



<b>Policy</b>
Created: 2011
Last Revised or Reviewed: April 2022

## 16. Policy 16: Job Descriptions

### 16.1. *President Overview*

<b>Job Title</b>	President
<b>Reports to</b>	Board of Directors
<b>Salary Compensation</b>	\$36,245.33/year paid bi-weekly
<b>Expected Work Hours</b>	35 hours/week (4 and a half days/week) Additional responsibilities outside of working hours as necessary
<b>Start Date</b>	May 1 <sup>st</sup>
<b>End Date</b>	April 30 <sup>th</sup>
<b>Apply to</b>	Submit Candidacy in the TDSA Elections

#### 16.1.1. *President Job Purpose*

- (1) The President will be the Chief Executive Officer and a 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.

#### 16.1.2. *President Duties and Responsibilities*

- (1) The President shall be the Chief Executive Officer of the Corporation.
- (2) Oversee major organizational decisions.
- (3) Manage all operations and resources of the organization.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (4) The creation, maintenance, and implementation of the Trent Durham Student Association's annual and long-term plans.
- (5) The periodical review of the bylaws, policies, and procedure of the Corporation alongside the VPUA.
- (6) Chairing the Executive Committee and any other internal (TDSA) committee unless delegated to another member of the Executive Committee or Board of Directors.
- (7) Sit on the Finance Committee as a member.
- (8) Sit on the TDSA C.A.R.E.S. Committee as a member.
- (9) The supervision of the elections committee formation (unless running for re-election), subject to the elections policy.
- (10) Ensuring the Executive Committee is fulfilling their responsibilities and reporting to the board any discrepancies.
- (11) The President shall act in the capacity of a vacant executive director until a replacement has been determined.
- (12) The President, in consultation with the Executive Committee, shall be responsible for the shared supervision of all hired TDSA employees
- (13) The President will act as primary liaison between the Board of Directors and the organization.
- (14) The President shall be a voting member on the board of directors and shall act as chief spokesperson for the board.
- (15) The President shall act as chair of the board of directors until the board has hired a Chairperson of the Corporation.
- (16) The President will ensure the board is given adequate training in order to conduct business effectively;
- (17) The President will handle all incoming requests of the board and maintaining all confidences;
- (18) The President will ensure the minutes of the organization are available by request to all members of the Corporation.
- (19) The President shall act upon the will of the board of directors, subject to a majority vote
- (20) The President, in consultation with the VPUA and VPCL, shall supervise the finances of the Corporation.
- (21) The President will act as the primary signing authority of the Corporation.
- (22) 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.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (23) The President shall ensure that all expenditures of the organization, under the jurisdiction of the board are authorized and evidenced by proper documentation.
- (24) The President shall supervise the finances of TDSA services and revenue generating commercial services of the Corporation.
- (25) The President shall present financial reports to the membership at the Annual General Meetings and Board Meetings.
- (26) The President shall organize the annual audits to be presented at a General Meetings.
- (27) The President shall prepare and provide the incoming executive with a year-end management accounting information and analysis report.
- (28) The President shall ensure students' views are represented to the university administration, community and municipal, provincial, and federal governments, unless otherwise specified.
- (29) The President shall be the official communications officer for all TDSA social media platforms, unless otherwise delegated to VPCL, VPUA or hired TDSA employee.
- (30) The President, with consultation from the Executive Committee, shall oversee a marketing and communications strategy in accordance with the organization's by-laws and policies.
- (31) 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
- (32) 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.
- (33) The President shall embody the values of the organization and membership while acting as the figurehead of the organization.
- (34) The publishing and calling of the agenda for board and general meetings
- (35) Chairing the General Meetings, unless delegated to another TDSA Representative.
- (36) The President shall report to the Executive Committee and Board of Directors. Additionally, the President shall update the Executive Committee on weekly activities.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.1.3. President Qualifications*

- (1) Current Trent University Durham student at the time of election

### *16.1.4. President Assets*

- (1) Strong and articulate communication and writing skills
- (2) Budgetary experience an asset
- (3) Strong independent worker and capable of working cordially with others
- (4) Friendly personality, sociable and approachable
- (5) Leadership experience an asset
- (6) Previous experience with TDSA an asset
- (7) Effective and reliable means of transportation for meetings off campus an asset

### *16.1.5. President Working Conditions*

- (1) The President is expected to work 35 hours per week and is expected to work during office hours.
- (2) Ever changing and fast paced work environment
- (3) High stress work environment
- (4) The President is expected to attend monthly Board of Director Meetings.
- (5) The President will be required to travel to committee meetings held on the Peterborough campus.
- (6) The President will be required to attend conferences and other functions outside of their regular hours.
- (7) The President is not to enroll in more than 1.0 credit each semester. Any considerations above this is subject to board approval based on a presented action plan.

