

Name of the Policy

1. This policy shall be referred to as the "General Manager Policy".

Position Summary

2. The General Manager is responsible for the day to day financial operations of the Brock University Students' Union, Inc. The GM is charged with overseeing the accounting process and the keeping of all employment records. The General Manager will supervise:
 - (a) Director, Operations (Div. 1);
 - (b) Director, Finance
 - (c) Director, Business Operations (Div. 22, 31, 35, 36, 38, 39);
 - (d) Director, Government Operations (Div. 1)
 - (e) Senior Manager, Marketing & Events
3. The General Manager is responsible for evaluations of all staff that he/she supervises The GM

Responsibilities

4. The General Manager shall be employed by written contract and their responsibilities shall include but not be limited to the following:
 - (a) Operate in accordance with the Legislation of Brock University Students' Union, Inc. (BUSU, Inc. whether explicit or implied, and any other laws that affect the daily operation of the Students' Union;
 - (b) Represent BUSU, Inc. in a professional manner while ensuring a placid and efficient operation at all times by maintaining the highest standard of professional quality and service;
 - (c) While reporting to the Executive, be held fully and finally accountable to the Brock University Students' Union Board of Directors
 - (d) The GM will assist the Corporation by being a liaison between the managerial staff and the Executive and the Board of Directors of the Brock University Students' Union;
 - (e) The GM will act as an ex-officio non-voting member of the Brock University Student Administrative Council and all other boards and committees as may be prescribed by the Board of Directors and BUSAC. The GM shall be required to submit a report to BUSAC on the organization's activities biweekly;
 - (f) The GM will act as a signing officer of the Corporation;
 - (g) The GM will approve and/or review the accuracy and completeness of all cheques and back- up documentation;
 - (h) The GM will assist the Executive in developing, recommending and monitoring the budget and provides (FAC) with quarterly reports;
 - (i) The GM will review financial statements on a regular basis; analyzing variances, trends and system deficiencies and discuss the results with the Executive;
 - (j) The GM will conduct internal audits of inventories, costing systems, manual administrative and financial systems in all departments and report findings to the Executive;

- (k) The GM will plan for and facilitate external auditor activities as required by law;
- (l) The GM will be responsible for the supervision and the management of personnel and the financial and operational aspects of the Brock University Students' Union, Inc. while maintaining good employee relations;
- (m) The GM will hire or assist in hiring any non-elected staff (clerical, managerial, or part-time staff) as directed by the President or any standing committee;
- (n) The GM will dismiss or assist in dismissing any non-elected staff (clerical, managerial, or part-time staff) as outlined in BUSU's Policies and Procedures.
- (o) The GM will review the salaries and benefits of all non-elected employees (clerical, managerial, part-time staff) and report the findings to the Executive;
- (p) The GM will negotiate, along with one member of the Executive, all contracts with the Canadian Union of Public Employees Local #1295;
- (q) The GM will act with the Executive on negotiating and implementing all other contracts, with the University or other parties, and maintain contact with the BUSU solicitor, the BUSU auditor if necessary, and any other appropriate parties to ensure that all contracts are in the Corporation's best interests;
- (r) The GM will advise and inform the Executive on matters pertaining to revenue generating business projects and capital assets;
- (s) The GM will formulate short, medium and long range plans and recommendations in consultation with the Executive for their consideration and approval which will fall in line with the proposed five (5) year plan and budget;
- (t) The GM will develop and maintain constructive relationships with University Officials;
- (u) The GM will assist the Executive in the coordination of the year's program;
- (v) The GM will strictly refrain from concern or involvement with the politics of the Corporation;
- (w) The GM will maintain the general student interest as the highest priority on his/her agenda;
- (x) The GM will perform all other duties and responsibilities as required or specified in the employment contract.