



University Students' Council of the University of Western Ontario
**PRESIDENT PORTFOLIO:
POSITION DESCRIPTIONS**

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive Council

RATIFIED BY: Executive Council

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1.00 EXTERNAL RESEARCH COMMISSIONER

1.01 Mandate:

(1)

1.02 Supervisor: President

1.03 Honoraria: n/a (Refer to Honoraria Policy)

1.04 Duties:

- (1) In consultation with the President and Vice-Presidents decide on an issue-oriented research project(s) for the benefit of the USC;
- (2) Undertake the research project(s) over the course of the academic year;
- (3) Establish contacts with other universities and organizations where necessary;
- (4) Where necessary for research purposes and at the discretion of the President, travel to other university campuses;
- (5) Consult regularly with the President and provide progress updates on the status of the research project;
- (6) At the discretion of the President, make a presentation to Council regarding the findings of the research project;
- (7) Present a written report outlining the findings of the project to the President no later than May 1st;
- (8) For general administrative responsibilities, refer to Appendix 1 General Commissioner and Coordinator Responsibilities (attached).



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APPENDIX A

TO: PRESIDENT PORTFOLIO: POSITION DESCRIPTIONS

1.00 GENERAL COMMISSIONER AND COORDINATOR RESPONSIBILITIES

1.01 All Commissioners and Coordinators shall:

- (1) Abide by all USC By-Laws, Policies and Procedures, including the Conflict of Interest Policy;
- (2) Be responsible for the preparation and development of a budget for any programs under her discretion and submit these to the Vice-President or Officer responsible for the commissioner/coordinator position, as requested;
- (3) Be responsible for the day-to-day execution of program(s) under her direction;
- (4) Attend Standing Committee Meetings as required by the Standing Committee Chair or Executive Officer responsible for the commissioner or coordinator position;
- (5) Provide thorough transitional training for her respective incoming-commissioner or coordinator prior to the end of her term;
- (6) Maintain a correspondence binder of activities that occur throughout her term;
- (7) Maintain an email address that is assigned by the USC IT Manager and is not the commissioner/coordinator's personal email address;
- (8) Submit a final report prior to April 30th unless otherwise specified herein. The final report shall be submitted to the respective Executive Officer whose portfolio the Commissioner or Coordinator falls under. The final report shall comply with Final Reports Procedure and shall outline recommendations for the respective portfolio;
- (9) Coordinate the purchase/rental of merchandise and materials in accordance with the USC General Purchasing Policy;



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- (10) Coordinate with the **Student Life Department** for any applicable contractual, security, sponsorship or technical aspects of programming or events;
- (11) Assume all other duties as assigned by the respective Executive Officer; and,
- (12) Report to Council on matters falling within the commissioner's or coordinator's portfolio where required by the Executive Officer and/or Council.