Brescia University College Students’ Council

**General Managers TOR Policy**

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**EFFECTIVE:** October 2017 **SUPERSEDES:** N/A

**AUTHORITY:** BUCSC Executive Council  **RATIFIED BY:** Council as of 2017

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**RELATED DOCUMENTS:** N/A **Page 1 of 3**

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## **PREAMBLE:**

The BUCSC is small and, like all student organizations, there is an annual turnover in leadership positions. As such, the BUCSC depends on the integrity, experience, and institutional memory of its sole permanent employee, the General Manager, to ensure smooth functioning and progressive growth in capacity.

## **1. Scope**

**1.1** This document shall act as the terms of reference for the BUCSC General Manager.

## **2. Appointment – Authority**

**2.1** The BUCSC Board of Directors is tasked with the hiring of the BUCSC General Manager.

**2.2** The President shall have weekly supervisory responsibilities for the General Manager and shall coordinate quarterly performance reviews with other members of the Board of Directors. All aspects of the General Manager’s employment contract shall be under the authority of the Board of Directors, and any changes to the General Manager’s employment relationship shall require approval of the Board of Directors.

## **3. Jurisdiction**

**3.1**  The General Manager shall act as the Chief Administrative Officer of the corporation.

**3.2** The Corporation’s Board of Directors, which is the Executive Council excluding the Governance Officer and Secretary, retains the ultimate authority to manage the affairs of the Corporation.

**3.3**  The duties and responsibilities as set forth in this document shall not empower the General Manager to perform or direct any act or matter that would to any extent whatsoever encroach upon the legislative powers of the Board of Directors or Council.

## **4. Meeting Privileges**

**4.1**  The General Manager shall be allowed to attend Board of Directors Meetings and General Meetings with the right, and with the consent of the chair, to speak but not to vote thereat.

1. Attendance of the General Manager may be restricted at in-camera meetings of the Board of Directors and Council meetings, as per established procedures within By-Law #1.

## **5. Responsibilities**

**5.1** Shall support the BUCSC in training and professional development, in areas including but not limited to:

1. The summer executive and full council training, and throughout the year;
2. Clubs training at the beginning of September;
3. 1:1 Meetings with the BUCSC President, as needed (weekly or bi-weekly); and
4. 1:1 Meetings with the BUCSC executives, as needed (monthly or quarterly).

**5.2** Shall act as the liaison between the BUCSC, and Brescia staff.

**5.3** Shall act as the Office Manager, with all necessary and relevant powers and responsibilities including but not limited to:

1. Maintain all official records and files for the BUCSC, including but not limited to;
   1. Financial records;
   2. BUCSC policies;
   3. Minutes of all BUCSC Council meetings; and,
   4. All legal and insurance documents.
2. Develop, institute, and administer an asset control program for all BUCSC property, resources, and information.
   1. Maintain information technology, information, and office equipment.
3. Shall offer research support, in areas including the creation or amending of policies, procedures, agreements, or by-laws.

## **6. PROCEDURAL AUTHORITY**

**6.1** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Council.

1. The scope of such Procedures is limited to the scope of this policy.
2. In the event of any conflict, this Policy supersedes any documents created under it.
3. Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
4. Any decision by the Executive Council may be overturned by a two-thirds (2/3) vote of council.