



UNIVERSITY OF NEW BRUNSWICK
STUDENT UNION

Executive Position Description Policy

University of New Brunswick Student Union

Enacted: March 19, 2017

Revised: April 7, 2019

Revised: April 11, 2021

University of New Brunswick Student Union Incorporated
Executive Position Description Policy

1. Mandate

- 1.1 To outline the roles and responsibilities of the elected members of the Executive Committee.

2. Policy

- 2.1. Written job descriptions are required for all employment positions. Job descriptions are made available to any administrator, union member or staff member. Requests for copies of job descriptions shall be directed to the President, who will respond and provide as needed.
- 2.2 The job description details the position's job functions and tasks. The description also specifies the minimum requirements required for the position. Job descriptions for executive councillors will include the minimum requirement of at least 2.0 GPA, and enrollment as a full time undergraduate student at the University of New Brunswick, plus any other requirements established by council.
- 2.3 The responsible executive councillor or supervisor shall develop the job description in conjunction with the President and submit such job description for approval by council. The President shall maintain a file of approved job descriptions indicating approval signatures and date.

3. Revising Job Descriptions

- 3.1 Each evaluation meeting shall be used as an opportunity for discussion and refinement of the job description.
- 3.2 Job descriptions should be reviewed by the affected employees annually.
- 3.3 No changes to job descriptions will be considered final until approved by council. Proposed changes to job descriptions deemed substantial by Executive committee will be submitted to the council for review and re-rating prior to approval.
- 3.4 Modified job descriptions are to be used for fiscal year-end evaluations.

Appendix A:



UNB Student Union – President

Location: Student Union Building, Fredericton, NB	
Date: May 1 st to April 30 th	Reports to: UNB Student Union Council
Hours: 37.5hrs/week	Course Limitations: 2 per term

Summary:

The President shall be the Chief Executive Officer of the Union and see to the day to day organization of the Union and the Executive council. The President will provide direction and leadership for the advancement of the objectives of the Union while ensuring meaningful student representation in the decision making processes of the Union. The President shall fulfill and perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Be the official media spokesperson for the Union.
- Represent the interests of students on all internal non-academic issues of the University.
- Maintain the Bylaws of the Union.

Supervisory Roles:

- Serve as the primary contact person for the
 - UNBSU legal counsel in regards to legal matters; and
 - UNBSU employees.
- Supervise the
 - Vice President Advocacy;
 - Vice President Internal;
 - Vice President Finance & Operations;
 - Vice President Student Life;
 - Vice President Communications; and
 - General Manager.
- See to the fulfillment of the duties and responsibilities of an/all Executive councillor(s) until such a time as the role is filled or they return to the position.
- Serve as Chairperson or Chief Returning Officer in their absence.

Accountabilities:

- In addition to the Vice President Advocacy and Vice President Internal, act as a liaison between the Union and
 - the University of New Brunswick Administration;
 - campus, local, Provincial and National media;
 - other student associations/unions;
 - other entities not otherwise provided for in these Bylaws with which the Union liaises;

- Be a non-voting member of all standing and ad hoc committees unless otherwise appointed to the committee;
- Be the secondary delegate to the New Brunswick Student Alliance (NBSA) and the Canadian Alliance of Student Associations (CASA); and
- Organize the transition conference for the incoming executive council.

Administrative Duties:

- Co-sign, along with the Secretary, the minutes of each Council meeting upon approval by two thirds of the Council.
- Present a report of all activities undertaken on behalf of the Union at all regular meetings of the Council.
- Be responsible as a co-signer of the monetary accounts of the Union.
- See to the distribution of bi-weekly Executive reports to council
- Provide a transition report to the incoming President at the end of your term.

Requirements:

- Be registered as an undergraduate student at UNB.
- Have and maintain a minimum GPA of 2.0.
- Take no more than two courses during each term as President.

Appendix B:



UNB Student Union – Vice President Advocacy

Location: Student Union Building, Fredericton, NB	
Date: May 1 st to April 30 th	Reports to: President
Summer Hours: 37.5hrs/week	Academic Year Hours: 15hrs/week

Summary:

The Vice President Advocacy shall advocate on all external student issues for the Union. The Vice President Advocacy will bring forward new initiatives for policy, campaigns and positions to promote meaningful change on student issues and ensure that students are well represented externally to the UNB community. The Vice President Advocacy will fulfill and perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Represent the Union to national and provincial student lobby groups, and the local community, regarding student issues.
- Assist the Union President in all matters relating to the external workings of the University of New Brunswick.

