

# 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 1<sup>st</sup>.
  - 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 affect 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 provide transition documents with all the relevant information, 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 affect 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 UMGPS.
- b. Should dedicate a minimum of 40 hours per month to the duties of their office.
- c. Supervise the day-to-day business of the HSGSA, ensure that Executive members are fulfilling their duties and assist as needed.
- d. Serve as the primary signing authority and official spokesperson for the HSGSA.
- e. Represent the Caucus both internally and externally in adherence to Caucus policy on all matters.

- f.** Ensure effective communication between the Fort Garry, Bannatyne and SBRC student bodies and delegate duties when necessary.
- g.** Attend and chair all meetings of the HSGSA Executive & Council.
- h.** Act as the Vice-President (Health Sciences) to the University of Manitoba Graduate and Post-doctoral Society (UMGPS) and attend UMGPS Executive and Council meetings.
- i.** Oversee all HSGSA committees as defined in the “Committee Policy and Procedure Manual.”
- j.** Sit on all designated internal committees of the HSGSA.
- k.** Serve on the Faculty of Graduate and Post Graduate Studies (FGPS) Executive Committee and Council.
- l.** Correspond with FGPS to plan the Bannatyne and St. Boniface new student orientation.
- m.** Provide names of all graduate students who serve on committees to the Vice-President Finance and Administration to gain recognition by Student Life for their Experience Record.
- n.** 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.
- o.** Present a written report at each UMGPS 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.
- p.** 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 UMGPS or HSGSA Executives or Councils.
- q.** Submit a detailed annual report to the HSGSA council at the April council meeting including all committee reports and work achieved in the full executive year.

- r. Provide leadership in planning institutional events, such as Orientation, Manitoba Student Health Research Forum (MSHRF), and Patrick Choy Distinguished Lectureship (PCL) especially with preparations of Award Letters and Certificates.

**3. The Vice-President Finance & Administration** shall perform the following duties:

- a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and UMGPS.
- b. Should dedicate a minimum of 20-25 hours per month to the duties of their office.
- c. Serve as signing authority for the HSGSA.
- d. Attend all HSGSA Executive and Council meetings.
- e. Serve on and chair committees as specified in the “Committee Policy and Procedure Manual.”
- f. Act as joint authority and share responsibility with the President for the daily administrative affairs of the Association.
- g. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
- h. 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.
- i. Attend meetings of the UMGPS Finance Committee and ensure compliance with university and UMGPS financial policies.
- j. Supervise the keeping and management of all necessary financial records and operations of the HSGSA, including but not limited to bills, cheque books and monthly accounting.
- k. Oversee the HSGSA Travel Award, Parental bursary and Extended Education Award Applications, including the announcement, reviewing, and disbursement.
- l. Oversee internal administrative affairs, ensuring transparent governance and document retention.

- m. Submit the budget prepared by the Executive Team to Council for its approval in May.
  - n. Make payments promptly as funds are available.
  - o. Submit a detailed annual financial report to HSGSA council at the March or April council meeting including all expenses for the full executive year.
  - p. Submit a financial report to UMGPS including monthly bank statements, expenses, and reimbursement forms at the end of the executive year.
  - q. Make financial records available to any Council member, upon arrangement.
  - r. 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.
  - s. 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.
  - t. Perform other tasks as assigned by the HSGSA Executive or Council.
  - u. Submit a detailed annual report to the HSGSA council at the April council meeting including all committee reports and work achieved in the full executive year.
  - v. Provide input and support in planning broader social events.
- 4. The Vice-President Academic and External Affairs shall perform the following duties:**
- a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and UMGPS.
  - b. Should dedicate a minimum of 20-25 hours per month to the duties of their office.
  - c. Attend all HSGSA Executive and Council meetings.
  - d. Represent the HSGSA in all academic and external partnerships, liaising with UMGPS committees and other university bodies including the UMGPS Awards

Committee and UMGPS External Affairs Committee.

