

**Policy VI**  
**Job Descriptions of Managers and Supervisors**

- 2.1** The Management and Supervisor Job Descriptions Policy outlines the process of amendment and ratification based on a visioning process for the job descriptions of the Managers, Supervisors and Editors of the MSVU Students' Union. The process takes place each academic year during the second term to prepare the job descriptions for the following year. Once ratified by the SRC these job descriptions are binding documents. No changes will be made to these job descriptions until the next ratification process. These are to be made available to the membership by the Executive Vice President.
- 2.2** The yearly process of ratification for the Management Job Descriptions is as follows:
- (a)** A visioning process led by the General Manager will engage the current job descriptions, the goals of the Union and potential changes to the overall structure and specific positions if necessary. These workshops will include members of the SRC, the Union management and the membership. This process will continue until the necessary information is gathered.
  - (b)** The Constitution and Policy Planning Committee with the leadership of the Executive Vice President will take the information gathered during the visioning process to amend the job description if necessary. The policy work will be done by CPP while members of the SRC, the Union management and the membership will be consulted at this stage of the process.
  - (c)** The completed job descriptions will be brought to the SRC for formal ratification.