

MCSS Council Positions

1.1. President

1.1.1. The President shall call all meetings of the Students' Council and Students' Society.

a) In the absence of the President, another member of Council shall perform the President's duties.

b) The President shall present the Agenda to the Students' Society three (3) days in advance of any Students' Council meeting.

1.1.2. Other duties of the President shall be as follows:

a) to oversee and coordinate the functions of the Students' Council, in accordance with the Constitution and By-Laws;

b) to co-sign, with the Vice-President, Finance, all contracts binding the Macdonald Campus Students' Society;

c) to act as an official Signing Officer for the Society;

d) to act as an "ex officio" member of all organizations recognized by Students' Council;

e) to sit on committees as required by the office;

f) to prepare the annual report of the Students' Council and present it at the last Students' Society meeting of the year; and

g) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

1.2. Vice-President, Internal Affairs

1.2.1. The Vice-President, Internal Affairs, in the absence of the President, shall perform the President's duties.

1.2.2. Duties of the Vice-President, Internal shall be as follows:

a) to be the principle representative of M.C.S.S. to the student body and to other student groups on the Macdonald Campus and as such, to coordinate with the Members-at-Large.

b) to be responsible for the organization and running of fall and winter Orientation Week activities, Winter Carnival and the Leadership Conferences;

c) to act as an official Signing Officer for the Society;

d) to act as Chief Returning Officer for all Students' Society elections and voting by ballot;

e) to sit on committees as required by the office; and

f) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

1.3. Vice-President, Academic

1.3.1. Duties of the Vice-President, Academic shall be as follows:

a) to inform council of, and represent council in between university affairs, academic affairs and other matters;

b) to be responsible for the Mid-Term Course evaluations;

c) to act as an advocate for the rights of the students of the Macdonald community;

d) to be responsible for assisting Society members deal with academic grievances;

e) to ensure communication between Council, the Senate representative, the Board of Governors representative and all student members of University committees;

f) to keep student award books updated each year;

g) to sit on committees as required by the office; and

h) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

1.4. Vice-President, Communication and Student Life

1.4.1. The Vice-President, Communication and Student Life, in the absence of the President and Vice-President, Internal, to perform the duties of both parties and preside over their election

1.4.2. Duties of the Vice-President, Communication and Student Life shall be as follows:

- a) to coordinate with the Council and the executive of clubs and organizations, all campus social activities and events; and to this end, to inform, recognised organizations of the policies and practices of Council regarding such activities;
- b) to call a meeting of all recognized organizations at any time during the academic year, at their discretion, for the purpose of considering problems of mutual interest, and correlating student activities;
- c) to be responsible to the Students' Council for overseeing publicity for off-campus events;
- d) to manage the Society's website and social media
- e) to sit on committees as required by the office; and
- f) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office.

1.5. Vice-President, Finance

1.5.1. Duties of the Vice-President, Finance shall be as follows:

- a) to take charge of all money belonging to the Students' Council, disburse monies on warrants signed by the Treasurer of the recognized student organizations; obtain receipts, present financial statements when requested, and render a yearly report at the last Students' Society meeting;
- b) to work with the accountant/bookkeeper employed by the Students' Society to prepare budgets and financial statements to present to council; to keep council informed of its financial situation; and also to manage the Students' Society's monies by the most secure and profitable means possible;
- c) to inform all recognized organizations of the financial procedures and regulations at the beginning of each year;
- d) to present to Students' Council all new business concerning financial matters for final approval, including all budgets, requests for funding and proposed expenditures;
- e) to present reports and recommendations on financial affairs and policies to the Council;
- f) to act as Chair of the MCSS Executive Committee and to present for ratification to Students' Council the affairs of the MCSS Executive Committee;
- g) to co-sign, with the President, all contracts binding the Macdonald Campus Students' Society;
- h) to oversee proper billing to students, organizations and others for services rendered, and purchases made;
- i) to review and ensure compliance with the Financial Policies contained in these By-Laws;
- j) to arrange that an independent, professional and comprehensive audit is undertaken for each financial year; and to review this audit and present the results to Council; and
- k) to oversee the financial situation of the commercial operations of the Students' Society and present it quarterly to the Students' Council;
- l) to act as an official Signing Officer for the Society;
- m) to sit on committees as required by the office; and
- n) at the end of term of office, to hand over in good order, all books, papers and records pertaining to the office