- e. Coordinate and organize academic workshops, symposia, and professional development sessions.
- f. Strive to include speakers, performers, and collaborators from a wide range of backgrounds and identities to reflect the diversity of the student body.
- g. Plan and oversee the Dr. Patrick Choy Distinguished Lectureship event.
- h. Oversee the GSEA, GSMA, and Ed Kroeger Mentorship Award Applications.
- i. Book a meeting room for all meetings and organize food for monthly meetings.
- j. Serve on the UMGPS Awards Committee and coordinate student nominations.
- k. Advocate for graduate student academic and professional concerns.
- l. Develop and maintain relationships with external organizations, sponsors, and professional associations.
- m. 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.
- g. 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.
- h. Perform other tasks as assigned by the HSGSA Executive or Council.
- i. Submit a detailed annual report to the HSGSA council at the April council meeting including all committee reports and work achieved in the full executive year.
- j. Provide input and support in planning broader social events.

**6. The Vice-President Events shall perform the following duties:**

- a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and UMGPS .
- b. Should dedicate a minimum of 20-25 hours per month to the duties of their office.
- b. Attend all HSGSA Executive and Council meetings.

- c. Plan and execute social, cultural, and sporting events throughout the academic year.
- d. Coordinate Orientation Week, Welcome Back, and year-end celebrations.
- e. Collaborate with VP Marketing & Communications to promote events.
- f. Ensure all events are designed with inclusivity in mind by actively considering the needs and perspectives of diverse student communities, including Indigenous students, LGBTQIA2+ students, and other underrepresented groups.
- g. Establish regular communication and partnerships with campus cultural, equity, and advocacy organizations to co-create events that celebrate diversity and foster belonging.
- h. Incorporate accessibility measures (physical, financial, and cultural) into event planning to remove barriers to participation and ensure equitable opportunities for all students.
- i. Strive to include speakers, performers, and collaborators from a wide range of backgrounds and identities to reflect the diversity of the student body.
- j. Serve as a signing authority for the HSGSA.
- k. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
- l. Work alongside the UMGPS Vice President Events and Clubs when deemed applicable.
- m. Work closely with VP St. Boniface to ensure equitable event opportunities across campuses.
- n. 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.
- o. 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.
- p. Perform other tasks as assigned by the HSGSA Executive or Council.

- o. Submit a detailed annual report to the HSGSA council at the April council meeting including all committee reports and work achieved in the full executive year.
- p. Coordinate and supervise planning of broader social events.

7. **The Vice-President Marketing & Communications** shall perform the following duties:

- a. Read and become familiar with the By-laws and Policy Manuals of the HSGSA and UMGPS.
- b. Dedicate a minimum of 20-25 hours per month to the duties of the office.
- c. Attend all HSGSA Executive and Council meetings.
- d. Oversee all communications, marketing, and preparation and publication of promotional materials of the HSGSA.
- e. Manage all HSGSA event (academic and social) logistics including bookings, registrations, ticket sales, permits, budgets, and feedback assessments.
- f. Gather feedback from attendees and partner groups on inclusivity and equity in events (academic and social), and use this input to improve future programming.
- g. Manage all HSGSA award application registrations.
- h. Manage the official website, newsletters, and social media platforms.
- i. Ensure consistent branding and professional representation of the HSGSA across platforms.
- j. Develop digital strategies for outreach, engagement, and recruitment.
- k. Collaborate with other executives for promotion of HSGSA programs.
- l. Liaise with university communications and student groups for coordinated messaging.
- m. Maintain Grad Student Lounge supplies, cleanliness, and booking of room/games.

- n. 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.
  - o. 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.
  - p. Perform other tasks as assigned by the HSGSA Executive or Council.
  - p. Submit a detailed annual report to the HSGSA council at the April council meeting including all committee reports and work achieved in the full executive year.
  - q. Coordinate and supervise planning of broader social events.
- 8. 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 UMGPS.
  - b. Attend all HSGSA Executive and Council meetings.
  - c. Should dedicate a minimum of 20-25 hours per month to the duties of their office.
  - d. Document minutes from monthly Council and Executive meetings.
  - e. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
  - f. Serve on and co-chair the Events Committee.
  - g. Serve on the Governance & strategy Committee.
  - h. Serve on the SBRC & ACRI Health and Safety Committee and St.B Social committee.
  - i. Create a sustained line of communication between the Bannatyne and SBRC campuses so that the interests of St. Boniface students are well represented.
  - j. Plan and oversee a minimum of one social and one career development event at St. Boniface organized by the HSGSA.

- k.** 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.
- l.** 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.
- m.** Perform other tasks as assigned by the HSGSA Executive or Council.
- n.** Submit a detailed annual report to the HSGSA council at the March or April council meeting including all committee reports and work achieved in the full executive year.
- o.** Provide input and support in planning broader social events.