Supervisory Roles:

- Supervise and manage the following coordinators and any project associated with them:
 - Wellness Coordinator;
 - Multicultural Initiatives Coordinator; and
 - Get Out the Vote Coordinator (during election years).
- See to the fulfillment of the role of the Vice President Internal until such a time as they are elected or able to return to the role.

Accountabilities:

- Be the primary representative to following organizations:
 - New Brunswick Student Alliance (NBSA); and
 - Canadian Alliance of Student Association (CASA).
- Be the primary representative with the MLA's and the MP for Fredericton area;
- Plan and execute De-Stress fest.
- Act as a liaison between the:
 - UNB Mi'kmaq-Wolastoqey Centre;
 - UNB Student Services;
 - UNB Government Relations office and the Union; and
 - International student advisor's office.

Administrative Duties:

- Present a report of all activities undertaken at all regular meetings of the Council.
- Provide updates to the Council on activities undertaken at each meeting of Council.
- Provide a transition report to the incoming Vice President Advocacy before leaving office.

Requirements:

- Be registered as an undergraduate student at UNB..
- Have and maintain a minimum GPA of 2.0.

Appendix C:



UNB Student Union – Vice President Internal

Location: Student Union Building, Fredericton, NB	
Date: May 1 st to April 30 th	Reports to: President
Summer Hours: 37.5hrs/week	Academic Year Hours: 15hrs/week

Summary:

The Vice President Internal shall be responsible for monitoring academic regulations and improving the overall quality of life at the University of New Brunswick. The Vice President Internal will also be responsible for advocating on all academic matters. The Vice President Internal shall ensure that there be adequate student representation in all internal related decision making processes of the University of New Brunswick.

Key Responsibilities:

- Assist the Union President in all matters relating to the academic workings of the University of New Brunswick and internal workings of the Union.
- Oversee and act as a support for Council and councillor projects.
- Plan transition for councillors and student senators in September.

Supervisory Roles:

- Supervise and manage the following coordinators and staff:
 - Academic Programming Coordinator;
 - Council Chair (along with Council); and
 - Council Secretary (along with Council).
- See to the fulfillment of the role of the President until such a time as they are elected or able to return to the role.

Accountabilities:

- Act as the primary contact person for Council, Chair, and Secretary.
- Act as a liaison between the Union and the University Senate.
- Be a student senator on the University of New Brunswick Fredericton Senate.
- Serve as the primary contact person for all student senators, as well as all students on Senate standing committees.
- Ensure the execution of academic programming.
- Act as a liaison between the Office of the UNB President and the Union.
- Act as a liaison between the Union and Faculty councils.

Administrative Duties:

- Provide updates to the Council on activities undertaken at each meeting of Council.
- Provide a transition report to the incoming Vice President Internal at the end of the term.

Requirements:

- Be registered as an undergraduate student at UNB.
- Have and maintain a minimum GPA of 2.0.

Appendix D:

UNB Student Union Vice President Finance & Operations



Location: Student Union Building, Fredericton, NB	
Date: May 1 st to April 30 th	Reports to: President
Summer Hours: 37.5hrs/week	Academic Year Hours: 15hrs/week

Summary:

The Vice President Finance & Operations shall be the Chief Financial Officer of the Union and shall manage the internal operations of the Union. The Vice President Finance & Operations shall fulfill and perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Upon request, exhibit the books and accounts to any Member of the Union.
- Be responsible for the enforcement of the financial policy of the Union.
- Be responsible for the enforcement of the human resources policy of the Union within clubs and societies.
- Oversee hiring within the Union and manage the hiring email account.
- Be responsible for enforcing risk management protocols for all activities undertaken by the Union.
- Advise the Union of and administer funding requests of ratified clubs and societies pursuant to the financial policy of the Union.
- Review, on an ongoing basis, all revenue-based services of the Union, including but not limited to The Paper Trail.
- Solicit sufficient sponsorship for Orientation Week, UNBSU Services, and events in coordination with the Director of Campus Events..

