

HSGSA EXECUTIVE POLICY AND PROCEDURE MANUAL

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ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council or at an AGM with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership online within two weeks of the changes being accepted.

ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article V.3 of the Health Sciences Graduate Students' Association (HSGSA) Bylaws.

ARTICLE III – EXECUTIVE ROLES AND RESPONSIBILITIES

1. The **Executive**

- a. Executive members shall assume office May 1st.
- b. The Executive shall be responsible to the Council for the day-to-day workings and emergency decisions required for the Caucus.
- c. All members of the Executive shall report to the Council decisions and activities that effect the general operational policies of the Caucus.
- d. All members of the Executive shall be responsible for developing policy recommendations pertaining to their portfolio.
- e. The Executive must prepare an annual budget for the Caucus. This budget must be presented in the May meeting of Council for approval.
- f. The Executive must respect the fiscal constraints in the budget as approved by Council.
- g. In the event that a budget for the current fiscal year is not approved by Council, the Executive must respect the fiscal constraints in the budget approved by Council in the previous year, until a new budget is passed.
- h. Each incoming and outgoing Executive member is responsible for ensuring an effective year-end transition process. Both incoming and outgoing Executive members should meet regularly, each with their respective counterpart(s) during the month of April before transition. They should work to ensure that incoming Executive members are well-prepared to assume their duties on May 1. Certain members, including the President, and Vice-President Internal, should be prepared for this to be a more intensive “job shadowing” period.
 - i. If mutually agreed upon by the respective incoming and outgoing members, and only in a situation where one of these persons faces a conflict with schoolwork or other such duties, the transition period may be extended up to but not later than

- May 15. Such will not effect the date of changeover for either the holding of any position or remuneration for that position.
- ii. When a changeover occurs at a date other than May 1, whether as duly established or when an Executive member assumes a new position during the course of a year, the transition period will take place in the 15 days preceding the changeover or, as per point i. of this paragraph, within 15 days of the changeover.
 - iii. The transition period will be nil-salaried for incoming Executive members, except as per point i. where the transition period may be wholly or in part nil-salaried for any outgoing Executive member.

2. The **President** shall perform the following duties:
 - a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and GSA.
 - b. Supervise the day-to-day business of the HSGSA, ensure that Executive members are fulfilling their duties and assist as needed.
 - c. Serve as a signing authority for the HSGSA.
 - d. Be the official spokesperson for the HSGSA. Represent the Caucus both internally and externally in adherence to Caucus policy on all matters.
 - e. Ensure effective communication between the HSC and FG student bodies and delegate duties when necessary
 - f. Attend and chair all meetings of the HSGSA Executive & Council.
 - g. Act as the Vice-President (Health Sciences) to the Graduate Students' Association (GSA) and attend all GSA Executive & Council meetings.
 - h. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
 - i. Sit on all internal committees of the HSGSA.
 - j. Serve on the Faculty of Graduate Studies Executive Committee and Council.
 - k. Correspond with FGS to plan the Bannatyne new student orientation with assistance from VPME
 - l. Provide names of all graduate students who serve on committees to the Vice-President (Internal) to gain recognition by Student Life for their Co-Curricular Record.
 - m. Maintain records of the HSGSA, including but not limited to: Contact information for Executive and Council members, Constitution and By-laws, Council and Executive meeting minutes, AGM minutes, copies of approved annual budget.
 - n. Present a written report at each UMGSA and HSGSA Council meetings. Provide to each a written list of all duties performed, internal and

external meetings attended, noting meetings unable to attend, and a record of office hours maintained.

- o. Post and keep a minimum of 2 regular office hours per week, between 8:00am and 5:00pm, except when absent due to sickness, travel, or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever possible.
- p. Perform other tasks as assigned by the UMGSA or HSGSA Executives or Councils.

3. The **Vice-President Internal** shall perform the following duties:

- a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and GSA
- b. Serve as signing authority for the HSGSA
- c. Attend all HSGSA Executive and Council meetings.
- d. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
- e. Act as joint authority and share responsibility with the President for the daily affairs of the Association.
- f. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
- g. Submit to Student Records the names of graduate students serving as active participants in organizations listed by the Student Records Office of the University of Manitoba.
- h. Present a written report at each HSGSA Council meeting. Provide a written list of all duties performed, current budget, internal and external meetings attended, noting meetings unable to attend, and a record of office hours maintained.
- i. Attend meetings of the GSA Finance Committee and report to HSGSA Council.
- j. Supervise the keeping of all necessary financial records of the HSGSA, including but not limited to bills, cheque books and monthly accounting. Submit the budget prepared by the Executive to Council for its approval in May.
- k. Make payments promptly as funds are available.
- l. Submit a detailed annual financial report to HSGSA council at the March or April council meeting including all expenses for the full executive year.
- m. Submit a financial report to GSA including monthly bank statements, expenses, and reimbursement forms at the end of the executive year.
- n. Make financial records available to any Council member, upon arrangement.
- o. Post and keep a minimum of 1 regular office hour per week, between 8:00am and 5:00pm, except when absent due to sickness, travel, or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever possible.