### *16.1.6. President Physical Requirements*

- (1) N/A

### *16.1.7. President Direct Reports*

- (1) Student Employees as decided by Exec Committee
- (2) Marketing & Communications Assistant

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	April 28th, 2021

## JOB DESCRIPTIONS POLICY

LAST REVISED: December 2022

<b>Reviewed</b>	April 9th, 2021
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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.

### 16.2. *Vice President of University Affairs Overview*

<b>Job Title</b>	Vice President of University Affairs
<b>Reports to</b>	Board of Directors
<b>Salary Compensation</b>	\$32,859.87/year
<b>Expected Work Hours</b>	35 hours/week May 1-September 15 (4 and a half days/week) 30 hours/week, September 16-April 30 (4 days/week)  Additional responsibilities outside of working hours as necessary
<b>Start Date</b>	May 1 <sup>st</sup>
<b>End Date</b>	April 30 <sup>th</sup>
<b>Apply to</b>	Submit Candidacy in the TDSA Elections

#### 16.2.1. *Vice President of University Affairs Job Purpose*

- (1) The Vice President of University Affairs (VPUA) shall work towards assuring that Trent University Durham-GTA provides an environment wherein its members can pursue personal and social growth as well as academic excellence.

#### 16.2.2. *Vice President of University Affairs Duties and Responsibilities*

- (1) The VPUA shall be assigning authority of the Corporation.
- (2) The VPUA shall professionally advocate for an accessible, affordable, and high-quality post-secondary education at Trent University Durham-GTA.
- (3) The VPUA shall represent Trent University Durham-GTA students municipally, provincially, and federally, unless otherwise specified.
- (4) The VPUA shall work with municipal, provincial and/or federal organizations the Trent Durham Student Association maintains membership with.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (5) The VPUA shall be a voting member on the Ontario Undergraduate Student Alliance (OUSA) 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 shall consult with the President in the development of relevant budget lines.
- (9) The VPUA alongside the President shall ensure students' views are represented to the university administration, community, and municipal, provincial, and federal governments.
- (10) The VPUA shall maintain and promote relations between students at Trent University Durham-GTA 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 any other student associations and/or groups in Trent University.
- (11) The VPUA shall be responsible for sitting as a member on the Organizational Review and Development (ORD) Committee and the Outreach Committee.
- (12) The VPUA, in consultation with the President, shall conduct periodic reviews of the bylaws, policies, and procedures of the Corporation, and compatible with relevant legislation.
- (13) The VPUA, in consultation with the Executive Committee, shall be responsible for the shared supervision of all hired TDSA employees.
- (14) The VPUA shall work with the university administration, municipal, provincial and/or federal government (s) where applicable to ensure students have access to an affordable and robust local transit system.
- (15) The VPUA shall participate in university committees as determined by the board of directors.
- (16) The VPUA shall offer consultation and peer support to students with academic appeals and petitions.
- (17) 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.
- (18) 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.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (19) The VPUA, in consultation with the Executive and TDSA CARES, shall design and implement informational campaigns at the Trent Durham campus.
- (20) Ensuring the Executive Committee are fulfilling their responsibilities and reporting to the board any discrepancies.
- (21) The VPUA, in consultation with the President, shall be responsible for adhering to the budget.
- (22) The VPUA shall act in the capacity of the President in the event of a vacancy.
- (23) The VPUA shall report to the Executive Committee and Board of Directors. Additionally, the VPUA shall update the Executive Committee on weekly activities.

### *16.2.3. Vice President of University Affairs Qualifications*

- (1) Current Trent University Durham-GTA student at the time of election.

