

ROLES AND RESPONSIBILITIES OF MEMBERS OF THE SOCIAL SCIENCE STUDENTS' COUNCIL OF WESTERN UNIVERSITY

1.0 THE EXECUTIVE

- The Executive shall:
 - Be comprised of:
 - The President, as Chair;
 - The Vice-President Academics;
 - The Vice-President Communications;
 - The Vice-President Governance and Finance;
 - The Vice-President Student Events; and
 - The Vice-President Advocacy
 - Have financial powers of Council;
 - Each present a report to Council at all General Meetings;
 - Meet biweekly;
 - Submit a transition report to their successor no later than the end-of-month March; and
 - Assist their replacements in transitioning to their new role.

2.0 THE PRESIDENT

- The President shall:
 - Be elected in accordance with USC By-Law #2;
 - Act in accordance with the USC Faculty President Terms of Reference; SSSC Community Standards Policy; SSSC Constitution; and this document;
 - Oversee all activities of Council;
 - Be the official spokesperson for Council and act on its behalf;
 - Hold signing authority over all financial accounts of Council;
 - Be a Member of:
 - The Social Science Students' Council;
 - The Executive;
 - Oversee the Executive and Chair the Executive Committee;
 - Represent Council on the USC in accordance with USC By-Law 2;
 - Represent Council on various ad-hoc committees established by the Dean's Office;
 - Meet frequently with the Dean to advocate on behalf of students;
 - Ensure that the Constitution is upheld and enforced by all Members.
 - Hold signing authority over all financial accounts of the Council;

- In their absence, appoint one Vice-President of the Council to serve as Acting President;
- Move to elect the Grants Committee at the August Council Meeting composed of no less than 6 members (including the Vice-President of Governance and Finance);
- Move to elect the First Year Representative Hiring Committee at the September Meeting, composed of no less than 7 members (including the First Year Representative Coordinator);
- Move to elect the Honoraria Committee in February composed of no less than 6 members;
- Represent the SSSC on the USC;
- Represent the Council in all relations with on the various ad-hoc committees established at the Dean's office of the Faculty of Social Science;
- Oversee and provide guidance for AVP Internal Affairs;
- Oversee and provide guidance to the Head Soph;
- Represent the SSSC via the Presidents' Roundtable as convened by the USC;
- Complete a detailed final report prior to receiving their honorarium; and
- Be a voting member of Council.

3.0 THE VICE-PRESIDENT ACADEMICS

- The Vice President Academics shall:
 - Oversee all Department Representatives Chair the Departmental Committee and report to Council on the activities of this committee;
 - Oversee and provide guidance to the Associate Vice President Academics;
 - Be a student representative to the Educational Policy Committee of the Social Science Faculty;
 - Be available to address any academic concerns within the Faculty and work through the appropriate administrative channels to address these concerns;
 - Be responsible for the planning and implementation of the annual Fall Preview Day, March Break Open House, and Intent to Register in coordination with the Dean's Office and Academic Counselling;
 - Provide guidance for academic programming to the Academics Programming Assistant orientation commissioner;
 - Assist the department clubs in developing their academic portfolio as well as aiding them in their quest for resources;
 - Liaise with the Vice President Vice-President University Affairs of the USC and represent the SSSC via the Vice Presidents' Roundtable Campus Wide Advocacy Committee as convened by the USC;
 - Regularly liaise with Academic Counselling and the Dean's Office;
 - Complete a detailed final report prior to receiving their honorarium;

- Be a voting member of Council; and
- Provide necessary transition information to the incoming Department Representative.