- p. Perform other tasks as assigned by the HSGSA Executive or Council.
4. The **Vice-President External** shall perform the following duties:
- a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and GSA.
 - b. Attend all HSGSA Executive and Council meetings.
 - c. Serve as the official representative of the UMGSA, on behalf of the President, at meetings, that are delegated with proper discussion and agreement by the Vice-President (External) on the University Campus and its affiliates.
 - d. Present a written report at each HSGSA Council meeting. Provide a written list of all duties performed, internal and external meetings attended, noting meetings unable to attend, and a record of office hours maintained.
 - e. Attend meetings of the GSA Committees for Ethics and Campaigns, and report to HSGSA Council.
 - f. Document minutes from monthly Council and Executive meetings.
 - g. Maintain correct logs for the HSGSA office and the Grad Student Lounge cabinet keys.
 - h. Post and keep a minimum of 1 regular office hour per week, between 8:00am and 5:00pm, except when absent due to sickness, travel, or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever possible.
 - i. Perform other tasks as assigned by the HSGSA Executive or Council.
5. The **Vice-President Academic** shall perform the following duties:
- q. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and GSA.
 - r. Attend all HSGSA Executive and Council meetings.
 - s. Present a written report at each HSGSA Council meeting. Provide a written list of all duties performed, internal and external meetings attended, noting meetings unable to attend, and a record of office hours maintained.
 - t. Organize academic workshops and speaker services events held on campus, including assisting Vice-President (Marketing and Events) with Orientation Day.
 - u. Book a meeting room for all meetings and organize food for monthly meetings.
 - v. Serve on the GSA Awards Committee, and help plan the UMGSA Award Luncheon with the assistance of the GSA Vice President (Academics).
 - w. Post and keep a minimum of 1 regular office hour per week, between 8:00am and 5:00pm, except when absent due to sickness, travel, or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever possible.
 - x. Perform other tasks as assigned by the HSGSA Executive or Council.

6. The **Vice-President Marketing and Events** shall perform the following duties:
 - a. Be a spokesperson for the HSGSA, with correspondence and discussion occurring with the HSGSA President first.
 - b. Attend all HSGSA Executive and Council meetings.
 - c. Provide UMGSAs with website updates regularly
 - d. Handle HSGSA social media accounts.
 - e. Handle HSGSA outreach events, with the assistance of the Vice-President (External).
 - f. Maintain authority of the development and implementation of social, cultural, and sporting events that may be held by the HSGSA.
 - g. Serve as a signing authority for the HSGSA.
 - h. Maintain Grad Student Lounge supplies, cleanliness, and booking of room/games.
 - i. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
 - j. Present a written report at each HSGSA Council meeting. Provide a written list of all duties performed, internal and external meetings attended, noting meetings unable to attend, and a record of office hours maintained.
 - k. Post and keep a minimum of 1 regular office hours per week, between 8:00am and 5:00pm, except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - l. Work alongside the UMGSAs Vice President (Marketing and Events) when deemed applicable.
 - m. Perform other tasks as assigned by the HSGSA Executive or Council.

7. The **Vice-President St. Boniface** shall perform the following duties:
 - a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and GSA.
 - b. Attend all HSGSA Executive and Council meetings.
 - c. Provide an annual written report on activities by the end of March.
 - d. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
 - e. Serve on the GSA By-laws & Policy Committees. Report to HSGSA Council.
 - f. Create a sustained line of communication between the Bannatyne and St. Boniface campus so that the interests of St. Boniface students are well represented.
 - g. Plan and oversee a minimum of one social and one career development event at St. Boniface organized by the HSGSA.

- h. Present a written report at each HSGSA Council meeting. Provide a written list of all duties performed, internal and external meetings attended, noting meetings unable to attend, and a record of office hours maintained.
- i. Post and keep a minimum of 1 regular office hours per week, between 8:00am and 5:00pm, except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- j. Perform other tasks as assigned by the HSGSA Executive or Council.