### *16.2.4. Vice President of University Affairs Assets*

- (1) Strong and articulate communication and writing skills
- (2) Experience with policy writing & government relations
- (3) Articulate in communicating and advocating ideas verbally
- (4) Respectful in times of disagreement
- (5) Ability to listen well and report information accurately
- (6) Strong, independent worker and capable working cordially with others
- (7) Friendly personality, sociable and approachable
- (8) Must be willing and capable of taking the initiative
- (9) Access to own transportation considered an asset

### *16.2.5. Vice President of University Affairs Working Conditions*

- (1) The VPUA is compensated at a salary rate with the expectation to work 35 hours per week during the summer and 30 hours per week during the fall and winter.
- (2) The VPUA is expected to attend monthly Board of Director Meetings as well as monthly OUSA Steering Committee meetings.
- (3) Ever changing and fast paced work environment.
- (4) High stress work environment.
- (5) The VPUA will be required to travel to committee meetings held on the Peterborough campus.
- (6) The VPUA will be required to attend conferences and other functions outside of their regular hours.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (7) The VPUA is not to enroll in more than 1.5 credits per semester. Any considerations above this is subject to board approval based on a presented action plan.

### *16.2.6. Vice President of University Affairs Physical Requirements*

- (1) N/A

### *16.2.7. Vice President of University Affairs Direct Reports*

- (1) Student Employees as decided by Exec Committee  
(2) Advocacy Commissioner and/or Policy Analyst

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	April 28, 2021
<b>Reviewed</b>	April 9, 2021

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 DESCRIPTIONS POLICY

LAST REVISED: December 2022

### 16.3. Vice President of Campus Life Overview

<b>Job Title</b>	Vice President of Campus Life
<b>Reports to</b>	Board of Directors
<b>Salary Compensation</b>	\$32,859.87/year
<b>Expected Work Hours</b>	35 hours/week May 1-September 15 (4 and a half days/week) 30 hours/week, September 16-April 30 (3 days/week)  Additional responsibilities outside of working hours as necessary
<b>Start Date</b>	May 1 <sup>st</sup>
<b>End Date</b>	April 30 <sup>th</sup>
<b>Apply to</b>	Submit Candidacy for the Winter Executive Election

#### 16.3.1. Vice President of Campus Life Job Purpose

- (1) The Vice President of Campus Life (VPCL) shall be responsible for ensuring organizing social activities on campus for the purpose of providing members with forums to socialize and share common interests. Also includes oversight and management of the TDSA's clubs.

#### 16.3.2. Vice President of Campus Life Duties and Responsibilities

- (1) The VPCL shall be a signing authority of the Corporation.
- (2) The VPCL shall be the official point-person for clubs.
- (3) 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.
- (4) 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
- (5) The VPCL shall be responsible for managing student volunteers for TDSA events.

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (6) The VPCL shall encourage, promote, and/or assist student-initiated projects.
- (7) The VPCL shall plan, execute, and promote a variety of small and large-scale events for students throughout the academic year.
- (8) The VPCL shall gauge student interest for campus life activities.
- (9) The VPCL, in consultation with the President, shall be responsible for adhering to the budget.
- (10) The VPCL shall consult with the President in the supervision of finances of the Corporation where applicable.
- (11) The VPCL, in consultation with the Executive Committee, shall be responsible for the shared supervision of all hired TDSA employees
- (12) The VPCL shall sit on any TDSA Committee as delegated by the Executive Committee.
- (13) The VPCL shall sit on campus and university Committees involving student engagement and campus life.
- (14) The VPCL shall co-chair the Student Engagement Committee with a representative of the Durham campus (Director of Student Affairs or Student Life Coordinator).
- (15) The VPCL shall sit on the Orientation Committee.
- (16) The VPCL may sit on the College and Student Services Committee (CASSC).
- (17) The VPCL shall report to the Executive Committee and Board of Directors. Additionally, the VPCL shall update the Executive Committee on weekly activities.
- (18) Ensuring the Executive Committee are fulfilling their responsibilities and reporting to the board any discrepancies.