4.0 THE VICE-PRESIDENT COMMUNICATIONS

- The Vice President Communications shall:
 - Keep the students of the Faculty of Social Science informed of all activities of Council through all relevant mediums of publicity;
 - Maintain regular communication and updates of Council meetings, events, and activities;
 - Oversee and provide guidance to the Content Coordinator;
 - Oversee and provide guidance to the Multimedia Coordinator;
 - Oversee and provide guidance to the Photographer/Videographer;
 - Oversee and provide guidance to the Associate Vice President Communications;
 - Act as a liaison between the Council and departmental clubs to promote departmental clubs' events within the faculty and to foster relations between those clubs and the SSSC;
 - Liaise with the Vice President Student Engagement of the USC and represent the SSSC via the Vice President Communications Roundtable Communications Coordinating Committee as convened by the USC; and
 - Complete a detailed final report prior to receiving their honorarium.

5.0 THE VICE-PRESIDENT GOVERNANCE AND FINANCE

- The Vice President Governance and Finance shall:
 - Chair the Finance Committee;
 - Present the Council with a projected budget for the academic year prior to October 1st, a revised budget prior to February 1st, and a year-end budget prior to AGM of each year;
 - Hold signing authority over all financial accounts of Council;
 - Liaise with the USC President;
 - Chair the Grants Committee and communicate with all requesting clubs and department grants;
 - Oversee and provide guidance for the Associate Vice President Governance and Finance; and
 - Complete a detailed final report prior to receiving their honorarium.

6.0 THE VICE-PRESIDENT STUDENT EVENTS

- The Vice President Student Events shall:
 - Chair the Student Events Committee;

- Oversee and provide guidance to the Charity Events Commissioners;
- Oversee and provide guidance to the Associate Vice President Student Events
- Oversee and provide guidance to the Student Wellness Commissioners;
- Oversee and provide guidance to the General Events Commissioners
- Design, advertise, and implement various programs throughout the year to increase cohesiveness within general team spirit within the Council;
- Design, advertise, and implement various programs throughout the year directed towards the students of the Social Science Faculty;
- Coordinate activities and events with various clubs, organizations, councils, and residences across campus to promote Western spirit and a sense of community;
- Liaise with the Vice President Orientation and Programming of the USC and represent SSSC via the Vice President Student Events' Roundtable League of Extraordinary Event Planners, as convened by the USC;
- Complete a detailed final report prior to receiving their honorarium;
- Coordinate allyship training for the members of the Council; and
- Be a voting member of Council.

7.0 THE VICE-PRESIDENT ADVOCACY

- The Vice President Advocacy shall:
 - Chair the Advocacy Committee;
 - Oversee and provide guidance to the associate Vice-President Advocacy;
 - Oversee and provide guidance to the Engagement Coordinator;
 - Oversee and provide guidance to the Policy Writer;
 - Oversee and provide guidance to the EDI Initiatives Coordinator;
 - Complete a detailed final report prior to receiving their honorarium.

8.0 THE ASSOCIATE VICE-PRESIDENT, INTERNAL AFFAIRS

- The Associate Vice-President, Internal Affairs shall:
 - Be chosen through an application process by the President nominating committee;
 - Assist the President with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Presidential role; and
 - Report to the President on matters falling within this section and on any other matters concerning the Presidential role that are directed to their by the President.

9.0 THE ASSOCIATE VICE-PRESIDENT, ACADEMICS

- The Associate Vice-President of Academics shall:

- Be hired through a process by the Vice-President of Academics;
- Support the initiatives put forward by the Vice-President of Academics;
- Support and organize the Department Representatives to fulfill event planning and advocacy within their departments; and
- Sit in Educational Policy Meetings when the Vice-President of Academics cannot attend.

10.0 THE ASSOCIATE VICE-PRESIDENT, ADVOCACY

- The Associate Vice-President of Advocacy shall:
 - Be hired through a process by the Vice-President of Advocacy;
 - Support the initiatives put forward by the Vice-President of Advocacy;
 - Support and organize the Coordinators in the portfolio; and
 - Step in for the Vice-President of Advocacy concerning faculty issues.

