commerce
- Trained in QuickBooks
- Experience in office administration favoured
- Experience in Human Resources favoured
- Strong independent worker and capable working cordially with others
- Friendly personality, sociable and approachable
- Must be willing and capable of taking the initiative
- Professional appearance and behaviour

Working conditions

The Operations Coordinator is expected to work 35 hours per week

The Operations Coordinator is entitled to 4% Vacation

The Operations Coordinator is entitled to 2% of contracted hours for sick time

The Operations Coordinator is entitled to 2% of contracted hours for compassion time

The Operations Coordinator is entitled to staff health insurance coverage through TDSA's provider

The Operations Coordinator is entitled to an athletic membership

Physical requirements

Sitting for long periods of time.

May need to lift heavy inventory boxes up to 40 pounds

Direct reports

List by job title any positions to be supervised by the incumbent:

Job title	<i>President</i>
Reports to	<i>Board of Directors and Executive Committee</i>
Compensation	<i>\$24,097.50 Salary (\$13.50 hourly rate) for 35 hours/wk 51wks</i>
Start Date	<i>May 1st</i>
End Date	<i>April 30st 2018</i>
Apply To:	<i>Submit Candidacy for the Winter Executive Election</i>

Job purpose

The President will be the Chief Executive Officer and the primary signing authority of the Corporation. The President is responsible for overseeing all major organizational decisions; managing all operations and resources of the organization; while ensuring that the organization (TDSA) acts upon its Mission and Mandate in accordance with the organization’s By-Laws and Policies.

Duties and responsibilities

1. The President shall be the Chief Executive Officer of the Corporation
 - a. Oversee major organizational decisions
 - b. Manage all operations and resources of the organization
 - i. The creation, maintenance, and implementation of the Trent Durham Student Association’s annual and long-term plans
 - ii. The periodical review of the bylaws, policies, and procedure of the Corporation
 - iii. Chairing the Executive Committee, Finance Committee, Membership Issues & Services Committee, jointly chairing TDSA CARES and any other internal [\(TDSA\) committee unless delegated to another member of the Executive Committee;](#)
 - iv. The supervision of the elections committee formation (unless running for reelection), subject to the elections policy;
 - v. Ensuring the Vice-Presidents are fulfilling their responsibilities and reporting to the board any discrepancies.
 - vi. The President shall act in the capacity of a vacant executive director until a replacement has been determined.
 - vii. The President, in consultation with the Executive Committee, shall be responsible for the supervision and evaluation of all hired TDSA employees including but not limited to, the Operations Coordinator; Marketing & Communications Manager; and Advocacy Commissioner

- c. Act as primary liaison between the Board of Directors and the organization
 - i. The President shall be a voting member on the board of directors and shall act as chief spokesperson for the board.
 - ii. The President shall act as Speaker of the board of directors until the board has appointed a Chairperson of the Corporation.
 - iii. Ensure the board is given adequate training in order to conduct business effectively;
 - iv. Handle all incoming requests of the board and maintaining all confidences;
 - v. Ensure the minutes of the organization are available by request to all members of the Corporation.
 - vi. shall act upon the will of the board of directors, subject to a majority vote
- 2. The President and Operations Coordinator shall supervise the finances of the Corporation.
 - a. Act as the primary signing authority of the Corporation.
 - b. The President, in consultations with the Executive and Finance Committee, and where possible, other directors, shall develop an annual operating budget for the Corporation to submit to the board of directors for approval no later than June 30th.
 - c. The President shall ensure that all expenditures of the organization, under the jurisdiction of the board are authorized and evidenced by proper documentation.
 - d. The President shall supervise the finances of TDSA services and revenue generating commercial services of the Corporation.
 - e. The President shall present financial reports to the membership at the Annual General Meetings and Board Meetings.
 - f. The President shall organize the annual audits to be presented at the Annual General Meetings.
 - g. The President shall prepare and provide incoming executive with a year-end management accounting information and analysis report.
- 3. The President shall ensure students' views are represented to the university administration, community and municipal, provincial, and federal governments, unless otherwise specified.
- 4. The President Shall be the official spokesperson and act as a representative to (the President may designate a student-at-large to act as a replacement representative, with priority given to the other Executives):
 - a. Official functions;
 - b. Public occasions;
 - c. The University Senate;
 - d. The Board of Governors;
 - e. The University Administration;
 - f. University Committees
- 5. The President shall oversee the administration of the health and dental plan and report to the board of directors all relevant details of the plan including costs and coverage. Additionally, the President is responsible for ensuring that students are aware of the health and dental plan.
- 6. The President shall embody the values of the organization and membership while acting as the figurehead of the organization.
- 7. The publishing and calling of the agenda for board and annual general meetings;