### *16.3.3. Vice President of Campus Life Qualifications*

- (1) Current Trent University Durham-GTA Student at time of election

### *16.3.4. Vice President of Campus Life Assets*

*Below are recommendations for assets of the VPCL, no student is required to have the following*

- (1) Leadership skills
- (2) Strong and articulate communication skills
- (3) Familiar with social media platforms
- (4) Event planning skills or experience in planning events
- (5) Enthusiastic about student engagement, events, and campus life
- (6) Impartiality, fairness and the ability to respect confidences
- (7) Effective time management and organizational skills

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (8) Tact and diplomacy
- (9) Friendly personality, sociable and approachable

### *16.3.5. Vice President of Campus Life Working Conditions*

- (1) The VPCL is compensated at a salary rate with the expectation to work 35 hours per week May through September in which to accommodate the demands of planning and overseeing Orientation activities. The VPCL is compensated at a salary rate with the expectation to work 25 hours/week September through the end of April.
- (2) The VPCL is expected to attend monthly Board of Director Meetings.
- (3) The VPCL will be required to attend conferences and other functions outside of their regular hours.
- (4) Ever changing and fast paced work environment
- (5) High stress work environment
- (6) The VPCL is recommended to enroll in no more than 1.5 credits per semester.

### *16.3.6. Vice President of Campus Life Physical Requirements*

- (1) N/A

### *16.3.7. Vice President of Campus Life Direct Reports*

- (1) Student Employees as decided by Exec Committee
- (2) TDSA Ambassadors/Events Coordinator

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	April 28, 2021
<b>Reviewed</b>	April 9, 2021

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 DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.4. Executive Director Overview*

<b>Job Title</b>	Executive Director
<b>Reports to</b>	Executive Team
<b>Salary Compensation</b>	To Be Negotiated
<b>Start Date</b>	March 1st, 2021

#### *16.4.1. Executive Director Job Purpose*

- (1) The Executive Director is responsible for the operations of the association, as well as supporting the executive team with regards to non-profit expertise and governance strategy. The Executive Director is also responsible for the joint execution of the strategic plan, as decided by the executive team and board of directors.

#### *16.4.2. Executive Director Duties and Responsibilities*

- (1) The Executive Director shall act as secretary to the Board of Directors
  - (a) Maintenance of minutes that comply with non-for-profit corporations act that document concise and accurate decisions;
  - (b) Provide non-profit expertise to board members;
- (2) The Executive Director shall assist with the day-to-day operations of the TDSA office, including but not limited to:
  - (a) Operation of the TDSA Tuck and Consignment Store (Rack and Shelf)
  - (b) Maintain the general inquiry email in collaboration with hired staff and executive team
  - (c) Provide information on and coordinate the distribution of the Health and Dental Plan;
  - (d) Provide guidance, reception and location information to visitors of the TDSA office;
- (3) The Executive Director shall assist with the day-to-day financial operations of the Trent Durham Student Association, including but not limited to:
  - (a) Administer payroll and update the QuickBooks Online Accounting software in collaboration with the President and Bookkeeping Services;
  - (b) Keep accurate financial records of the corporation;
  - (c) Assist the bookkeeping service with any necessary information and/or presentations;
  - (d) Provide financial updates as requested by the Executives and Board of Directors;

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (e) Coordinate the Annual Operating Budget with the President;
  - (f) Coordinating the audit with the President and Bookkeeping Service;
  - (g) Review financial statements on a regular basis, analyzing variances, trends and system deficiencies and discuss the results with the Executive committee;
  - (h) Administer and maintain applicable employment records in accordance with provincial and federal guidelines, as well as TDSA's policies and agreements;
  - (i) Assist the president and board of directors in the review of the effectiveness of the organization's relevant membership fees, paying specific attention to the current rate of inflation, cost of living, etc.
- (4) The Executive Director shall administer the operations of the Trent Durham Health and Dental Plan in consultation with the Trent Central Student Association. This includes but is not limited to:
- (a) Consult students on how to use the plan;
  - (b) Report issues and complaints from students to insurance provider and the President;
  - (c) Manage Direct2U Prescriptions;
  - (d) Manage the distribution of informational materials.
- (5) The Executive Director will act as a signing authority for the organization
- (6) The Executive Director will advise the Executive Committee and Board of Directors, through historical context and non for profit expertise where applicable, on the formation and execution of strategic plans o
- (7) The Executive Director shall maintain a record of when all TDSA documents (policies, job descriptions, etc.) are to be updated
- (8) The Executive Director shall advise the Vice President of University Affairs and Board of Directors through historical context and non-profit expertise where applyce to ensure bylaws and policies accurately reflect TDSA operations, as well as relevant provincial and federal guidelines
- (9) Assist with any other duties as assigned by the Executive Team
- (10) The Executive Director is accountable to the Board of Directors, and reports to the Executive Committee.