11.0 THE ASSOCIATE VICE-PRESIDENT, COMMUNICATIONS

- The Vice-President, Communications shall:
 - Be chosen through an application and interview process by the Vice President Communications with assistance from the President
 - Assist the Vice President Communications with managing the communications portfolio including delegating tasks, planning communication strategies, creating social media graphics and captions, overseeing the social media accounts and website, and responding to emails as requires within the scope of the Vice President Communications; and
 - Report to the Vice President Communications on matters falling within this section and on any other matters concerning the Vice President Communications portfolio.

12.0 THE ASSOCIATE VICE-PRESIDENT, GOVERNANCE AND FINANCE

- The Vice-President, Governance and Finance shall:
 - Be chosen through an application process by the Vice President Governance and Finance;
 - Assist the Vice President Governance and Finance with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice President Governance and Finance portfolio; and
 - Report to the Vice President Governance and Finance on matters falling within this section and on any other matters concerning the Vice President Governance and Finance portfolio that are directed to them by the Vice President Governance and Finance.

13.0 THE ASSOCIATE VICE-PRESIDENT, STUDENT EVENTS

- The Associate Vice-President Student Events shall:
 - Be chosen through an application process by the Vice President Student Events;
 - Assist the Vice President Student Events with research, execution of duties, implementation of projects, and provide assistance as required within the scope of the Vice President Student Events portfolio; and
 - Report to the Vice President Student Events on matters falling within this section and on any other matters concerning the Vice President Student Events portfolio that are directed to them by the Vice President Student Events.

14.0 THE SECRETARY

- The Secretary shall:
 - Be chosen through an application process by the President and the Vice President Communications nominating committee;
 - Collect the onboarding information of all Council members, whilst maintaining confidentiality;
 - Edit and promptly distribute all Council memoranda and reports;
 - Record, edit and promptly distribute the minutes of both Executive Committee and general meetings of Council;
 - Have possession of all important documents of Council;
 - Take on other duties assigned by incoming and current Presidents;
 - Maintain, in conjunction with the President, and Speaker of Council, an updated list of members attendance at meetings and office hours (including the tracking of demerit points);
 - Attend all Council meetings, and where they cannot attend, shall inform the Speaker of Council and the Deputy Returning Officer at the earliest possible moment; and
 - Administer Roll Call during SSSC meetings.

15.0 THE SPEAKER OF COUNCIL

- The Speaker of the Council shall:
 - Be selected by an application process and ratified elected at the first SSSC meeting by majority vote for the following year;
 - Educate all members of Council on Robert's Rules of Order;
 - Preside over all general meetings of Council in a way that is consistent with the provisions of this constitution and in accordance with Robert's Rules;
 - Attend all Council meetings, and where they cannot attend, shall inform the President or Secretary of Council at the earliest possible moment;
 - Complete and submit a detailed final report to the Honoraria Committee by April 30th;

- Select the Chief Returning Officer and Deputy Returning Officer through an application and interview process; and
- Chair the Internal Review Committee

16.0 POLICY RESEARCH ANALYST

- The Policy Research Analyst shall:
 - Be selected by an application process by the Vice-President of Advocacy;
 - Draft and work on policies for the Social Science Students' Council.

17.0 FINANCE COORDINATORS

- The Finance Coordinators shall:
 - Be chosen through an application process by the Vice President Governance and Finance;
 - Attend all Finance committee meetings;
 - Analyze and provide insight into funding applications; and
 - Provide support to Vice President Governance and Finance for duties within the scope of the Finance portfolio
 - Attend events and collect data through qualitative and quantitative research methods;
 - Present reports after each event containing event turn-out as well as recommendations for future events;
 - Create post-event surveys for council to fill out, as well as interpreting survey data into reports

18.0 CONFERENCE COORDINATORS

- Each conference coordinator shall:
 - Be chosen through an application process by the Vice President Academics;
 - Supports the Vice President Academic by being responsible for the planning, implementation and execution of Academic Conference;
 - Both holds and attends all meetings related to the Academic Conference.

