



University
of Manitoba
**STUDENTS'
UNION**

Motion

0589

Date

December 12, 2023

Amendments to Positions and Duties

Category

Bylaws

Motion

WHEREAS the Executive Committee provided the Governance Committee with a proposal to amend the Positions and Duties of the President, Vice President Advocacy, Vice President Student Life, Vice President Finance and Operation, and Vice President Community Engagement in the Governance and Operations Manual of the University of Manitoba Students' Union.

WHEREAS the Governance Committee finds the proposal to be warranted and therefore wishes to amend "Section IV: Positions and Duties" of the Governance and Operations Manual of the University of Manitoba Students' Union (see attached documentation; the current job descriptions and proposed new job descriptions).

BE IT RESOLVED that the Board of Directors approve the proposed amendments to "Section IV: Positions and Duties" of the Governance and Operations Manual of the University of Manitoba Students' Union.

BE IT RESOLVED that these changes will not take effect until May 1, 2024, at which point the newly elected Executives will take office of their newly defined Positions and Duties.

BE IT FURTHER RESOLVED that the updated Positions and Duties of the President, Vice President University Affairs, Vice President External Affairs, Vice President Student Life, and Vice President Finance and Operations be utilized in the 2024 UMSU Annual General Election.

Status
Pending

Moved By: **Governance**

First Name

Seconded By:

First Name

Committee

Last Name

Last Name

Current Job Descriptions in Section IV: Positions and Duties

President

1. The President shall be responsible for:
 - a. The overall operation of the Union.
 - b. Acting as the Union spokesperson on all student issues, but may choose to delegate a specific issue to a Vice President.
 - c. Advocating the Union's interests in the Board of Governors, the Senate and any other committees of the University of which the President is a member or whom the President has an opportunity to address, in conjunction with the Vice President Advocacy.
 - d. Serving as a liaison between UMSU and administration of the University, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of UMSU, in conjunction with the Vice President Advocacy.
 - e. Representing the membership of UMSU to provincial, federal and municipal levels of government on any and all matters pertaining to students, in conjunction with the Vice President Advocacy.
 - f. Ensuring that any programs of the Board and the Union are implemented in accordance with the motions of the Board, and the Governing Documents, and providing input to the governance committee and Board of Directors as to how to improve the governance of the Union to best suit the needs of the organization and its membership.
 - g. Serving as a liaison between UMSU and external government advocacy organizations, in conjunction with the Vice President Advocacy.
 - h. Providing long term strategic direction for the Union, in conjunction with the Vice President Finance and Operations and the General Manager.
 - i. Reporting any executive responsibility changes to the UMSU Board of Directors.
 - j. Representing the priorities of the UMSU board of directors and executive to all UMSU full-time staff members.
 - k. Advocating the Union's interests as a non-voting ex-officio member of the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the Vice President Finance and Operations and the Vice President Student Life.
 - l. Chairing the Executive Committee.
 - m. Chairing the Selections Committee.
 - n. Acting as an ex-officio, non-voting member of the Governance Committee.
 - o. Acting as an ex-officio, non-voting member of the Finance Committee.
 - p. Shall assist with all campaigns relevant to their portfolio.
 - q. Performing any other duties and responsibilities as directed by the Governing Documents or the Board.

Vice President Advocacy

2. The Vice President Advocacy shall be responsible for:
 - a. Advising Members of the Union on academic and disciplinary appeals and related matters.
 - b. Acting as the official Student Advocate under the authority of the UMSU Act.
 - c. Advocating the Union's interests in the Board of Governors, the Senate and any other committees of the University of which the Vice President Advocacy is a member, or whom the Vice President Advocacy has an opportunity to address, in conjunction with the President.
 - d. Serving as a liaison between UMSU and administration of the University, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of UMSU, in conjunction with the President.