### *16.4.3. Executive Director Qualifications*

- (1) Must **NOT** be a current Trent University Durham Student
- (2) Bachelor's degree

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (3) Minimum 3 years management or executive experience in the non-profit sector, with preference given to experience in student government or the post-secondary education sector required
- (4) Strong boundary and advisement skills
- (5) Strong organizational and prioritization skills
- (6) Experience with accounting, including (but not limited to) commerce and QuickBooks training, basic bookkeeping principles and payroll preparation required
- (7) Experience with managing volunteers and community outreach
- (8) High degree of judgement and discretion, as well as confidentiality, to handle various contacts and situations that arise
- (9) An understanding of undergraduate population
- (10) Ability to nurture a culture of inclusion
- (11) Experience in Human Resources favoured
- (12) Valid Ontario driver's license and access to a vehicle an asset

### *16.4.4. Executive Director Working Conditions*

- (1) Sitting for long periods of time;
- (2) Lift inventory boxes (up to 40 pounds);
- (3) Ability to focus in lively work environments;
- (4) Additional responsibilities outside of working hours as necessary.

### *16.4.5. Executive Director Benefits*

- (1) Entitled to 10 paid and 10 unpaid days of vacation
- (2) Entitled to 5 paid sick days
- (3) Entitled to 5 paid short term disability days (subject to doctor's note)
- (4) Entitled to 2 paid religious observance days
- (5) All other time off (i.e. bereavement, parental leave, court leave) can be found in TDSA's policy 4, Employment Guidelines
- (6) Staff health insurance coverage through TDSA's provider
- (7) Entitled to an athletic membership
- (8) Professional development encouraged

### *16.4.6. Executive Director Direct Reports*

**JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

(1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	December 18, 2020
<b>Reviewed</b>	December 16, 2020

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 DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.5. Advocacy Commissioner Overview*

<b>Job Title</b>	Advocacy Commissioner
<b>Reports to</b>	President, VPUA, VPCL
<b>Compensation</b>	\$17.13/hour, 10-15 hours/ week
<b>Start Date</b>	August 1 <sup>st</sup>
<b>End Date</b>	April 30 <sup>th</sup>
<b>Apply to</b>	Send Applications and Cover Letters to <a href="mailto:jobs@mytdsa.ca">jobs@mytdsa.ca</a>

#### *16.5.1. Advocacy Commissioner Job Purpose*

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

#### *16.5.2. Advocacy Commissioner Duties and Responsibilities*

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

#### *16.5.3. Advocacy Commissioner Qualifications*

- (1) Current Trent University Durham-GTA student
- (2) Must be an OSAP eligible student
- (3) Strong and articulate communication and writing skills
- (4) Articulate in communicating and advocating ideas verbally
- (5) Respectful in times of disagreement
- (6) Ability to listen well and report information accurately
- (7) Strong, independent worker and capable working cordially with others



## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (8) Friendly personality, sociable and approachable
- (9) Must be willing and capable of taking the initiative
- (10) Access to own transportation considered an asset

### *16.5.4. Advocacy Commissioner Working Conditions*

- (1) Working hours are flexible.

### *16.5.5. Advocacy Commissioner Physical Requirements*

- (1) N/A

### *16.5.6. Advocacy Commissioner Direct Reports*

- (1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	December 1 <sup>st</sup> , 2016
<b>Reviewed</b>	November 17th, 2022

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 DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.6. Policy Analyst Overview*

<b>Job Title</b>	Policy Analyst
<b>Reports to</b>	VPUA
<b>Supervised by</b>	Executive Committee
<b>Compensation</b>	\$17.13/hour, 10 hours/ week
<b>Start Date</b>	December 15th
<b>End Date</b>	March 10th
<b>Apply to</b>	Send Applications and Cover Letters to <a href="mailto:jobs@mytdsa.ca">jobs@mytdsa.ca</a>

#### *16.6.1. Job Purpose*

- (1) To assist the VPUA in writing a pre chosen Ontario Undergraduate Student Alliance (OUSA) policy paper
- (2) To assist the VPUA In developing and reviewing TDSA by-laws, policies, and stances