19.0 DEPARTMENT REPRESENTATIVES

- Each department representative shall:
 - Be elected via the Election guidelines laid out in the SSSC Elections Policy;
 - Represent their respective department on the SSSC;
 - Maintain contact and with the clubs within their respective department;
 - Be a general member of the clubs within their respective department
 - Maintain contact with the Chair of their respective department;

- Be responsible for the promotion of the Council, including giving short presentations to their classmates at election times and/or when Council requests it;
- Plan and execute at least one advocacy related initiative per year;
- Sit on at least one committee or sub-committee of Council during their term in office;
- Sit on either the Academic Conference Committee or provide support to the Vice President Academics on the Student Donation Fund Subcommittee;
- Liaise with their departmental equivalent on the Soph Team;
- Provide regular feedback and Educational Policy Committee proposal commentary to the Vice President Academics;
- Be responsible for maintaining a booth at Fall Preview Day, March Break Open House, and Intent to Register under the guidance of the Vice President Academic;
- Provide necessary transition information to the incoming Department Representative.

20.0 SOCIAL SCIENCE SENATORS

- Social Science Senators shall:
 - Be elected in accordance with Senate guidelines;
 - Act as liaisons between the SSSC and the University Senate and shall make regular reports to Council on the activities of the Senate;
 - Represent the concerns and interests of Social Science Students' on each of the SSSC and the University Senate; and
 - Attend all meetings of the Student Caucus on Governance.

21.0 CONTENT COORDINATORS

- Content Coordinators shall:
 - Be chosen through application and interview process by the Vice President Communications;
 - Manage a variety of social media platforms to be determined by the Vice President Communications upon their selection;
 - Develop a posting schedule that includes photos, graphics, messages and captions from each portfolio on the council that submits a google form requesting posts;
 - Develop creative ideas for content to be posted on the SSSC accounts to better engage students;
 - Communicate with students by responding to messages and posts on social media platforms as well as email; and
 - Attend all possible SSSC events and initiatives to engage and interact with students.

22.0 THE MULTIMEDIA COORDINATOR

- Multimedia Coordinators shall:
 - Be chosen through application and interview process by the Vice President Communications;
 - Regularly update the SSSC website to include accurate information;
 - Manage the SSSC's linktr.ee and online blog;
 - Ensure all functions of the website are accessible to students; and
 - Gather photos, videos, and graphics from the other portfolios to be included on the SSSC website.

23.0 PHOTOGRAPHERS

- Photographers shall:
 - Be chosen through application and interview process by the Vice President Communications;
 - Follow the directions of the Vice President Communications to capture photos at events, initiatives and other designated times;
 - Attend all SSSC and designated Western events and initiatives to ensure photos are taken;
 - Take headshots of each council member and edit them accordingly; and
 - Distribute photos to Social Media and Website Coordinators when necessary.

24.0 VIDEOGRAPHERS

- Videographers shall:
 - Be chosen through application and interview process by the Vice President Communications;
 - Follow the directions of the Vice President Communications to capture videos at events, initiatives and other designated times;
 - Attend all SSSC and designated Western events and initiatives to ensure videos are taken; and
 - Distribute videos to Social Media and Website Coordinators when necessary.

25.0 GENERAL EVENTS COORDINATORS

- General Events Coordinator(s) shall:
 - Be chosen through an application process by the Vice-President Student Events;
 - Be responsible for designing, advertising, and implementation of the various activities and events that the SSSC participates in to create awareness surrounding important topics and to create a sense of community within the faculty;

- Work in cooperation with other university organizations to coordinate the efforts of campus-wide initiatives and events to ensure the active participation of the Social Science Students' Council;
- Be a member of the Student Events Committee; and
- Provide a final report to the Vice President Student Events by the AGM.

