

4.5.11 Responsible for overseeing and direction of the Directors of Logistics and Director of sponsorship

4.5.12 Responsible for selecting Director of Logistics.

4.5.13 Shall be responsible for selecting the Director of Sponsorship alongside the VP Philanthropic.

4.6 VICE- PRESIDENT PHILANTHROPIC

4.6.1 Shall act as volunteer coordinator for the CSA executive. This includes organizing and communicating with all 101 Week guides, as well as gathering volunteer support for events throughout the year.

4.6.3 Shall pursue promotional sponsorship for 101 Week, 101 kits and other events throughout the term of their mandate.

4.6.4 Shall oversee the annual Shinerama Campaign. This includes the organization and promotion of Shinerama fundraisers, as well as the coordination of all volunteers and logistical components.

4.6.5 Responsible for gathering support and fundraising for philanthropic initiatives organized by the SFUO.

4.6.6 Shall attend monthly Social Affairs Round Tables (“SRT”) and remain up to date on all relevant issues pertaining to the position of Social Commissioner as directed by the SFUO.

4.6.7 Shall attend all SRT and remain up to date on all relevant issues pertaining to the philanthropic initiatives directed by the SFUO.

4.6.8 The Social Commissioner must be in the National Capital Region throughout the months of May to August, and be able to accommodate the large amount of time and work required to successfully organize 101 Week and Shinerama.

4.6.9 Shall be responsible for selecting the Director of Sponsorship alongside the VP Social Affairs.

4.6.10 Shall complete and submit a transition report upon the completion of executive role in April.

4.7 VICE-PRESIDENT COMMUNICATIONS

4.7.1 Shall facilitate communication between the executive and the membership through the use of various mediums, including, but not limited to, the distribution of posters, the CSA website, virtual communities, social media, newsletters, emails and class presentations.

4.7.2 Responsible for overseeing and direction the Director of Bilingualism.

4.7.3 Responsible for ensuring proper bilingual communication to the membership.

4.7.4 Shall be required to advertise the Class Representatives positions available in September. This includes promotion of the positions, finding suitable candidates and filling the positions by the end of September.

4.7.4.1 The VP Communication shall be responsible for finding four (4) class reps in the English program, and four (4) class reps in the French program.

4.7.6 Responsible for overseeing and direction of the Director of Media

4.7.7 Responsible for the 101 Week mail-out. This includes drafting and sending a letter with information about 101 Week to all incoming students registered in the Criminology program.

4.7.8 Shall promote all social events, in partnership with the VP Social, through the use of various media and social media forms including but not limited to 101 Week.

4.7.9 Shall maintain the all communication based accounts including but not limited to: Social media; MailJet; Email services; Web servers.

4.7.10 Shall sign the SFUO confidentiality forms and utilize mailing lists of criminology students to inform them of CSA activities and initiatives.

4.7.11 Shall ensure that all promotional material is available for distribution a minimum of two (2) weeks prior to any event.

4.7.12 Shall attend monthly Communications Round Tables and remain up to date on all relevant issues pertaining to the position of VP Communications as directed by the SFUO.

4.7.13 Shall complete and submit a transition report upon the completion of executive role in April.

4.8 GENERAL MANDATE OF VOTING EXECUTIVE MEMBERS

4.8.1 The mandate of the executive begins the first day of the month of May and ends on the last day of April of the following year.

4.8.2 Every executive member is required to complete a minimum of three (3) hours of office time per week.

4.8.3 The nomination of class representatives must be encouraged for each year of study. These representatives are encouraged to attend executive meetings, with no voting rights.

4.9 NON-VOTING EXECUTIVE MEMBERS

Be it resolved that, the duties of the non-voting executive members, are as follows the CSA Executive be composed of seven (7) non-voting members, namely:

4.9.1 DIRECTORS

4.9.1.1 DIRECTOR OF MEDIA

4.9.1.1.1 Shall create and maintain all promotional and visual media pertaining to communicating with the membership of the CSA.

4.9.1.1.1.1 Including, but not limited to posters, websites, photography, videography and 101 Week mailouts and cards

4.9.1.1.2 Shall work alongside the Director of Bilingualism to ensure that content created is fully bilingual in the university's official languages.

4.9.1.1.3 Shall work under the supervision and direction of the VP Communications.

4.9.1.1.4 All submissions for the creation of media or promotional material must be submitted seven (7) business days in advance of the required date. This date must also respect to section 4.7.11 of the constitution.

4.9.1.2 DIRECTOR OF BILINGUALISM

4.9.1.2.1 Is required to attend all official meetings and take meeting minutes, except in circumstances where they have notified the President twenty-four (24) hours in advance of their expected absence

4.9.1.2.2 Is required to have all meeting minutes completed bilingually in either the language spoken or translated equally in each language

4.9.1.2.3 Shall be in charge of contacting SFUO translation services for any large assignments outside of their scope or expertise (i.e. constitutions)

4.9.1.2.4 Shall accept any and all requests to translate media, content and/or promotions to be distributed to the membership

4.9.1.2.5 All submissions for the translation of documents must be submitted 48 hours in advance of the required date.

4.9.1.2.6 Shall work with external organizations and student services on campus to ensure the CSA offers events that are inclusive, bilingual, and accessible. This includes 101 Week.

4.9.1.2.7 Shall pursue promotional sponsorship for 101 Week, 101 kits and other events throughout the term of their mandate.

4.9.1.2.8 Shall work under the VP Communications.

4.9.1.3.1 DIRECTOR OF LOGISTICS

4.9.1.3.2. Shall co-ordinate the logistic components to all social events, including but not limited to, transportation, security, as well as exit and entrance strategies. This includes 101 Week and other events held by the CSA.

4.9.1.3.2. Shall work with external organizations and student services on campus to ensure the CSA offers events that are inclusive and accessible.

4.9.1.3.3 Shall promote all social events, in partnership with the VP Social Affairs.

4.9.1.3.4. Shall work under the VP Social Affairs.

4.9.1.3.5. Must be in the National Capital Region throughout the months of May to August, and be able to accommodate the large amount of time and work required to successfully organize 101 Week. This is interchangeable dependent on the need of the VP Social Affairs.

4.9.1.3.6 Shall complete and submit a transition report upon the completion of the executive role in April.

4.9.1.4.1 DIRECTOR OF SPONSORSHIP

4.9.1.4.2 Shall seek or fundraise sponsorship from other corporations for the sole purpose of carrying out their mandate, and not for any pecuniary gain of its members.

4.9.1.4.3 Shall pursue promotional sponsorship for 101 Week, 101 kits and other events throughout the term of their mandate.

4.9.1.4.4 Shall work under the VP Social Affairs and VP Philanthropic.

4.9.1.4.5 Must be in the National Capital Region throughout the months of May to August, and be able to accommodate the large amount of time and work required to successfully organize 101 Week. This is interchangeable dependent on the need of the VP Social Affairs and VP Philanthropic.

4.9.1.4.6 Shall complete and submit a transition report upon the completion of the executive role in April.

4.9.2 REPRESENTATIVES

4.9.2.1 1st Year Class Representative

4.9.2.1.1 Responsible for generating informing and generating interest to volunteering with the CSA to their cohort

4.9.2.1.2 Responsible for the representation of students in their respective cohort.

4.9.2.1.3 Shall express any concerns and needs of this student group to the CSA executive.

4.9.2.1.4 Shall ensure that those in their academic year are aware of the events and activities of the CSA executive.