#### *16.6.2. Duties and Responsibilities*

- (1) Will work with the VPUA in the OUSA policy writing process
- (2) May be asked to join the VPUA and President at the OUSA GA
- (3) Will assist the President and VPUA in advocating for membership
- (4) May include research focus
- (5) Other duties as assigned

#### *16.6.3. Qualifications*

- (1) Previous policy writing experience an asset
- (2) Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.
- (3) An asset to be receiving OSAP funding, meeting the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.
- (4) Strong and articulate communication and writing skills
- (5) Articulate in communicating and advocating ideas verbally
- (6) Respectful in times of disagreement

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (7) Ability to listen well and report information accurately
- (8) Strong, independent worker and capable working cordially with others
- (9) Friendly personality, sociable and approachable
- (10) Must be willing and capable of taking the initiative

### *16.6.4. Working Conditions*

- (1) Working hours are flexible

### *16.6.5. Policy Analyst Physical Requirements*

- (1) N/A

### *16.6.6. Policy Analyst Direct Reports*

- (1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	June 1 <sup>st</sup> , 2018
<b>Reviewed</b>	November 18th, 2022

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 DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.7. Events Coordinator Overview*

<b>Job Title</b>	Events Coordinator
<b>Reports to</b>	VPCL
<b>Compensation</b>	\$17.13hour, 10 hours/week
<b>Start Date</b>	August 22nd, 2021
<b>End Date</b>	March 30 <sup>th</sup> 2022
<b>Apply to</b>	Send Applications and Cover Letters to <a href="mailto:jobs@mytdsa.ca">jobs@mytdsa.ca</a>

#### *16.7.1. Events Coordinator Job Purpose*

- (1) The Events Coordinator will be responsible for developing and running small weekly events in collaboration with the TDSA team.

#### *16.7.2. Events Coordinator Duties and Responsibilities*

- (1) The Vice President of Campus Life will delegate tasks to be completed by the Events Coordinator. These tasks may include, but not limited to:
  - (a) Coordinating and developing small weekly events.
  - (b) Assume a leadership role alongside the Vice President of Campus Life in the facilitation of other small and large scale events.
  - (c) Collaborating with the VPCL in TDSA marketing and communications through social media and the TDSA website ([mytdsa.ca](http://mytdsa.ca)) when needed, according to TDSA's marketing and communications strategy.
  - (d) Other duties as assigned.

#### *16.7.3. Events Coordinator Qualifications*

- (1) Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.
- (2) An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.
- (3) Strong and articulate communication and writing skills
- (4) Must be fluent and familiar with Facebook, Twitter and Instagram social media platforms
- (5) Strong independent worker and capable working cordially with others
- (6) Friendly personality, sociable and approachable

**JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

(7) Must be willing and capable of taking the initiative

*16.7.4. Events Coordinator Working Conditions*

(1) Working hours are flexible

*16.7.5. Events Coordinator Physical Requirements*

(1) N/A

*16.7.6. Events Coordinator Direct Reports*

(1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	July 12 <sup>th</sup> , 2017
<b>Reviewed</b>	November 17th, 2022

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.

16.8.

## JOB DESCRIPTIONS POLICY

LAST REVISED: December 2022

### 16.9. Marketing & Communications Assistant Overview

<b>Job Title</b>	Marketing & Communication Assistant
<b>Reports to</b>	TDSA President
<b>Compensation</b>	\$17.13/hour, 10 hours/ week
<b>Start Date</b>	August 31st, 2021
<b>End Date</b>	April 2nd, 2022
<b>Apply to</b>	Send Applications and Cover Letters to <a href="mailto:jobs@mytdsa.ca">jobs@mytdsa.ca</a>

#### 16.9.1. Marketing & Communications Assistant Job Purpose

- (1) The Marketing & Communications Assistant will be responsible for assisting the President with executing the marketing and communications strategy of the TDSA.