- e. Representing the membership of UMSU to provincial, federal and municipal levels of government on any and all matters pertaining to students, in conjunction with the President.
- f. Serving as a liaison between UMSU and external government advocacy organizations, in conjunction with the President.
- g. Overseeing the research and policy development of UMSU to be utilized in lobbying efforts to the university and all levels of government, and updating UMSU's position statements book accordingly.
- h. Acting as the Chair of the Student Senate Caucus.
- i. Shall assist with all campaigns relevant to their portfolio.
- j. Performing any other duties or tasks assigned by the Governing Documents, the President, or by the Board.

Vice President Student Life

- 3. Vice President Student Life shall be responsible for:
 - a. Overseeing all activities between UMSU and UMSU recognized student clubs.
 - b. Serving as the liaison between UMSU and UMSU's community representatives, while ensuring UMSU consults with, and provides appropriate supports to, marginalized communities on campus in the spirit of equity, diversity and inclusion.
 - c. Ensures UMSU fulfills its commitment to Reconciliation and collaboration with Indigenous communities on campus.
 - d. Serving as a liaison between UMSU and Student Associations, and attending the meetings of such Student Associations at their request as far as practicable.
 - e. Overseeing the implementation of the UMSU peer tutoring program and any other academic assistance to students as deemed appropriate.
 - f. Overseeing the development and implementation of all campaigns of the Union.
 - g. Liaising with the Financial Aid Office of the University of Manitoba to provide students with financial assistance in the form of hardship funding and access to the food bank.
 - h. Chairing meetings of the Assembly of Club Executives.
 - i. Acting as the Chair of the Member Services Committee.
 - j. Chairing the Board of Senior Sticks, and facilitating the involvement of the Senior Sticks in the activities of UMSU.
 - k. Performing any other duties and responsibilities as directed by the Governing Documents, the President, or the Board.

Vice President Finance and Operations

- 4. The Vice President Finance and Operations shall be responsible for:
 - a. Overseeing all financial management of the Union, including preparing and maintaining the budget.
 - b. Overseeing the operations of all UMSU businesses, in conjunction with the General Manager.
 - c. Assisting with human resource matters of the UMSU Businesses, where applicable, in conjunction with the General Manager or as directed by the President.
 - d. Overseeing the implementation of the Health and Dental Program and advocating for UMSU's interests while serving as the primary point of contact with the Health and Dental Broker.
 - e. Overseeing the implementation of the UPASS program and advocating for UMSU's interests to Winnipeg Transit, in conjunction with the President.
 - f. Overseeing the disbursement of all UMSU Scholarships and Bursaries, while working with finance committee to maintain oversight off the hardship program.
 - g. Providing long term strategic direction for the Union, in conjunction with the President and General Manager.
 - h. Advocating the Union's interests as a voting ex-officio member of, and serving as the primary liaison to, the Board of Trustees of the UMSU Scholarship and Bursary Fund

and Endowment Fund, in conjunction with the President Finance and Vice President Student Life

- i. Acting as chair of the Finance Committee.
- j. Acting as chair of the Space Revitalization Committee.
- k. Acting as an ex-officio, non-voting member of the Governance Committee.
- l. Acting as an ex-officio, non-voting member of the Member Services Committee.
- m. Approving the distribution of Student Association fees and communicating any student fee changes to the University's Registrar's Office.
- n. Shall assist with all campaigns relevant to their portfolio.
- o. Performing any other duties and responsibilities as directed by the Governing Documents, the President or the Board.

Vice President Community Engagement

- 5. The Vice President Community Engagement shall be responsible for:
 - a. Overseeing all activity from the Union marketing and events staff.
 - b. Overseeing the production of all Union marketing materials, including that of the executive, board of directors and UMSU businesses.
 - c. Overseeing the production and promotion of social, academic and professional programming events within the University and outside of Campus, in conjunction with the marketing and events staff.
 - d. Serving as a liaison between UMSU and its partners in the not for profit and philanthropic sector.
 - e. Serving as a liaison between UMSU and the wider community, and its members, of Fort Richmond, Winnipeg and Manitoba.
 - f. Serving as the primary point of contact and liaison between UMSU and its partners in the business community and attracting sponsorship opportunities for the union.
 - g. Overseeing the promotion, implementation, and sponsorship of all UMSU charitable endeavours, including the annual Holiday Hampers program.
 - h. Serving on the UMSU marketing management committee.
 - i. Shall assist with all campaigns relevant to their portfolio.
 - j. Performing any other duties and responsibilities as directed by Governing Documents, the President or the Board.
 - k. Advocating the Union's interests as a voting ex-officio member of the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the President and Vice President Finance Operations.

