

### **Name of the Policy**

1. This policy shall be referred to as the "Vice President, Student Services Policy".

### **Qualifications**

2. The Vice President, Student Services must be a registered student of Brock University and must have taken a minimum of one half (1/2) credit during the academic year of their election.
3. Vice President, Student Services candidates will have a minimum 60% average as confirmed by the Brock University Registrar Office as of the All Candidates Meeting of their election period.
  - a. Upon the receipt of a nomination package for Vice President, Student Services, the Chief Returning Officer shall confirm the academic standing and eligibility with the Registrar of Brock University
4. In order to be nominated and elected to the position of Vice President, Student Services of the Brock University Students' Union Inc., the individual must act in accordance with Policy 400 "The Elections & Referenda Policy".
5. The Vice President, Student Services must be at least eighteen (18) years of age, must not be an undischarged bankrupt, must be mentally competent, and must not have been convicted of any offenses listed under the Canadian Criminal Code.

### **Responsibilities**

6. The responsibilities of the Vice President, Student Services shall be:
  - a. To administer and supervise BUSU services and programming including but not limited to: Orientation Week, BUSU Foot Patrol, Brock Off-Campus, Brock First Aid Responders, and BUSU's charity initiatives.
  - b. To organize, coordinate, and generally manage public relations for all of the social, recreational, artistic, literary, and educational activities of BUSU;
  - c. To supervise BUSU ratified clubs, their conduct, and act as the liaison between BUSU and these clubs;
  - d. To report all activities undertaken on behalf of BUSU at all regular meetings of the Board of Directors;
  - e. To assume other duties which properly fall within the scope of the portfolio, as well as other duties that may occasionally be assigned by the Board of Directors or BUSAC;
  - f. To aid in the performance of duties resulting from a vacancy in the Executive until the end of his or her term, or until the position can be duly replaced;
  - g. To present a written year-end report which is satisfactory to the outgoing Board of Directors in the month of April.
7. The Vice President, Student Services shall be accountable to the student body via the Board of Directors and the President.
8. The Vice President, Student Services shall remain an Officer of the Corporation from the 1st day of May after their election until the following midnight of the 30<sup>th</sup> day of April, or in the case of a by-election, immediately after ratification of election results by BUSAC until midnight of the following 30<sup>th</sup> day of April.