#### 16.9.2. Marketing & Communications Assistant Duties and Responsibilities

- (1) Assist in the development of a TDSA Marketing and Communications Strategy.
- (2) Engage TDSA membership through various social media platforms as directed in tandem with the Vice President Campus Life
- (3) Help with TDSA events, campaigns, services, store promotions, surveys, etc. as assigned. This will include finding and developing content for monthly newsletters, creating IG stories/posts, and additional social media content production as assigned.
- (4) May include monitoring Social Media Accounts (such as Facebook, Instagram, and Twitter) in collaboration with the President.
- (5) Other duties as assigned

#### 16.9.3. Marketing & Communications Assistant Qualifications

- (1) Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.
- (2) An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.
- (3) Strong and articulate communication and writing skills
- (4) Must be fluent and familiar with Facebook, Twitter and Instagram social media platforms

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (5) Graphic design skills and experience desired
- (6) Strong independent worker and capable working cordially with others
- (7) Friendly personality, sociable and approachable
- (8) Must be willing and capable of taking the initiative

### *16.9.4. Marketing & Communications Assistant Working Conditions*

- (1) Working hours are flexible.

### *16.9.5. Marketing & Communications Assistant Physical Requirements*

- (1) N/A

### *16.9.6. Marketing & Communications Assistant Direct Reports*

- (1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	November 12 <sup>th</sup> , 2016
<b>Reviewed</b>	November 17 <sup>th</sup> , 2022

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.

*16.10.*

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.11. Chair of the Board of Directors Overview*

<b>Job Title</b>	Chair of the Board of Directors
<b>Reports to</b>	Board of Directors
<b>Salary Compensation</b>	\$3,016.73 gross yearly salary, paid bi-weekly
<b>Expected Work Hours</b>	15 hours/month
<b>Start Date</b>	May 1 <sup>st</sup>
<b>End Date</b>	April 30 <sup>th</sup>
<b>Apply to</b>	jobs@mytdsa.ca

#### *16.11.1. Chair of the Board of Directors Job Purpose*

- (1) 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 Committee.

#### *16.11.2. Chair of the Board of Directors Duties and Responsibilities*

- (1) Chair the Board of Directors Meetings.
- (2) Survey availability of Board Members to schedule Board of Director meetings.
- (3) Create semesterly schedules for Board of Director meetings.
- (4) Chair and moderate the Board of Directors Meetings in a timely, respectful and orderly manner using Robert's Rules as a template.
- (5) Ensure that the Board of Directors acts in accordance with TDSA By-Laws and Policies.
- (6) Ensure that decisions are taken and followed up with by the Board of Directors and executive committee.
- (7) Assist the President in the training of the new Board of Directors.
- (8) Ensure all Board positions are filled.
- (9) Supervise interviews for Board positions conducted by the Executive for quality assurance and accountability.
- (10) Receive and attend to grievances, complaints and failures to perform duties within the Board, the Executives, and between the Board and Executives. These may include, but are not limited



## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

to, 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; and/or conflict between members.

- (11) 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.

### *16.11.3. Chair of the Board of Directors Qualifications*

- (1) Current Trent University Durham-GTA student.

### *16.11.4. Chair of the Board of Directors Assets*

- (1) Leadership Skills
- (2) Strong and articulate communication skills
- (3) Impartiality, fairness and the ability to respect confidences
- (4) Effective time management and organizational skills
- (5) Tact and diplomacy
- (6) Strong understanding of the roles/responsibilities of the Executive Committee
- (7) Friendly personality, sociable and approachable

### *16.11.5. Chair of the Board of Directors Working Conditions*

### *16.11.6. Chair of the Board of Directors Physical Requirements*

- (1) N/A

### *16.11.7. Chair of the Board of Directors Direct Reports*

- (1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	December 1 <sup>st</sup> , 2016
<b>Reviewed</b>	November 17th, 2022

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 DESCRIPTIONS POLICY**  
LAST REVISED: December 2022

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

### *16.12. Chief Electoral Officer Overview*

<b>Job Title</b>	<i>Chief Electoral Officer</i>
<b>Reports to</b>	Board of Directors
<b>Salary Compensation</b>	\$17.13/hour
<b>Expected Work Hours</b>	10 hours/week
<b>Start Date</b>	February 7th, 2022
<b>End Date</b>	April 1, 2022
<b>Apply to</b>	jobs@mytdsa.ca

#### *16.12.1. Chief Electoral Officer Job Purpose*

- (1) The Chief Electoral Officer will be responsible for the oversight and execution of the TDSA elections to ensure compliance with all TDSA By-Laws and policies.