8. Chairing the Annual General Meetings, unless delegated to another student-at-large;

Qualifications

Qualifications include:

- Current Trent University Durham Student at the time of election
- Strong and articulate communication and writing skills
- Budgetary experience desired
- Strong independent worker and capable of working cordially with others
- Friendly personality, sociable and approachable
- Leadership experience desired
- Previous experience with TDSA desired
- Require effective and reliable means of transportation for meetings off campus

Working conditions

The President is expected to work 35 hours per week, and is expected to work during office hours.

The President is expected to attend 3 hour (maximum) monthly Board of Director Meetings
The President will be required to travel to committee meetings held on the Peterborough campus.

The President will be required to attend conferences and other functions outside of their regular hours.

The President is not recommended to enroll in more than 1.0 credit between the fall and winter semesters

The President is not recommended to enroll in more than 0.5 credits over the spring semester

The President is not recommended to enroll in more than 0.5 credits over the summer semester

Physical requirements

N/A

Direct reports

List by job title any positions to be supervised by the incumbent:

Vice President University Affairs; Vice President Campus Life; Operations Coordinator;
Marketing & Communications Manager;

Approved by:	<i>TDSA Board of Directors</i>
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Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.

Job title	<i>Vice President of University Affairs</i>
Reports to	<i>President</i>
Compensation	<i>\$13.50/hr. 30-35 hr/week summer; 25-30hr/week school year</i>
Start Date	<i>May 1st 2017</i>
End Date	<i>April 30th 2018</i>
Apply To:	<i>Submit Candidacy for the Winter Executive Election</i>

Job purpose

The VPUA shall work towards assuring that Trent University provides an environment wherein its members can pursue personal and social growth as well as academic excellence.

Duties and responsibilities

- 1) The VPUA shall be a secondary signing authority of the Corporation.
- 2) The VPUA shall professionally advocate for an accessible, affordable, and high-quality post- secondary education at Trent University.
- 3) The VPUA shall represent Trent Durham students municipally, provincially, and federally, unless otherwise specified.
- 4) The VPUA shall work with municipal, provincial and/or national organizations the Trent Durham Student Association maintains membership with.
- 5) The VPUA shall be a voting member on the Ontario Undergraduate Student Alliance Steering Committee. Additionally, the VPUA possesses the right to run for an Executive position within the OUSA Steering Committee, subject to board approval.
- 6) The VPUA shall represent the Corporation at official functions, public occasions, and administrative functions and/or meetings alongside the President when more than one representative is required. In the event the President is unable to attend an official function, public occasion, and/or an administrative function/meeting, the VPUA shall act as a replacement.
- 7) The VPUA shall encourage the evaluation of academic policies, procedures, and grading practices. Additionally, the VPUA shall encourage the formulation and implementation of policies and procedures that promote and reflect academic excellence and standards essential to the integrity of Trent University's scholastic activities.
- 8) The VPUA alongside the President shall ensure students' views are represented to the university administration, community, and municipal, provincial, and federal governments.
- 9) The VPUA shall maintain and promote relations between students at Trent University Durham and students of other universities and colleges, for the purpose of enhancing academic pursuits on campus. Additionally, the VPUA shall strive to maintain relations with the Trent Central Student Association (TCSA), the Trent Graduate Student Association (TGSA) and any other student associations and/or groups in Trent University Peterborough.
- 10) The VPUA shall be responsible for chairing the Organizational Review and Development Committee and jointly chairing the TDSA CARES Committee. Additionally, the VPUA, in consultation with the President, shall conduct periodic reviews of the bylaws, policies, and procedures of the Corporation.
- 11) The VPUA shall work with the university administration, municipal government, and where applicable the provincial government, to ensure students have access to an affordable and robust local transit system.
- 12) The VPUA shall participate in university committees as determined by the board of directors. The VPUA shall offer direction to students with academic appeals and petitions.