Section IV: Positions and Duties

Shared Duties of the President, and Vice President(s)

- a. All executives shall assist and lead with all campaigns relevant to their portfolio.
- b. Overseeing the promotion, implementation, and sponsorship of all UMSU charitable endeavours, including the annual Holiday Hampers program.
- c. It is the responsibility of all Executives to advance Equity, Diversity, and Inclusion and Indigenous reconciliation.
- d. It is the responsibility of all Executives to support, the Vice President Student Life in the planning and implementation of Fall and Winter Orientations.

President

The President shall be responsible for:

- a. The overall operation of the Union.
- b. Acting as the Union spokesperson on all student issues but may choose to delegate a specific issue to a Vice President.
- c. Advocating the Union's interests in the Board of Governors, the Senate and any other committees of the University of which the President is a member or whom the President has an opportunity to address, in conjunction with the Vice President University Affairs.
- d. Serving as a liaison between UMSU and administration of the University, developing and maintaining a working relationship, and when appropriate lobbying them on behalf of UMSU, in conjunction with the Vice President University Affairs.
- e. Representing the membership of UMSU to provincial, federal and municipal levels of government on any and all matters pertaining to students, in conjunction with the Vice President External Affairs.
- f. Ensuring that any programs of the Board and the Union are implemented in accordance with the motions of the Board, and the Governing Documents, and providing input to the governance committee and Board of Directors as to how to improve the governance of the Union to best suit the needs of the organization and its membership.
- g. Serving as a liaison between UMSU and external government advocacy organizations, in conjunction with the Vice President External Affairs.
- h. Providing long term strategic direction for the Union, in conjunction with the Vice President Finance and Operations and the General Manager.
- i. Reporting any executive responsibility changes to the UMSU Board of Directors.
- j. Representing the priorities of the UMSU board of directors and executive to all UMSU full-time staff members.

Vice President University Affairs

The VP University Affairs shall be responsible for overseeing the internal university-related affairs. This includes filling UM committee positions given to UMSU, being the liaison between UMSU, UM administration and UM departments, handling academic and university policy related needs of the union membership when applicable. The Vice President UA shall also be responsible for leading the Student Senate Caucus, and fulfilling other duties as delegated by the President of the Union.

- a. Acting as the official Student Advocate for university academic matters, disciplinary appeals and related matters, under the authority of the UMSU Act.
- b. Advocating the Union's interests to the Board of Governors, the Senate and any other committees of the University of which the Vice President University Affairs is a member, or whom the Vice President University Affairs has an opportunity to address, in conjunction with the President.
- c. Identifying and addressing key issues affecting students, including but not limited to academic policies, campus facilities, and student services, in collaboration with relevant stakeholders within the university.
- d. Overseeing the research and policy development of UMSU to be utilized in advocacy efforts to the university and updating UMSU's position statements book accordingly.
- e. Serving as a liaison between UMSU and administration of the University, developing and maintaining a working relationship, and advocating on behalf of UMSU, in conjunction with the President.
- f. Acting as the Co-Chair of the Student Senate Caucus in the conjunction with GSA representative.
- g. Shall assist with all campaigns relevant to their portfolio.
- h. Liaising with the UMSU Community Representatives to ensure university related advocacy concerns are addressed.