#### *16.12.2. Chief Electoral Officer Responsibilities*

- (1) Work will consist of holding all candidate meetings, verifying candidate packages, reviewing all submissions, and following election procedures with support from the TDSA Office.
- (2) The Chief Electoral Officer will uphold the values and expectations of the TDSA while actively engaging and encouraging the membership throughout the election process.
- (3) The Chief Electoral Officer will enforce election and referenda rules, deliver election and referenda results, and properly advertise all elections and referendums.

#### *16.12.3. Chief Electoral Officer Qualifications*

- (1) Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.
- (2) Cannot be running in the TDSA election
- (3) Will not be eligible to apply for chairperson while in the Chief Electoral Officer position
- (4) Preference will be given to those with experience in elections, TDSA, and governance

#### *16.12.4. Chief Electoral Officers Assets*

- (1) Leadership Skills
- (2) Strong and articulate communication skills

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (3) Impartiality, fairness and the ability to respect confidences
- (4) Effective time management and organizational skills
- (5) Tact and diplomacy
- (6) Strong understanding of the roles/responsibilities of the TDSA Elected positions
- (7) Friendly personality, sociable and approachable

### **16.12.5. Chief Electoral Officer Working Conditions**

- (1) Working hours are flexible

### **16.12.6. Chief Electoral Officer Physical Requirements**

- (1) N/A

### **16.12.7. Chief Electoral Officer Direct Reports**

- (1) N/A

<b>Approved By</b>	TDSA Board of Directors
<b>Date Approved</b>	December 18th, 2020
<b>Reviewed</b>	December 21st, 2021

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 DESCRIPTIONS POLICY**  
LAST REVISED: December 2022

16.13. *Executive Assistant*

<b>Job Title</b>	Executive Assistant
<b>Reports to</b>	Executive Director
<b>Compensation</b>	\$17.13/hour, 10 hours/week
<b>Start Date</b>	January 17th, 2022
<b>End Date</b>	April 1st, 2022
<b>Apply to</b>	Send Resumes and Cover Letters to <a href="mailto:jobs@mytdsa.ca">jobs@mytdsa.ca</a>

**A.1.a. Job purpose**

- (1) The Executive Assistant will provide administrative support to the TDSA Team. The individual will also be responsible for developing and running small weekly events in collaboration with the TDSA team.

**A.1.b. Duties and responsibilities**

- (1) The Executive Director and Student Executives will assign tasks to be completed by the Executive Assistant. These tasks may include, but are not limited to:
  - (a) Organizing the TDSA rack and shelf, processing sales for the rack and shelf, and updating the inventory of the rack and shelf
  - (b) Screening emails to ascertain the level of urgency before passing them over to the appropriate person
  - (c) Any other administrative tasks as reasonably assigned

## **JOB DESCRIPTIONS POLICY**

LAST REVISED: December 2022

- (2) The Vice President of Campus Life will delegate tasks to be completed by the Executive Assistant.

These tasks may include, but are not limited to:

- (a) Coordinating and developing small weekly events,
- (b) Assuming a leadership role alongside the VPCL in the facilitation of other small and large-scale events,
- (c) Collaborating with the VPCL in TDSA marketing and communications through social media and the TDSA website when needed according to TDSA's marketing and communications strategy,
- (d) Other duties as assigned.

### **A.1.c. Qualifications**

- (1) Currently enrolled in undergraduate classes at Trent University with a home location of the Durham campus.
- (2) An asset to be receiving OSAP funding, meet the OSAP definition of full-time (1.5 credits or 1.0 if registered with a disability), and have their enrollment and funding confirmed with OSAP, their home province or territory, or their Band or education office.
- (3) Strong and articulate communication and writing skills.
- (4) Must be fluent and familiar with Facebook, Twitter and Instagram social media platforms.
- (5) Strong independent worker and capable of working cordially with others.
- (6) Excellent planning, organizational, and time management skills
- (7) Demonstrated experience working with confidential information
- (8) Friendly personality, sociable and approachable.
- (9) Must be willing and capable of taking initiative.

### **A.1.d. Working Conditions**

- (1) Working hours are flexible

**JOB DESCRIPTIONS POLICY**  
LAST REVISED: December 2022

**A.1.e. Physical Requirements**

(1) N/A

**A.1.f. Direct Reports**

(1) N/A

<b>Approved By</b>	The TDSA Board of Directors
<b>Date Approved</b>	December 21st, 2021
<b>Last Reviewed</b>	November 17th, 2022

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