- 13) The VPUA, alongside the President, shall ensure the bylaws, operational and governance policies are current, up-to-date, and compatible with relevant legislation.
- 14) The VPUA shall ensure the Trent Durham Student Association maintains links with community groups and organizations that can assist with the betterment of the student experience. Additionally, the VPUA shall be a representative to such groups.
- 15) The VPUA, in consultation with the Executive Committee, shall encourage interaction between all the university services with the purpose of finding areas of mutual interest where they can work together.
- 16) The VPUA, in consultation with the Executive and TDSA CARES, shall design and implement informational campaigns at the Trent Durham campus.
- 17) The VPUA, in consultation with the President, shall be responsible for adhering to the university affairs budget.
- 18) The VPUA shall act in the capacity of the President in the event of a vacancy.
- 19) The VPUA shall report to the Executive Committee and Board of Directors. Additionally, the VPUA shall frequently update the President on weekly activities.

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Strong and articulate communication and writing skills
- Articulate in communicating and advocating ideas verbally
- Respectful in times of disagreement
- Ability to listen well and report information accurately
- Strong, independent worker and capable working cordially with others
- Friendly personality, sociable and approachable
- Must be willing and capable of taking the initiative
- Access to own transportation considered an asset
-

Working conditions

The VPUA is expected to work 35 hours per week during the summer and a minimum of 20 hours per week during the fall and winter.

The VPUA is expected to attend 3 hour (maximum) monthly Board of Director Meetings as well as monthly OUSA Steering Committee meetings

The VPUA will be required to travel to committee meetings held on the Peterborough campus.

The VPUA will be required to attend conferences and other functions outside of their regular hours.

The VPUA is recommended to enroll in a reduced number of courses during their term.

Physical requirements

N/A

Direct reports

Advocacy Commissioner

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.

Job title	<i>Vice President of Campus Life</i>
Reports to	<i>Executive Committee and Board of Directors</i>
Compensation	<i>\$18,630 (\$13.50 hourly rate) 20-5 hours/wk (35 hours/wk in Aug. & Sept.)</i>
Start Date	<i>May 1st</i>
End Date	<i>April 30st 2018</i>
Apply To:	<i>Submit Candidacy for the Winter Executive Election</i>

Job purpose

The Vice President of Campus Life shall be responsible for ensuring engaging social activities on campus for the purpose of providing members with forums to socialize, share common interests,

Duties and responsibilities

1. The VPCL shall be a secondary signing authority of the Corporation.
2. The VPCL shall be the primary student liaison between Clubs, the student volunteer base, the department of Student Affairs, and students.
 - a. The VPCL, in consultation with the Executive Committee, shall encourage interaction between all the university services with the purpose of finding areas of mutual interest where they can work together.
3. The VPCL shall be responsible for Club activities, including but not limited to:
 - a. Assisting in the promotion of Club activities, where possible;
 - b. Providing informational resources to current and prospective Clubs;
 - c. Providing administrative support for the processing of Club applications;
4. The VPCL shall be responsible for managing student volunteers for TDSA events.
5. The VPCL shall encourage, promote, and/or assist student-initiated projects.
6. The VPCL shall plan, execute, and promote a variety of small and large-scale events for students throughout the academic year.
7. The VPCL shall gauge student interest for campus life activities.
8. The VPCL shall be the official communications officer for all TDSA social media platforms.
 - a. The VPCL shall implement a marketing and communications strategy in accordance with the organization's by-laws and policies
 - b. The VPCL shall be responsible for managing social media accounts during the summer
 - c. The VPCL shall hand over the duties of managing the social media accounts to the Marketing and Communications Manager upon appointment and provide adequate training for the Marketing and Communications Manager.
9. The VPCL, in consultation with the President, shall be responsible for adhering to the campus life budget.
10. The VPCL shall chair or co-chair internal committees as delegated by the President in consultation with the Executive Committee.
 - a. Historically, the VPCL has been involved with Membership Issues & Services Committee and TDSA CARES
11. The VPCL shall sit on campus and university committees involved student engagement and campus life
 - a. The VPCL shall co-chair the Student Engagement Advisory Committee with a representative of the Durham campus (Director of Student Affairs or Student Life Coordinator
 - b. The VPCL shall sit on the Orientation Committee
 - c. The VPCL may sit on the CASSC committee