1.6. Vice-President, Business Operations

1.6.1. Duties of the Vice-President, Business Operations shall be as follows:

- a) to be responsible to the Students' Council for the legal, efficient and profitable commercial operations of the Students' Society;
- b) to actively seek to increase the revenues of the Students' Society by diversifying its activities and by promoting its existing ones;
- c) to act as chair of the Business Operations Committee and to present for ratification to the Students' Council the affairs of the Business Operations Committee;
- d) to act as an official Signing Officer for the Society;
- e) to sit on committees as required by office; and
- f) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.7. Vice-President, University Affairs

1.7.1. Duties of the Vice-President, University Affairs shall be as follows:

- a) to represent the Students' Society to the McGill Board of Governors and inform the Students' Council of all relevant business arising from them;
- b) to represent the Students' Society to the McGill Senate and sit on Senate Caucus, and inform the Students' Council of all relevant business arising from them;
- c) to act as the official Students' Society representative to the Student Society of McGill University (SSMU)
- d) to sit on committees as required by office; and
- e) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.8. Vice-President External Affairs

1.8.1. Duties of the Vice-President, External Affairs shall be as follows:

- a) to establish relations with other student communities and federations, government and the general public; to this end, to be proficient in communication in English and in French;
- b) to be the principle representative to associations outside the University of which the Students' Society is a member;
- c) to attend the Sainte-Anne-de-Bellevue's municipal council and relevant sub-committees;
- d) to act as Co-Returning Officer for all Students' Society elections and voting by ballot;
- e) To organize and oversee community/charity events (eg. charity concert)
- f) To work with the Equity Commissioner and SEDE;
- g) to sit on committees as required by office; and
- h) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.9. Councillors from Agricultural and Environmental Sciences Undergraduate Society (AESUS), Dietetics and Human Nutrition Undergraduate Society (DHNUS), Macdonald Campus Graduate Students' Society (MCGSS), Farm Management and Technology (FMT) and Laird Hall House Committee (LHHC).

1.9.1. Duties of the Councillors from AESUS, DHNUS, MCGSS, FMT and LHHC shall be as follows:

- a) to inform Students' Council of all relevant business of the societies or constituencies they represent.
- b) to report at the meetings of their respective groups or societies, the policies and actions of the Students' Council.
- c) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.10. Members-at-Large

1.10.1. Duties of the Members-at-Large shall be as follows:

- a) to represent the student body as a whole to the Students' Council.
- b) to assist the coordinators of Orientation Week, Winter Carnival, and other social events in the performance of their duties.
- c) to assist members of the Executive in the performance of the business of council.
- d) to assist the Vice-President, Communications and Student Life and Vice-President, External Affairs and Board of Governors' Representative, for the Society's communications and public relations, (i.e. shall post minutes of Student Council meetings and keep the Internet calendar up to date) as directed toward the student body or student groups.
- e) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.11. Environmental Advisor

1.11.1. Duties of the Environmental Advisor shall be as follows:

- a) to be responsible for actively investigating environmentally responsible options for purchases of the Students' Society.
- b) to assist the organizers of Orientation Week activities, the Winter Carnival activities and the Leadership Conferences by acting in an advisory capacity to promote environmental responsibility.
- c) The Environmental Advisor is to act as a liaison between environmental or environmentally-themed groups, Student Council and the McGill administrative bodies
- d) The Environmental Advisor is to act as a provider of information for students about environmental, sustainable or like-wise information, within their means, to the students of the Society
- e) to sit on committees as required by office; and
- f) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.

1.12. Equity Commissioner

1.12.1. Duties of the Equity Commissioner shall be as follows:

- a) to uphold the mandate of the MCSS Equity Policy and deal with equity complaints via the process outlined in the Policy;
- b) to organize anti-oppression and safer space training for Student Council at the beginning of the academic year;
- c) to assist the organizers of Orientation Week activities, the Winter Carnival activities, and the Leadership Conferences by acting in an advisory capacity to promote inclusive and safer spaces;
- d) to recruit student volunteers to sit on the Equity Committee, and coordinate Committee meetings;
- e) to review and revise the Equity Policy as needed, and bring proposed revisions to Student Council;
- f) to coordinate equity-related projects, workshops, events, and initiatives on campus;
- g) to act as a liaison between social and equity-related groups, Student Council, and the McGill administrative bodies, especially the Social Equity & Diversity Education (SEDE) Office and Student Services;
- h) to act as a resource provider about equity, social sustainability, or likewise information, within their means, to the students of the Society;
- i) to sit on committees as required by office; and
- j) at the end of term of office, to hand over in good order, all books, papers, and records pertaining to the office.