



**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

Revised: April 3, 2022

University of New Brunswick Student Union Incorporated  
**Executive Position Description Policy**

**1. Mandate**

- 1.1 To outline the roles and responsibilities of the 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 an 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*

<b>Location:</b> Student Union Building, Fredericton, NB	
<b>Date:</b> May 1 <sup>st</sup> to April 30 <sup>th</sup>	<b>Reports to:</b> UNB Student Union Council
<b>Hours:</b> 37.5hrs/week	<b>Course Limitations:</b> 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 committee. 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 spokesperson for the Union;
- Support the priorities of all Vice-Presidents portfolios and ensure the executive team works as a cohesive unit with unified goals;
- Foster an effective workplace for the executive team through professional development and team building opportunities;
- Maintain the Bylaws of the Union.

#### **Supervisory Roles:**

- Serve as the primary contact person for the UNBSU legal counsel in regards to legal matters;
- Supervise the:
  - Vice President Academic;
  - Vice President Events and Services;
  - Vice President Finance & Operations;
  - Vice President Student Wellness;
  - Vice President Communications;
  - Vice President Policy and Research;
  - **Council Chairperson; 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 in the absence of a Chairperson and Chief Returning Officer

#### **Accountabilities:**

- In addition to the respective Vice Presidents 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 primary delegate to the Canadian Alliance of Student Associations (CASA) and any external advocacy organizations; and
- Organize the transition conference for the incoming executive committee;
- Organize the Annual General Meeting at the end of the winter term;
- Conduct semesterly councillor checkins and provide support for councillor projects as assigned by the VP Finance and Operations

### **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 during the Summer;
- Conduct semesterly performance reviews of the Vice Presidents;
- Provide a transition report to the incoming President at the end of your term;
- **Serve as a non-voting member on all Union committees;**
- Chair the following Union committees:
  - Policy Committee;
  - Advancement Committee

### **Requirements:**

- Be registered as a part-time undergraduate student at UNB with no more than two courses per term;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0

## Appendix B:



### *UNB Student Union – Vice President Student Wellness*

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

#### **Summary:**

The Vice President Student Wellness shall advocate on all internal, non-academic student issues for the Union. The Vice President Student Wellness will bring forward new initiatives for University non-academic policy, campaigns and positions to promote meaningful change on student issues. They will ensure that students are being equitably represented and advocated for by the Union and that Student Union initiatives support equity, diversity, and inclusivity. The Vice President Student Wellness 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 the University regarding non-academic student issues;
- Oversee the annual Breaking Stereotypes campaign **in collaboration with the Vice President Academic;**
- Research and bring forth proposals for new non-academic University policies for the University to improve the overall quality of life for students;
- Ensure the Student Union is honoring and participating in recognition based events (i.e. Pride, Black History Month, International Women's Day, Orange Shirt Day, etc.)

#### **Supervisory Roles:**

- Supervise and manage the following coordinators and any project associated with them:
  - Wellness Coordinator; and
  - Multicultural Initiatives Coordinator

#### **Accountabilities:**

- Support the respective coordinator in the planning of the following community wellness initiatives:
  - De-Stress fest, wellness week, international week, sex week, sustainability and finance week
- Act as a liaison between the Union and:
  - UNB Mi'kmaq-Wolastoqey Centre (MWC);
  - UNB Student Services;
  - The 203 Centre for Gender and Sexual Diversity;
  - The University Women's Centre (UWC);

- And other equity seeking groups.
- Conduct semesterly councillor check-ins and provide support for councillor projects as assigned by the VP Finance and Operations

**Administrative Duties:**

- Present a report of all activities undertaken at all regular meetings of the Council.
- Provide a transition report to the incoming Vice President Student Wellness before leaving office.
- Chair the following Union committees:
  - o Advocacy Committee

**Requirements:**

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.