12. The VPCL shall report to the Executive Committee and Board of Directors. Additionally, the VPCL shall frequently update the President on weekly activities.

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Leadership Skills
- Strong and articulate communication skills
- Familiar with social media platforms
- Event Planning skills or experience in planning events desired
- Enthusiastic about student engagement, events, and campus life
- Impartiality, fairness and the ability to respect confidences
- Effective time management and organizational skills
- Tact and diplomacy
- Friendly personality, sociable and approachable

Working conditions

The VPCL is expected to work 20-25 hours per week with the exception of August and September in which they may work up to 35 hours to accommodate the demands of planning and overseeing Orientation activities

The VPCL is expected to attend 3 hour (maximum) monthly Board of Director Meetings

The VPCL will be required to attend conferences and other functions outside of their regular hours.

*See Appendix for Terms of Employment details.

Physical requirements

N/A

Direct reports

List by job title any positions to be supervised by the incumbent.

Marketing & Communications Manager

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.

Job title	<i>Advocacy Commissioner</i>
Reports to	<i>President, VPUA, VPCL</i>
Compensation	<i>\$11.50/hr. 10-15hr./week</i>
Start Date	<i>August 1st 2017</i>
End Date	<i>April 30th 2018</i>
Apply To:	<i>Send applications and cover letters to jobs@mytdsa.ca</i>

Job purpose

To assist President and VPUA by representing TDSA on internal or external committees and aiding in research for policy writing.

Duties and responsibilities

- 1) Will assist the President and VPUA in advocating for membership
 - a) May include institutional committee seats and consultation with Executive on organization's positions on various issues faced by students or institution
- 2) Will assist in developing policy library
 - a) May include research focus
 - b) May include involvement in OUSA's policy writing process
- 3) May assist President and Operations Coordinator in overseeing finances
- 4) Role may be subject to change each year based on priorities and platform of the President and VPUA

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Must be an OSAP eligible student
- Strong and articulate communication and writing skills
- Articulate in communicating and advocating ideas verbally
- Respectful in times of disagreement

- Ability to listen well and report information accurately
- Strong, independent worker and capable working cordially with others
- Friendly personality, sociable and approachable
- Must be willing and capable of taking the initiative
- Access to own transportation considered an asset

Working conditions

Working hours are flexible.

Physical requirements

N/A

Direct reports

N/A

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>November 22, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.

Job title	<i>Marketing & Communications Manager</i>
Reports to	<i>President, VPUA, VPCL</i>
Compensation	<i>\$11.50/hr. 10hr./week</i>
Start Date	<i>August 1st – September 1st 2017</i>
End Date	<i>March 1st 2018</i>
Apply To:	<i>Send applications and cover letters to jobs@mytdsa.ca</i>

Job purpose

The Marketing & Communications Manager will be responsible for all marketing and communications of TDSA affairs.

Duties and responsibilities

- Review and implement TDSA Marketing and Communications Strategy
 - With consultation and approval from the President and Executive Team review and implement a marketing and communications strategy that strives to engage with TDSA membership
- Market & Communicate TDSA affairs
 - TDSA events, campaigns, services, store promotions, PSAs, surveys, etc. as assigned by the President, VP of University Affairs, VP of Campus Life, and Operations Coordinator
 - Create materials for multiple marketing platforms including social media, posters, email blasts, table booths, table tents, postcards, etc.
 - Communicate services and information to students in-person
- Manage Social Media Accounts
 - Manage Facebook, Instagram, and Twitter account activity
- Manage TDSA Webpage
 - Update information on Webpage (www.mytdsa.ca)
- Update the Upcoming Events on the I.M. Well App (offered through Student VIP)
 - Update the upcoming events with any health and wellness related activity occurring on the Durham campus and specifically those administered or hosted by the TDSA

