

## BYLAW 8 - DUTIES AND RESPONSIBILITIES OF DIRECTORS

### 8.1 Responsibilities of all Directors

All Directors of the society shall:

- Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;
- Regularly review and propose updates to policies relevant to their position;
- Assist the President and Vice Presidents in their duties as needed;
- Perform other duties as outlined in the Bylaws and policy.

### 8.2 ~~Director of Outreach & University Relations~~ President

The ~~Director of Outreach & University Relations~~ President shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Provide overall leadership and strategic direction to the Society, ensuring that the work of the Executive and Board aligns with the Society's values, purposes, and membership priorities;
- Chair meetings of the Board of Directors, or delegate this duty to an external third party as approved by the Board of Directors;
- Chair meetings of the Executive Committee, as composed of the President, Vice Presidents, and Excluded Managers;
- Oversee member outreach projects and programs, ~~including volunteer coordination,~~ in collaboration with communications and marketing staff;
- Liaise with and lobby the administration of the University of Victoria;
- Be the Students' Society's spokesperson and primary media representative;
- Review and propose updates to the policies of the Society, and oversee the development and implementation of the Students' Society's bylaws and policies;
- ~~Liaise with legal counsel and the Executive Director on legal matters affecting the Society;~~
- Coordinate with student representatives to the Senate and Board of Governors to advance student interests;
- Act as the Students' Society's liaison with the Ombudsperson's office, and be chairperson of the Ombudsperson Advisory Committee;
- Assist the ~~Director of Campaigns & Community Relations~~ in coordinating campaigns Vice President of External Affairs in lobbying efforts, media appearances, and promotion of campaigns;
- Coordinate the activities of the Vice Presidents, and the Board in alignment with the priorities and goals of the society;
- In the temporary absence or incapacity of the President, the Board shall designate a Vice President to act as Acting President, and collectively manage responsibilities; and

- In the temporary absence or incapacity of any Vice President, the President shall fulfill and help to coordinate the remaining responsibilities.
- ~~Regularly review and propose updates to policies relevant to their position;~~
- ~~Assist other directors in their duties as needed;~~
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors~~

### 8.3 Director of Finance and Operations **Vice President of Finance**

The ~~Director of Finance and Operations~~ **Vice President of Finance** shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Oversee the administration of all aspects of the Students' Society's finances, operations, and services;
- Function as the primary liaison between staff and the Board of Directors, in collaboration with Excluded Managers, as appropriate;
- Prepare the Students' Society's budget for approval by the Board of Directors, and adoption at a General Meeting;
- Develop all financial policies and practices necessary to effect the responsible control of the funds of the Students' Society and to comply with all applicable legislation;
- Proactively communicate relevant financial information to members;
- Coordinate the UVSS Health and Dental plan and U-Pass program, including related appeals committees;
- Examine, **review and provide oversight of** all contracts ~~to be signed by representatives of the Students' Society, in consultation with staff;~~
- Work to improve the environmental sustainability of UVSS operations; and
- Work with managers to address common issues for all SUB occupants.
- ~~Regularly review and propose updates to policies relevant to their position;~~
- ~~Assist other directors in their duties as needed;~~
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors~~

### 8.4 **Vice President of Events**

The **Vice President of Events** shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Plan, deliver, advertise, and evaluate the success of UVSS events related to the constitution, values, and purposes of the Society;
- Collaborate with diverse on-campus partners, and relevant UVSS departments, to reach diverse audiences;
- **Coordinate volunteers for events and** proactively collaborate with UVSS communications and graphics staff on events advertising ~~and other outreach;~~

- Plan, deliver, advertise, and evaluate the success of member welcome events, consulting with relevant UVic departments as needed; and
- ~~Assist the Director of Outreach and University Relations in member outreach projects and programs, including volunteer coordination;~~
- Be the Students' Society's representative in all matters relating to the University of Victoria residence, athletics, and recreation programs.
- ~~Regularly review and propose updates to policies relevant to their position;~~
- ~~Assist other directors in their duties as needed;~~
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors~~

#### 8.5 ~~Director of Student Affairs~~ Vice President of Student Affairs

The ~~Director of Student Affairs~~ Vice President of Student Affairs shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Chair Clubs and Course Union Councils and help facilitate new and established clubs and course unions;
- Plan, deliver, advertise, and execute Clubs and Course Unions Days;
- Assist Clubs and Course Unions with policy and other questions and inquiries;
- Act as the main point of contact for all Clubs and Course Unions;
- Chair Advocacy Relations Committee and assist and support advocacy groups;
- ~~Offer support and advice to affiliated groups;~~
- Provide strategic guidance to clubs, course unions, advocacy groups, and affiliated organizations, supporting their alignment with UVSS goals and policies; and
- Act as the liaison between advocacy and affiliated groups and the Board.
- ~~Regularly review and propose updates to policies relevant to their position, including~~
- ~~clubs and course union policies;~~
- ~~Assist other directors in their duties as needed;~~
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors~~

#### 8.6 ~~Director of Campaigns & Community Relations~~ Vice President of External Affairs

The ~~Director of Campaigns & Community Relations~~ Vice President of External Affairs shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- ~~Coordinate the campaigns and related media relations of the Society;~~
- Coordinate campaigns in consultation with the President and evaluate and report on campaign outcomes to the Board;
- Communicate regularly with all levels of government in order to advocate for student issues;

- Be the Students' Society's primary spokesperson on all campaigns organized by Campaigns Committee, ~~or as assigned by the Board of Directors;~~
- Keep the Board of Directors informed of all government policy on post-secondary education and other issues relevant to members of the Students' Society; and
- ~~Liaise with provincial and national student organizations;~~
- Liaise with, and represent the Society, on external organizations, committees, and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies or by the Board of Directors.
- ~~Regularly review and propose updates to policies relevant to their position;~~
- ~~Assist other directors in their duties as needed;~~
- ~~Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors~~

## 8.7 At-Large Directors

The At-Large Directors shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Actively work to assist the ~~Lead Directors~~ **President and Vice Presidents** in the performance of their duties;
- ~~Assist in the coordination and implementation of local, provincial and national campaigns relating to education defense;~~
- ~~Scrutinize the activities of the Lead Directors, and~~
- Participate on at least two [2] committees of the Students' Society; and
- **Join the portfolio of at least one [1] President or Vice President and regularly report to and support their activities and initiatives.**

## 8.8 Constituency Organization Representatives and the Native Students' Union Representative

The Constituency Organization Representatives and the Native Students' Union Representative shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1;~~
- Scrutinize the activities of the Board of Directors;
- Liaise with their respective constituency organisations on the affairs of the Board of Directors. The Native Students' Union representative shall liaise with the Native Students' Union; and
- Participate in Advocacy Relations Committee.

## 8.9 Director of International Student Relations

The Director of International Student Relations shall:

- ~~Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,~~
- Perform those duties required of At-Large Directors as outlined in Bylaw Eight, Article Seven [8.7];
- Liaise with international students who attend the University of Victoria; and
- Collaborate and consult with the President and Vice Presidents on plans and goals in alignment with the interests of International Students.

#### Faculty Directors

~~The Faculty Directors shall:~~

- ~~Actively assist the Board in the performance of its duties,~~
- ~~Scrutinize the activities of the Lead Directors,~~
- ~~Participate on at least two [2] committees of the Student's Society, and~~
- ~~Represent the students in their faculty to the best of their abilities.~~