



DUTIES AND ROLES OF EXECUTIVE MEMBERS

President

- 1) To call the meeting to order as soon as a quorum is present.
- 2) To conduct the meeting in accordance with the Constitution, By-Laws and Robert's Rules of Order.
- 3) To announce the business before the assembly, in the order in which it will be acted upon.
- 4) To call the roll to be recorded and the minutes to be presented.
- 5) To receive and submit for discussion, all motions made by the members.
- 6) To state and put to vote all motions, and to announce the result of the vote.
- 7) To present all messages and communications or announce such to be done.
- 8) To certify by signature, all acts, orders, and proceedings of the meeting.

Other duties of the President include:

- 1) To oversee and coordinate the functions of the Students' Council, in accordance with the Constitution and By-Laws.
- 2) To present the Constitution and By-Laws at the first meeting of the Students' Council to be held at the beginning of each Term of Office.
- 3) Shall, in conjunction with the Vice-President, represent the Society to bodies and individuals within and outside the University.
- 4) To prepare the annual report of the Students' Council and present it at the last Students' Society meeting of the year.
- 5) Act as a co-signing officer (i.e.. sign all accounts, contracts and cheques regarding MCGSS).
- 6) At the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

Vice-President

Duties of the Vice-President shall be as follows:

- 1) To be the coordinator of social events organized by MCGSS.
- 2) To replace the President in the absence of the latter.
- 3) Shall perform the duties of President in the absence of the President.
- 4) Shall, in conjunction with the President, represent the Society to bodies and individuals within and outside the University.
- 5) Shall organize the Annual meeting.
- 6) At the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.



Secretary

The duties of the Secretary shall be as follows:

- 1) To record the minutes of all meetings of the Students' Council and the Students' Society, to read the minutes at all meetings of the Students' Council and to keep them for the inspection of the members.
- 2) To give due notice to the members of the time and place of each meeting.
- 3) To prepare for the members of the Council, type copies of the Agenda which is to come before the meeting, in the order in which business is to be conducted.
- 4) To keep a book containing the Constitution, By-Laws, and election rules.
- 5) To call the roll when requested and to make a list of all present and absent members.
- 6) To act as secretary of the Executive Committee, the Council and the Society.
- 7) At the end of term of office, to hand over in good order, all books, papers and records pertaining to the office

Treasurer

The duties of the Treasurer shall be as follows:

- 1) To take charge of all money belonging to the Students' Council, disburse monies on warrants signed by the Treasurer of the recognized student organizations; obtain receipts, present financial statements when requested, and render a yearly report at the last Students' Society meeting.
- 2) To prepare budgets and financial statements to present to the council; to keep the council apprised of its financial situation; and also to manage the Students' Society's monies by the most secure and profitable means possible.
- 3) To present to the Students' Council for final approval, of budgets, requests for funding and proposed expenditures.
- 4) To be a co-signing officer (i.e. sign all cheques and contracts binding the Macdonald Campus Graduate Students' Society).
- 5) To oversee proper billing to students, organizations and others for services rendered, and purchases made.
- 6) To review and ensure compliance with the Financial Policies contained in these By-Laws.
- 7) To arrange quarterly account verifications by PGSS and to review these verifications and present the results to Council.
- 8) At the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

Public Relations Officer

1.5.1 Duties of the Public Relations Officer shall be as follows:

- 1) To be the coordinator of MCGSS communications such as the publication of a newspaper, journal, advertisement, etc.
- 2) To assist the meetings of the PGSS Council and thus be the MCGSS representative for this body.



- 3) To ensure that each departmental/institution has a representative(s).
- 4) To ensure that MCGSS is fully represented at the meetings of the PGSS council.
- 5) At the end of term of office, to hand over in good order all books, papers, and records pertaining to their office

Environmental Advisor

Duties of the Environmental Advisor shall be as follows:

- 1) To promote environmental awareness within the MCGSS
- 2) To be responsible for actively investigating environmentally responsible options for purchases of the MCGSS as well as assist in the development and progress of the Executive's approach to waste minimization and recycling,
- 3) To assist the organizers of the different activities of the Society by acting in an advisory capacity to promote environmental responsibility
- 4) To monitor on the environmental performance of the activities of the MCGSS, and present a report to Council once a semester
- 5) To liaise with appropriate student groups and faculty committees in respect of environment issues, as well as encourage and support student initiatives in environmental issues
- 6) To Act as the MCGSS representative to the MacDonald Environment Committee following the directives and policies of the MCGSS President, Executive, and/or Council;
- 7) To hand over to their successors, in good order, all books, papers, and records pertaining to their office

Faculty Representative

Duties of this Representative shall be as follows:

- 1) To attend Faculty Council Meetings and ensure the necessary communication the MCGSS and Faculty Council.
- 2) To report all Faculty Council Proceedings to the Executive of MCGSS.
- 3) To aid the Executive of MCGSS to carry out the functions of MCGSS.
- 4) To ensure MCGSS to send representatives to fill the positions of MCGSS in Faculty and non-Faculty committees.

Representative to the Macdonald Campus Students' Society (MCSS)

Duties of this Representative shall be as follows:

- 1) To attend all MCSS Council meetings and inform the Students' Council and Executive of all relevant business of MCSS.
- 2) To report the policies and actions of the Students' Council of MCGSS at the meetings of the MCSS Council.
- 3) To promote participation of graduate students in MCSS activities.
- 4) To hand over to their successor, in good order, all books, papers and records pertaining to the office



Macdonald Campus Commissioner (PGSS)

Duties of Macdonald Campus Commissioner shall be as follows:

- 1) Act as the direct liaison between PGSS and MCGSS.
- 2) Represent PGSS's interests in all Macdonald Campus related issues and represent the interests of graduate students located at the Macdonald Campus.
- 3) In collaboration with the University Affairs Officer and Internal Affairs Officer, ensure that PGSS is represented on University committees, subcommittees, and work groups whose mandate includes issues affecting the Macdonald Campus and the graduate students located within the campus.
- 4) Ensure that PGSS events and services are readily available for graduate students at the Macdonald Campus.
- 5) Coordinate with the Internal Affairs Officer during the fall and winter orientation events that involve the Macdonald Campus and its students.
- 6) Work with the Society Affairs Manager to allow event tickets to be available for pickup directly at the Macdonald Campus in the case that a PGSS member cannot pick the tickets at Thomson House.
- 7) Report to the MCGSS Council at least twice per semester.
- 8) Maintain continued communication with the Executives of the MCGSS and report back to the PGSS Executive Committee and PGSS Council any relevant issues, concerns, or comments relating to the Macdonald Campus