26.0 CHARITY EVENTS COORDINATOR(S)

- Charity Coordinator(s) shall:
 - Be chosen through an application process by the Vice-President Student Events;
 - Be responsible for the designing, advertising and implementation of the various activities and events that the SSSC participates in to raise funds and awareness for charitable organizations in the Western and London community;
 - Work in cooperation with other university organizations to coordinate the efforts of campus-wide charitable activities and events to ensure the active participation of the Social Science Students' Council;
 - Be a member of the Student Events Committee; and
 - Provide a final report to the Vice President Student Events by the AGM.

27.0 WELLNESS EVENTS COORDINATORS

- Wellness Coordinator(s) shall:
 - Be chosen through an application process by the Vice-President Student Events;
 - Be responsible for the designing, advertising and implementation of the various activities and events that the SSSC participates in to raise awareness surrounding wellness-related issues, inform students of wellness resources on campus, and to educate the social science on faculty on ways to practice wellness;
 - Work in cooperation with other university organizations to coordinate the efforts of campus-wide wellness activities and events to ensure the active participation of the Social Science Students' Council;
 - Be a member of the Student Events Committee; and
 - Provide a final report to the Vice President Student Events by the AGM.

28.0 SOCIAL SCIENCE SOPH TEAM RELATIONS COORDINATOR

- Social Science Soph Team Relations Coordinator shall:
 - Be hired by the Vice President Student Events;
 - Be responsible for the designing, advertising and implementation of the various activities and events that the SSSC participates in to implement a sense of community within the faculty;

- Be a member of the Student Events Committee;
- Be responsible for creating open and clear communication of soph team events and council events between the two groups;
- Be responsible for helping increase soph team and first-year student attendance at council events; and
- Provide a final report to the Vice President Student Events by AGM

29.0 HEAD SOPH

- The Head Soph shall:
 - Be appointed by a Head Soph Selection Committee whose composition will be determined by The University Students' Council;
 - Be responsible for the planning, coordination and execution of the Social Science Orientation program;
 - Plan Faculty Day in conjunction with the SSSC President and Vice-President Academics, beginning no later than August 1st of each year;
 - Be responsible for organizing Soph selection in accordance with the guidelines set out by Orientation Staff and the Orientation Governance Board;
 - Submit a comprehensive report on their progress in preparations for Orientation Week, including an updated budget and pricing quotes to the Vice President Finance and President of the Social Science Students' Council one (1) week before submitting their midterm report to Orientation staff;
 - Coordinate programming for Orientation Week in conjunction with the President, Vice-President Student Events and Vice-President Academics;
 - Not enter into any contracts as a representative of the SSSC without permission of the President or Vice President Finance; any such contracts will become the Orientation Commissioner's personal monetary responsibility; and
 - Complete a detailed year-end report by March 1st.

30.0 USC COUNCILLORS

- Each USC Councillor shall:
 - Be elected via USC By-Law #2;
 - Act in accordance with the USC Community Standards Policy; SSSC Community Standards Policy; SSSC Constitution; and this document;
 - Act as a liaison between the SSSC and the USC; and
 - Represent the concerns and interests of Social Science Students on both the SSSC and the USC.

31.0 FIRST-YEAR REPRESENTATIVES

- Each First-Year Representative shall:

- Be hired through an elected hiring board;
- Sit on rotations of portfolios throughout their term as FYRs; and
- Represent the interests of the First Year students in the faculty of Social Science.

32.0 STUDENT VOICE REPRESENTATIVES/AMBASSADORS

- Each Student Voice Representatives shall:
 - Be ratified after attending two (2) All-Council Meetings; and
 - Amplify the voices of their community and constituents.

33.0 FIRST-YEAR REPRESENTATIVE COORDINATOR

- The First-Year Representative Coordinator shall:
 - Be hired by the President;
 - Lead the First-Year Representatives and organize them into portfolios;
 - Transition the First-Year Representatives through each portfolio.