## Appendix C:



### *UNB Student Union – Vice President Academic*

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

#### **Summary:**

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

#### **Key Responsibilities:**

- Support all matters relating to the academic workings of the University of New Brunswick
- Oversee and act as a support for Student Senators and students appointed to UNB Fredericton senate standing committees;
- Research new opportunities for academic programming to improve the quality of education and educational supports for students
- In collaboration with the Vice President Student Wellness, oversee the annual breaking stereotypes campaign

#### **Supervisory Roles:**

- Supervise and manage the following coordinators and staff:
  - Academic Programming Coordinator

#### **Accountabilities:**

- Act as a liaison between the Union and:
  - the University Senate;
  - the University Registrar;
  - the Office of the UNB Vice President Academic
  - faculty councils;
  - And any other academic unit of the University;
- 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;
- Conduct semesterly councillor check-ins with faculty councillors and provide support for councillor projects as needed

**Administrative Duties:**

- Conduct semesterly check-ins with students appointed to University committees and provide support for those students as required;
- Provide reports to Council on activities undertaken at each meeting of Council;
- Provide a transition report to the incoming Vice President Academic at the end of the term.
- Chair the following Union committees:
  - Internal Affairs Committee;
  - Senate Committee
- Oversee the appointment of councillors to Student Union standing and ad-hoc committees as needed

**Requirements:**

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.



## Appendix D:

### **UNB Student Union Vice President Finance & Operations**



<b>Location:</b> Student Union Building, Fredericton, NB	
<b>Date:</b> May 1 <sup>st</sup> to April 30 <sup>th</sup>	<b>Reports to:</b> President
<b>Summer Hours:</b> 37.5hrs/week	<b>Academic Year Hours:</b> 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 and approval of student events in collaboration with the Student Event Risk Committee (SERC) 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;
- Solicit sufficient sponsorships for UNBSU Services and events in coordination with the Director of Campus Events and respective Vice Presidents;
- Plan transition for Council;
- Divide councillor check-ins amongst respective Vice Presidents and follow up to ensure Vice Presidents are adequately supporting their respective councillors

#### **Supervisory Roles:**

- Supervise the following coordinators:
  - Townhouse Coordinator;
  - RED Awards Chair in collaboration with VP Communications;
  - ~~Council Chairperson;~~
  - ~~Council Secretary; 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:**

- 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 a transition report to the incoming Vice President Finance & Operations at the end of their term;
- Submit time sheets for part-time employees to the General Manager on time for bi-weekly payroll submission;
- Host a clubs & societies Town Hall at least once per term;
- Chair the following Union Committees:
  - Selections Committee;
  - Clubs and Societies Finance Committee

**Requirements:**

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.

## Appendix E:

### **UNB Student Union - Vice President Events and Services**



UNIVERSITY OF NEW BRUNSWICK  
STUDENT UNION

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

#### **Summary:**

The Vice President Events and Services shall manage and be responsible for the oversight of all services and campus events provided by the Union. The Vice President Events and Services 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 are:
  - SafeRide;
  - Food;
  - ~~Student Legal Information Center (SLIC);~~
  - Alcohol and Cannabis Education (ACE);
  - Bike Co-op;
  - PaperTrail;
  - Health and Dental Insurance;
  - Campus Events
- 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 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 Hamper Food Boxes** in collaboration with Community Food Smart **and Greener Village Food Bank** **respectively** throughout the academic year;
- Managing the Tower Gardens located at the Student Union Building in collaboration with the Garden Coordinator and Food Coordinator;
- When possible, applying for federal and provincial funding such as, but not limited to, the Environmental Trust Fund to maximize 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 in collaboration with Vice President Communications;
- Alcohol and Cannabis Education responsibilities:
  - Support the Alcohol and Education Coordinator in the creation and execution of alcohol and cannabis harm reduction programming
- Campus Events
  - Support the Director of Campus Events in the planning and execution of the following major events:
    - Kick-off Concert
    - Winter Carnival
    - Red n' Black Revue
    - Celebrate UNB Days
  - Assist the Director of Campus in the supervising of the Student Experience Team (SET);
  - In collaboration with the Vice President Finance and Operations and the director of Campus Events develop a sponsorship strategy and sponsorship package to secure funding for major 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 services and events of the UNBSU are inclusive, safe, and relevant.