Supervisory Roles:

- Determine and supervise coordinators and directors that fall under the jurisdiction of the Finance and Operation portfolio.
- Organize the Annual General Meeting in collaboration with the VP Communications.
- Supervise the following coordinators:
 - Townhouse Coordinator; and
 - Clubs and Societies Coordinator.

Accountabilities:

- Provide direction to and receive feedback from the Union clubs and societies.
- Serve as UNBSU Orientation treasurer.
- Serve as the SUBS Inc. treasurer.
- At the request of the Council, report within one week upon the general financial position of the Union.

Administrative Duties:

- Maintain the Union membership list.
- Be responsible as a co-signer of the monetary accounts of the Union.
- Present a report of all activities undertaken at all regular meetings of the Council.
- Provide updates to the Council on activities undertaken at each meeting of Council.
- Provide a transition report to the incoming Vice President Finance & Operations at the end of their term.
- Host a clubs & societies Town Hall at least once per year.

Requirements:

- Be registered as an undergraduate student at UNB.
- Have and maintain a minimum GPA of 2.0.

Appendix E:

UNB Student Union - Vice President Student Life



UNIVERSITY OF NEW BRUNSWICK
STUDENT UNION

Location: Student Union Building, Fredericton, NB	
Date: May 1 st to April 30 th	Reports to: President
Summer Hours: 37.5hrs/week	Fall/Winter Hours: 15hrs/week

Summary:

The Vice President Student Life shall manage and be responsible for the delivery of and keeping all student services and events provided by the Union up to date. The Vice President Student Life shall perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Manage all services provided by the Union in collaboration with their respective coordinators. These services managed are:
 - SafeRide
 - Campus Food
 - Student Legal Information Center
 - Alcohol and Cannabis Education
- SafeRide responsibilities:
 - Work in collaboration with the SafeRide Coordinator in commencing the SafeRide service at the start of the Fall Semester and ensure its operation until the end of the academic year.
 - Ensuring the operation of the Grocery Runs with the Coordinator.
 - Ensuring that the fleet has the latest Union decals and updating when necessary.
 - Analyzing usage of the service and making changes to operation as necessary.
 - Negotiating contracts with other institutions interested in using SafeRide in collaboration with the VP Finance & Operations.
- Campus Food responsibilities:
 - Work with the Garden Coordinator in the summer to ensure that the UNBSU Community Garden is open to members.
 - Overseeing the logistics of the Garden through renting out plots and helping the Garden Coordinator whenever possible.
 - Working with the Food Coordinator during the year to run the Fresh Food Bags program as well as the TasteBreaker Bundles in collaboration with Community Food Smart and University Rite Shop respectively throughout the academic year.
 - Managing the Tower Gardens located at the Student Union Building in collaboration with the Garden Coordinator.

- Creating programming in regards to education of food security on the UNB campus with the Food Coordinator.
 - When possible, applying for federal and provincial funding such as, but not limited to, the Environmental Trust Fund to maximise resources for the Garden as well as food security programming.
- Student Legal Information Center responsibilities:
 - Working with the Senior Coordinator to hire the Junior Coordinator.
 - Developing programming to increase awareness of a free legal clinic as well as potential recommendation to the Union lawyer for undergraduate and part time student population.
- Alcohol and Cannabis Education responsibilities:
 - Working in collaboration with the Alcohol and Cannabis Education Coordinator to develop innovative and effective programming towards the education and promotion of safe alcohol and cannabis consumption on and off campus.
 - Developing resources to use through memorabilia and the Union website for the student population.
- Develop inclusive and memorable Union related events for the undergraduate and part-time student population in addition to:
 - Blast-off Concert
 - Winter Carnival
 - Red n' Black Revue
 - Student Union Recognition Awards, in collaboration with the Executive Team
- Blast-off Concert responsibilities:
 - Working with the Director of Campus Events as well as the Orientation Week team to organize and run the Blast-off concert during Orientation Week.
- Winter Carnival responsibilities:
 - Working with the Director of Campus Events to organize and run the Winter Carnival during the Winter Semester to welcome students back to campus after the winter break.
- Red n' Black Revue responsibilities:
 - Celebrate achievements of past UNB alumni and Union alumni through organizing and running the Red n' Black Revue with the Director of Campus Events.
- Student Union and Recognition Awards responsibilities:
 - Celebrating the year with Union employees such as, but not limited to, Councillors, Coordinators, Orientation Week team through an end-of-year event organized in collaboration with the Executive Team.
- Ensuring that student life at UNB is inclusive, safe, and healthy by providing various initiatives, services, and events hosted by the Union.

