

By-Law II
Changes to Job Descriptions

1. The yearly process of ratification for the Job Descriptions is as follows:
 - 1.1. At the end of the year previous, SRC, Executive and Managers will send the General Manager a review of their positions, which will include feedback and any changes they feel should be made to the job description
 - 1.2. Before the end of fall semester, the executive committee will conduct a review process of all job descriptions. This will be led by the General Manager
 - 1.3. The updated job descriptions will be brought to the SRC for formal ratification.
2. Ratification of job descriptions requires two readings of the SRC
 - 2.1. During the first reading of job descriptions by the SRC the goals of the union and potential changes of the overall structure may be discussed if deemed necessary.
 - 2.2. All changes to SRC, Executive and Managers job descriptions must be ratified before the nomination period of the General Elections
 - 2.3. Once ratified by the SRC these job descriptions are binding documents.
 - 2.4. Once job descriptions have been ratified they cannot be changed until new executive term has commenced.
3. The Job description Categories are as follows
 - 3.1. Executive Team
 - 3.1.1. President
 - 3.1.2. Vice-President Communications
 - 3.1.3. Vice-President Advocacy
 - 3.1.4. Vice-President Student Life
 - 3.1.5. Vice-President Graduate Affairs
 - 3.1.6. Chief Financial Officer (ex-officio)
 - 3.2. Councilor Positions
 - 3.2.1. Arts Representative
 - 3.2.2. Board of Governors Representative
 - 3.2.3. Femme Representative
 - 3.2.4. Education Students Representative
 - 3.2.5. First Year Representative
 - 3.2.6. International Representative
 - 3.2.7. Mature Students' Representative
 - 3.2.8. Indigenous Representative
 - 3.2.9. Professional Studies Representative
 - 3.2.10. Residence Representative
 - 3.2.11. Science Representative
 - 3.2.12. Transfer Students' Representative
 - 3.2.13. Racialized Representative
 - 3.2.14. Queer Representative
 - 3.2.15. Accessibility Representative
 - 3.3. Council Staff
 - 3.3.1. Speaker

- 3.3.2. Recording Secretary
- 3.4. Student Managers
 - 3.4.1. Social Media and Creative Content Manager
 - 3.4.2. Hub Manager
 - 3.4.3. Assistant Food and Beverage Manager
 - 3.4.4. Fountain Playcentre Operations Manager
 - 3.4.5. Fountain Playcentre Programming Manager
 - 3.4.6. Pride Centre Coordinator
 - 3.4.7. Food Bank Manager
 - 3.4.8. Soup Kitchen Coordinator
 - 3.4.9. Food Security Volunteer Coordinator
- 3.5. Honoraria Staff
 - 3.5.1. Elections Coordinator
- 3.6. Full Time Staff
 - 3.6.1. General Manager
 - 3.6.2. Health Plan Manager
 - 3.6.3. Food and Beverage Manager
- 4. Members outlined in 3.1, 3.2 and 3.3 who fail to perform their responsibilities defined in their job description, may be removed by the SRC, through procedures outlined in Articles 4.2.7, 4.2.8, and 4.3 of the Constitution
- 5. Members outlined in 3.4, 3.5, 3.6 who fail to perform their responsibilities as defined by their job descriptions shall be subject to discipline measures outlined in Policy VII: Human Resources
- 6. All updated job descriptions shall be posted to the website and shall be freely available to all MSVUSU members.