### **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;**

- Food Coordinator;
- Garden Coordinator;
- Alcohol and Cannabis Education Coordinator;
- Director of Campus Events;
- Student Experience Team

### **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;
- Conduct semesterly councillor check-ins and provide support for councillor projects as assigned by the VP Finance and Operations

### **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 reports to 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;
- Submit time sheets for part-time employees to the General Manager on time for bi-weekly payroll submission;
- Provide a transition report to the incoming Vice President **Events and Services** at the end of term.
- Chair the following Union committees:
  - Student Life and Awards
  - Alcohol and Cannabis Education Steering Committee

### **Requirements:**

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.

## Appendix F:

### **UNB Student Union - Vice President Communications**



UNIVERSITY OF NEW BRUNSWICK  
STUDENT UNION

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

#### **Summary:**

The VP Communications is responsible for promoting the UNB Student Union on campus and online, in support of the Student Union's mission and strategic objectives. The VP Communications will be the internal 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, **newsletter**, 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:**

- Sit on the UNBSU Council as a non-voting member;
- Be responsible in serving as the primary communicator of the UNBSU's brand to UNB students and administration;
- Oversee the production of all marketing materials and collateral in accordance with the Student Union's brand standards;
- Develop innovative strategies to communicate UNBSU events, initiatives, services, campaigns, and projects;
- Oversee all Student Union Social media;
- Manage the Student Union website;
- **Manage creation and distribution of UNBSU newsletters**
- Manage **and develop** the photo catalogue for the Student Union;
- Work in collaboration with the Vice President Events and Services to oversee the production of the UNBSU Agenda;
- Act as a consultant with the respective Vice Presidents on their promotional campaigns, including but not limited to: videos, photoshoots, and giveaways;
- Be responsible for tracking analytics of all communications;
- Oversee all internal media communications on behalf of the Union;

- Conduct semesterly councillor check-ins and provide support for councillor projects as assigned by the VP Finance and Operations

**Supervisory Roles:**

- Supervise and manage the following coordinators and staff:
  - Graphic Designer
  - Videographer
  - RED Awards Chair in collaboration with VP Finance and Operations

**Accountabilities:**

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

**Administrative Duties:**

- Provide reports to the Council on activities undertaken at each meeting of Council;
- Submit time sheets for part-time employees to the General Manager on time for bi-weekly payroll submission;
- Provide a transition report to the incoming VP Communications at the end of term

**Requirements:**

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.

## Appendix G:

### **UNB Student Union - Vice President Research and Policy**



UNIVERSITY OF NEW BRUNSWICK  
STUDENT UNION

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

#### **Summary:**

The Vice President Research and Policy shall advocate on all external student issues for the Union. The Vice President Research and Policy 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 all levels of government. The Vice President Research and Policy will fulfill and perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

#### **Key Responsibilities:**

- Sit on the UNBSU Council as a non-voting member
- Identify external policy needs
  - Inform students and the public through research and development of position papers
  - Research and analyze key external policy issues as guided by consultations with students
- Strategy Development
  - Assess current government and administration climates to determine how and when to advocate for developed policy goals
  - Develop strategies on how to effectively lobby UNBSU policy to **municipal, provincial, and federal governments**
- Provide support as needed in analyzing and researching university policy and Student Union organizational policy
- Conduct semesterly councillor check-ins and provide support for councillor projects as assigned by the VP Finance and Operations

#### **Supervisory Roles:**

- Supervise and manage the following coordinators and staff:
  - Get Out the Vote (GOTV) Coordinator (in election years)



**Accountabilities:**

- Act as a liaison between the Union and:
  - UNB Government Relations Office;
  - The elected officials at all three levels of government representing Fredericton
  - Relevant stakeholders in all three levels of government
- Plan and execute an annual Advocacy Week
- Be the secondary delegate to the Canadian Alliance of Student Associations (CASA) and any external advocacy organizations
- Collaborate with elected government officials to ensure elected representatives have a presence on campus through stakeholder events (i.e. MLA Monday, MP Tuesdays) and students have an opportunity to discuss pressing issues with their elected representatives directly
- The VP Research and Policy reports and is accountable to the UNB Student Union President

**Administrative Duties:**

- Provide reports to the Council on activities undertaken at each meeting of Council;
- Provide a transition report to the incoming VP Research and Policy at the end of term

**Requirements:**

- Be registered as an undergraduate student at UNB;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0.