



University Students' Council of the University of Western Ontario **EXECUTIVE OFFICERS TERMS OF REFERENCE**

EFFECTIVE: 5 April 2011

SUPERSEDES: Undated

AUTHORITY: Council

RATIFIED BY: Council
16 March 2011

**RELATED
DOCUMENTS:**

PAGE | 1 of 5

PURPOSE:

This document shall be to provide Terms of Reference for Executive Officer portfolios.

1.00 PRESIDENT

1.01 Mandate

- (1) Represent the interests of the University Students' Council and the student body and oversee and provide strategic direction for the organization.

1.02 Duties

- (1) Act as Chairperson of the Executive Council.
- (2) Act as the chief advocate and representative for students to relevant stakeholders, including but not limited to, The University of Western Ontario, City of London, USC alumni, and other external partners and groups.
- (3) Respond to daily issues that affect the student population.
- (4) Collaborate with the Vice-President University Affairs on municipal relations.
- (5) Facilitate and oversee priorities that are set by the Executive Officers.
- (6) Act as the primary spokesperson for the Corporation.
- (7) Facilitate and coordinate the Strategic Vision for the Corporation.
- (8) Provide support and collaborate with the constituent councils.
- (9) If wishing to take a leadership role in an external organization the President is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.

2.00 VICE-PRESIDENT CAMPUS ISSUES

2.01 Mandate



University Students' Council of the University of Western Ontario **EXECUTIVE OFFICERS TERMS OF REFERENCE**

PAGE | 2 of 5

- (1) Ensure and promote equal opportunity and acceptance for any individual student, social group or student group.

2.02 Duties

- (1) Protection through advocacy of underrepresented groups.
- (2) Ensure equal access to opportunities for all students that enhance quality of life.
- (3) Develop community partnerships in support of the portfolio mandate.
- (4) Collaborate with the Vice-President University Affairs to conduct assessments of accessibility at Western.
- (5) Promote awareness of issues facing the student population.
- (6) Oversee USC Services that encompass diversity, sensitivity and other social/cultural issues.
- (7) If wishing to take a leadership role in an external organization the Vice-President Campus Issues is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.

3.00 VICE-PRESIDENT FINANCE

3.01 Mandate

- (1) Ensure effective management of the allocation of corporate resources and endeavors of the University Students' Council.

3.02 Duties

- (1) Stewardship of the annual budget as a key strategic document for the organization, and provide regular updates and advice to Council regarding the financial position of the corporation.
- (2) Explore and develop responsible sponsorship and fund development opportunities that are in line with the USC's Strategic Vision.
- (3) In conjunction with the General Manager and/or relevant Senior Manager, communicate directives of the Executive Council to operational managers.



University Students' Council of the University of Western Ontario **EXECUTIVE OFFICERS TERMS OF REFERENCE**

PAGE | 3 of 5

- (4) Provide an advisory and oversight role with regards to marketing of USC operations to ensure efforts are in line with the needs of students.
- (5) Comprehensive oversight over management of corporate resources.
- (6) Provision of services that promote financial literacy for the student body.
- (7) Administer grants and club finances.
- (8) If wishing to take a leadership role in an external organization the Vice-President Finance is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.

4.00 VICE-PRESIDENT STUDENT EVENTS

4.01 Mandate

- (1) Coordinate involvement and facilitate engagement of students in events and programming to enhance the student experience.

4.02 Duties

- (1) Oversee, plan, execute and support student programs and clubs.
- (2) Facilitate involvement outside of the classroom.
- (3) Coordinate with Student Life Department to ensure safe and relevant programming for students.
- (4) Advocate for adequate resources for use in programming.
- (5) Engage with community stakeholders relevant to accomplishing the portfolio mandate.
- (6) If wishing to take a leadership role in an external organization the Vice-President Student Events is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.

5.00 VICE-PRESIDENT UNIVERSITY AFFAIRS



University Students' Council of the University of Western Ontario **EXECUTIVE OFFICERS TERMS OF REFERENCE**

PAGE | 4 of 5

5.01 Mandate

- (1) Advocate on behalf of students to institutions that affect post-secondary educational policy.

5.02 Duties

- (1) Build and maintain relationships with the University, Provincial and Federal governments, and other external stakeholders that influence post-secondary educational policy.
- (2) Represent undergraduate students' academic and educational interests.
- (3) Promote academic issues that affect students, and seek and respond to student feedback regarding their educational experience.
- (4) Collaborate with the President on municipal relations.
- (5) Collaborate with the Vice President Campus Issues to conduct assessments of accessibility at Western.
- (6) Advocate for more accessible, affordable, and high quality undergraduate education.
- (7) Strengthen career development for Western students.
- (8) Ensure the university is accountable to students by advocating for enhanced financial transparency and greater participation of students in university governance.
- (9) Promote and strengthen the broader educational experience for students of Western, focusing on expanding the opportunities for learning outside of the classroom.
- (10) If wishing to take a leadership role in an external organization the Vice-President University Affairs is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.

6.00 VICE-PRESIDENT COMMUNICATIONS

6.01 Mandate

- (1) Facilitate communication on behalf of the organization and develop promotional and branding strategies to further the USC mandate.



University Students' Council of the University of Western Ontario **EXECUTIVE OFFICERS TERMS OF REFERENCE**

PAGE | 5 of 5

6.02 Duties

- (1) Develop USC marketing and promotions campaigns, and implement and review USC branding strategies.
- (2) Oversee USC public relations efforts.
- (3) Support the Executive Council and Council in their efforts to communicate with students and the community.
- (4) Ensure the USC stays current with media and communications trends.
- (5) Provide oversight over USC media outlets while respecting editorial autonomy.
- (6) Ensure open lines of communication with students.
- (7) If wishing to take a leadership role in an external organization the Vice-President Communications is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.