Supervisory Roles:

- Supervise and manage the following coordinators and employees along with any projects associated with them:

- SafeRide Coordinator;
- SafeRide Drivers;
- Student Legal Information Center Senior Coordinator;
- Student Legal Information Center Junior Coordinator;
- Campus Food Coordinator;
- Garden Coordinator;
- Alcohol and Cannabis Education Coordinator;
- Director of Campus Events; and
- Red and Black Revue Coordinators.

Accountabilities

- Serve as the primary point of contact for questions regarding services offered by the Union.
- Provide direction regarding event planning and operation when needed.
- Ensure continuity of operations within services with each passing year.
- Provide updates to council on changes made to operations of services at Council meetings.

Administrative Duties:

- Work with UNB Financial Aid to operate the Great Computer Giveaway.
- Work in collaboration with the VP Communications to develop the UNBSU Agenda.
- Provide updates to the Council on activities undertaken at each meeting of Council.
- Bring proposals for new services to the Council and be responsible for implementing new services approved by the Council.
- Provide a transition report to the incoming Vice President Student Life at the end of term.

Requirements:

- Be registered as an undergraduate student at UNB.
- Have and maintain a minimum GPA of 2.0.

Appendix F:

UNB Student Union - Vice President Communications



UNIVERSITY OF NEW BRUNSWICK
STUDENT UNION

Location: Student Union Building, Fredericton, NB	
Date: May 1 st to April 30 th	Reports to: President
Summer Hours: 37.5hrs/week	Fall/Winter Hours: 15hrs/week

Summary:

The VP Communications is responsible for promoting the UNB Student Union on campus, in the community, and online, in support of the Student Union's mission and strategic objectives. The VP Communications will be the public relations officer for the union. They will work in a collaborative manner with the Student Union's Executive team to communicate the Union's messages and content. They are responsible for maintaining the UNBSU brand, enforcing the UNBSU Branding Guidelines, and communicating UNBSU goals, initiatives, and services to all students. They are responsible for governing the Union's online presence, including the social media channels and website. The VP Communications is responsible for developing a marketing plan and content strategy for the year and will oversee the production of all marketing materials and collateral.

Key Responsibilities:

- Be responsible in serving as the primary communicator of the UNBSU's brand to UNB students
- Develop innovative strategies to communicate UNBSU events, initiatives, services, campaigns, and projects
- Oversee all Student Union Social media
- Manage the Student Union website
- Manage the photo catalogue for the Student Union
- Enforce the branding guidelines for all materials associated with the Student Union
- Work in collaboration with the Vice President Student Life to oversee the production of the UNBSU Agenda
- Oversee all promotions for Student Union-related events & initiatives
- Oversee the production of all marketing materials and collateral in accordance with the Student Union's brand standards
- Develop and execute promotional campaigns, including but not limited to: videos, photoshoots, and giveaways
- Be responsible for tracking analytics and promotional data
- Oversee all media communications on behalf of the Union.
- Sit on the UNBSU Council as a non-voting member

Supervisory Roles:

- Supervise and manage the following coordinators and staff:
 - Graphic Designer

- Videographer
- Along with the Director of Campus Events oversee the Student Experience Team

Accountabilities:

- Act as a liaison between:
 - UNB Communications office and the Union;
 - UNB Marketing and the Union
- The VP Communications reports and is accountable to the UNB Student Union President

Administrative Duties:

- Provide updates to the Council on activities undertaken at each meeting of Council.
- Present an annual written report (in the form prescribed by the Council) to the Council before leaving office
- Provide a transition report to the incoming VP Communications at the end of term

Requirements:

- Be registered as an undergraduate student at UNB.
- Have and maintain a minimum GPA of 2.0.