Qualifications

- Qualifications include:
- Current Trent University Durham Student
 - Must be an OSAP eligible student

- Strong and articulate communication and writing skills
- Must be fluent and familiar with Facebook, Twitter and Instagram social media platforms
- Graphic design skills and experience desired
- Strong independent worker and capable working cordially with others
- Friendly personality, sociable and approachable
- Must be willing and capable of taking the initiative

Working conditions

Working hours are flexible.

Physical requirements

N/A

Direct reports

List by job title any positions to be supervised by the incumbent.

N/A

Approved by:	<i>Joseph Cassidy-Skof</i>
Date approved:	<i>November 12, 2016</i>
Reviewed:	<i>November 12, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.

Job title	<i>Chair</i>
Reports to	<i>Board of Directors</i>
Compensation	<i>3 Semesterly Honorariums to the amount of \$540.00 (4mths x 10 x 13.5)</i>
Start Date	<i>May 1st</i>
End Date	<i>April 30st 2018</i>
Apply To:	<i>Submit Candidacy for the Spring General Election</i>

Job purpose

The Chair is responsible for overseeing the operations of the Board of Directors and ensuring that the Board of Directors acts in accordance with TDSA by-laws and policies. The Chair is a non-voting member of the Board of Directors. The Chair acts as a liaison between the Board of Directors and the Executive.

Duties and responsibilities

1. Chair the Board of Directors Meetings
 - a. Survey availability of Board Members to schedule Board of Director meetings
 - b. Create semesterly schedules for Board of Director meetings.
 - c. Chair and moderate the Board of Directors Meetings in a timely, respectful and orderly manner using Roberts Rules as a template
 - d. Ensure that the Board of Directors acts in accordance with TDSA By-Laws and Policies
 - e. Ensure that decisions are taken and followed up with by the board of directors and executive committee
2. Train New Board of Directors
 - a. Ensure all Board positions are filled
 - b. Supervise interviews for Board positions conducted by the Executive for quality assurance and accountability
 - c. Manage grievances, complaints, and failures to perform duties
3. Receive, report, and manage grievances, complaints and failures to perform duties within the Board and between the Board and Executive. These may include failures to perform duties as outlined by Board of Directors and TDSA employee contracts; financial and office accountability audits; marginalization; exclusion; unfair treatment in Board Meetings, conflict between members
4. Refer complainants whose grievances or complaints extend beyond the expertise of the Chair to Accessibility/Counseling Services and Campus Security. These may include instances of sexual, physical, or verbal harassment. The Chair is still responsible for

reporting these grievances to the Board of Directors for transparency and so that the Board may act appropriately in response to the reports

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Leadership Skills
- Strong and articulate communication skills
- Impartiality, fairness and the ability to respect confidences
- Effect time management and organizational skills
- Tact and diplomacy
- Strong understanding of the roles/responsibilities of the executive committee
- Friendly personality, sociable and approachable
- Students enrolled in the Human Resources Diploma program are encouraged to submit their candidacy

Working conditions

One 3 hour (maximum) monthly Board of Director Meeting
Additional duties and responsibilities will be conducted on an 'as needed' basis.

Physical requirements

N/A

Direct reports

List by job title any positions to be supervised by the incumbent.

The Board of Directors supervised by Chair but do not report to Chair

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.

Appendix A

A.1 Performance Review Form

(Adapted from OUSA's Performance Review Policy)

Competencies	Rating						Comments on Employee's Strengths or Areas for Improvement in Each Factor
	5	4	3	2	1	0	
Analysis & Judgement							
Innovation & Creativity							
Reliability							
Communication Skills							

Competencies	Rating						Comments on Employee's Strengths or Areas for Improvement in Each Factor
	5	4	3	2	1	0	
Professional Maturity							
Action & Results Driven							
Teamwork							
Leadership							
Coaching & Development							
Integrity							

In rating the Competency Factors, it is important to understand the definition of each competency. On the next page is a chart of the competencies with specific behavioural examples as well as a definition of the Ratings.