Vice President External Affairs

The Vice President External Affairs spearheads governmental relations, policy development, and representing student concerns to provincial, federal, and municipal authorities. The VPEA oversees external engagement, acquiring sponsorships and partnerships with businesses, not-for-profits, and the wider community. The VPEA delivers on fundraising efforts, and acts as a link between UMSU and various external stakeholders to enhance the union's impact and visibility.

The Vice President External Affairs shall be responsible for:

- a. Representing the membership of UMSU to municipal, provincial and federal levels of government on all matters pertaining to students, in conjunction with the President.
- e. Serving as a liaison between UMSU and external government advocacy organizations, in conjunction with the President.
- f. Overseeing the research and policy development of UMSU to be utilized in lobbying efforts to all levels of government.
- g. Serving as a liaison between UMSU and the wider community, and partners in the non-profit and philanthropic sector.
- h. Serving as the primary point of contact and liaison between UMSU and its partners in the business community and attracting sponsorship opportunities for the union.
- i. Shall assist with all campaigns relevant to their portfolio.
- j. Advocating the Union's interests as a voting ex-officio member of the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the President and Vice President Finance and Operations.

Vice President Student Life

The Vice President Student Life oversees all activities between UMSU and UMSU recognized student clubs, student associations, and community representatives. The VPSL advises on non-academic issues that impact students.

Vice President Student Life shall be responsible for:

- a. Overseeing all activities between UMSU and UMSU recognized student clubs.
- b. Serving as a liaison between UMSU and Student Associations.
- c. Acting as the Chair of the Member Services Committee.
- d. Chairing the Assembly of Club Executives and Board of Association Executives and facilitating the involvement of the Senior Sticks in the activities of UMSU.
- e. Serving as the liaison between UMSU and UMSU's community representatives, while ensuring UMSU consults with, and provides appropriate supports to, marginalized communities on campus.
- f. Providing students with financial assistance in the form of hardship funding and access to the food bank.
- g. Serving as the lead for fall and winter orientation and UMSU events in conjunction with all other executives.

Vice President Finance and Operations

The Vice President Finance and Operations (VPFO) is responsible for the Union's financial management, budget preparation, and business operations. They also manage Union-administered programs, negotiate external contracts, and oversee Union-owned spaces. Additionally, the VPFO plays a vital role in shaping the Union's long-term strategic direction, ensuring fiscal stability and operational integrity.

The Vice President Finance and Operations shall be responsible for:

- a. Overseeing all financial management of the Union, including preparing and maintaining the budget.
- b. Overseeing the operations of all UMSU businesses, in conjunction with the General Manager.
- c. Assisting with human resource matters of the UMSU Businesses, where applicable, in conjunction with the General Manager or as directed by the President.
- d. Overseeing the implementation of the Health and Dental Program and advocating for UMSU's interests while serving as the primary point of contact with the Health and Dental Broker.
- e. Overseeing the implementation of the UPASS program and advocating for UMSU's interests to Winnipeg Transit, in conjunction with the President.
- f. Overseeing the disbursement of all UMSU Scholarships and Bursaries, while working with the Finance Committee to maintain oversight of the hardship program.
- g. Providing long term strategic direction for the Union, in conjunction with the President and General Manager.
- h. Overseeing the management of UMSU owned spaces and acquisition of new spaces, in conjunction with the General Manager.
- i. Advocating the Union's interests as a voting ex-officio member of, and serving as the primary liaison to, the Board of Trustees of the UMSU Scholarship and Bursary Fund and Endowment Fund, in conjunction with the President and Vice President External Affairs.
- j. Oversee the negotiation of contracts and agreements with external organizations, in conjunction with the President and General Manager.
- k. Acting as chair of the Finance Committee.
- l. Acting as an ex-officio, non-voting member of the Governance Committee.
- m. Acting as an ex-officio, non-voting member of the Member Services Committee.
- n. Approving the distribution of Student Association fees and communicating any student fee changes to the University's Registrar's Office.
- o. Shall assist with all campaigns relevant to their portfolio.
- p. Performing any other duties and responsibilities as directed by the Governing Documents, the President, or the Board.