A.2 Performance Review Criteria

A.2.1 Competency descriptions

Analysis and Judgement	Innovation and Creativity
<ul style="list-style-type: none"> - Identifies issues early and takes corrective action. - Makes good decisions with incomplete or uncertain information. - Knows where to look for answers when problems arise and seeks input from those affected. - Grasps complexities and perceives relationship among problems or issues. Makes sense of information by breaking down and organizing problems into a simple list of tasks. 	<ul style="list-style-type: none"> - Generates and promotes continuous process improvement. - Is open to ideas that challenge the status quo. - Accepts and effectively implements change. - Shows good judgement regarding creative ideas that will work. - Seeks diverse ideas and perspectives from a variety of sources.
- Reliability	- Communication Skills
<ul style="list-style-type: none"> - Can be trusted and depended upon during work hours - Consistent in responding to messages - On time for work, meetings, functions, etc. 	<ul style="list-style-type: none"> - Listens for understanding. - Manages conflict positively. - Informs appropriate people on key issues. - Gives and receives feedback while showing an awareness and respect for others opinions and feelings. - Speaks clearly and expresses self well in groups and in one-on-one conversations.
- Professional Maturity	- Action and Results Driven
<ul style="list-style-type: none"> - Accurately appraises own strengths and limitations. - Takes responsibility for his/her own issues and failures without blaming others. - Projects, poise, confidence and comfort in a leadership role. - Is open, honest, non-political and can be trusted. - Places the good of the organization above personal gain. 	<ul style="list-style-type: none"> - Goes above and beyond what needs to be done without being told to do so. - Demonstrates energy, productivity and initiative. - Manages the business process with a sense of urgency and follows through until completion. - Leads and manages resources to create a high performance culture that values excellence. - Works through ambiguous situations to ensure successful completion of assignments.
- Teamwork	- Leadership
<ul style="list-style-type: none"> - Accepts joint responsibility and accountability. - Shares information and works co-operatively with others to accomplish the groups goals. - Builds team spirit and motives members of his/her work group to exceed goals. - Encourages others by publicly crediting others who have performed well. - Resolves conflict by finding areas of agreement. 	<ul style="list-style-type: none"> - Builds commitment around a shared vision. - Is sensitive to diverse views and opinions. - Builds support and enthusiasm for the accomplishment of stated goals. - Maintains composure in difficult situations. - Develops and uses positive approaches to influence others.
Coaching and Development	Integrity
<ul style="list-style-type: none"> - Sets individual and team objectives and coach's employees to achieve the objectives. - Accurately assesses strengths and developmental needs of employees. - Clearly outlines areas of opportunities for individuals and develops action plans for improvement. - Enables others by pushing decisions and responsibility down. - Praises and rewards successful development efforts, as well as specific accomplishments. 	<ul style="list-style-type: none"> - Chooses reputable routes when given opportunity - Finds ways to handle ethically challenging situations - Holds self to high standards of personal integrity - Acts honorably in all situations with all people - Truthful, trustworthy

A.2.2 Rating descriptions

Exceptional (5)	Above Standard (4)	At Standard (3)	Below Standard (2)	Unsatisfactory (1)	Developmental (0)
<p>Performance is truly exceptional in terms of the results achieved and skills demonstrated. Truly an outstanding performer and a role model or example for others.</p>	<p>Performance exceeds job requirements. Employee demonstrates a superior performance in terms of the results achieved and the skills demonstrated.</p>	<p>Performance meets job requirements in terms of results achieved and the skills demonstrated. Employee is a competent performer in their job function.</p>	<p>Performance is below expectation. The employee does not completely meet the job requirements in terms of the results achieved and the skills demonstrated. Improvements need to be made to meet job requirements.</p>	<p>Performance is unsatisfactory. The employee does not meet the job requirements in terms of the results achieved and the skills demonstrated. Corrective action steps must be taken.</p>	<p>Is a rating code that is only to be used when an employee is new in his/her job and consequently still in a learning or training stage? Action plans to address the learning or training requirements must be included.</p>