

Job Policy Motions:

1. Moved by: Philip Lloyd

Seconded by: Kelsey Jacobson

That CESA Council amend subsection 6.01.01 of the Job Description Policy Manual as outlined in Appendix: *Aardvark*

2. Moved by: Philip Lloyd

Seconded by: Kelsey Jacobson

That CESA Council amend subsection 6.02.01 of the Job Description Policy Manual as outlined in Appendix: *Badger*

3. Moved by: Philip Lloyd

Seconded by: Kelsey Jacobson

That CESA Council amend subsection 6.03.01 of the Job Description Policy Manual as outlined in Appendix: *Camel*

4. Moved by: Philip Lloyd

Seconded by: Kelsey Jacobson

That CESA Council amend subsection 6.04.01 of the Job Description Policy Manual as outlined in Appendix: *Deer*

5. Moved by: Philip Lloyd

Seconded by: Natalie Tsui

That CESA Council amend subsection 5.01.01 of the Job Description Policy Manual as outlined in Appendix: *Eagle*

6. Moved by: Philip Lloyd

Seconded by: Natalie Tsui

That CESA Council amend subsection 5.02.01 of the Job Description Policy Manual as outlined in Appendix: *Fox*

7. Moved by: Philip Lloyd

Seconded by: Natalie Tsui

That CESA Council amend subsection 5.03.01 of the Job Description Policy Manual as outline in Appendix: *Gazelle*

8. Moved by: Philip Lloyd

Seconded by: Natalie Tsui

That CESA Council amend subsection 5.04.01 of the Job Description Policy

Manual as outlined in Appendix: *Hamster*

9. Moved by: Philip Lloyd

Seconded by: Natalie Tsui

That CESA Council amend subsection 5.05.01 of the Job Description Policy

Manual as outlined in Appendix: *Iguana*

10. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.01.01 of the Job Description Policy

Manual as outlined in Appendix: *Lemur*

11. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.02.01 of the Job Description Policy

Manual as outlined in Appendix: *Moose*

12. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.03.01 of the Job Description Policy

Manual as outlined in Appendix: *Newt*

13. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.09.01 of the Job Description Policy

Manual as outlined in Appendix: *Otter*

14. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.05.01 of the Job Description Policy

Manual as outlined in Appendix: *Penguin*

15. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.07.01 of the Job Description Policy

Manual as outlined in Appendix: *Quail*

16. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.03.01 of the Job Description Policy

Manual as outlined in Appendix: *Rabbit*

17. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.08.01 of the Job Description Policy Manual as outlined in Appendix: *Sea lion*

18. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 3.11.01 to the Job Description Policy Manual as outlined in Appendix: *Turkey*

19. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.06.01 of the Job Description Policy Manual as outlined in Appendix: *Walrus*

20. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.04.01 of the Job Description Policy Manual as outlined in Appendix: *Yak*

21. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.04.01 of the Job Description Policy Manual as outlined in Appendix: *Zebra*

22. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.07.01 of the Job Description Policy Manual as outlined in Appendix: *Antelope*

23. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.08.01 of the Job Description Policy Manual as outlined in Appendix: *Bear*

24. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.09.01 of the Job Description Policy

Manual as outlined in Appendix: *Cat*

25. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.10.01 of the Job Description Policy

Manual as outlined in Appendix: *Dinosaur*

26. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 2.01.01 of the Job Description Policy

Manual as outlined in Appendix: *Elephant*

27. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.05.01 of the Job Description Policy

Manual as outlined in Appendix: *Ferret*

28. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.01.01 of the Job Description Policy

Manual as outlined in Appendix: *Goose*

29. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 3.06.01 of the Job Description Policy

Manual as outlined in Appendix: *Horse*

30. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council remove the Athletics Policy Manual as outlined in Appendix:

Warthog

31. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 3.12.01 to the Job

Description Policy Manual as outlined in Appendix: *Jaguar*

32. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 4.02.01 to the Job

Description Policy Manual as outlined in Appendix: *Koala*

33. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 3.11.01 to the Job Description Policy Manual as outlined in Appendix: *Leopard*

34. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 1.03.01 to the Job Description Policy Manual as outlined in Appendix: *Mouse*

35. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 1.02.01 to the Job Description Policy Manual as outlined in Appendix: *Owl*

36. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council approve the addition of subsection 1.01.01 to the Job Description Policy Manual as outlined in Appendix: *Parrot*

Constitution Motions

37. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 4.04.03, 4.04.04, 4.05.04, 4.05.05, 4.06.03, and 4.06.04 of the Constitution of the Concurrent Education Students' Association as outlined in Appendix: *Raptor*

38. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 5.02.01, 5.02.02, 5.02.03, 5.02.04, 5.02.05, 5.02.06, 5.02.07, 5.02.08, and 5.09.01 of the Constitution of the Concurrent Education Students' Association as outlined in Appendix: *Kangaroo*

39. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 5.03.01 and 5.04.05 of the Constitution of

the Concurrent Education Students' Association as outlined in Appendix: *Snake*

Hiring Policy Manual Motions

40. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 1.01.05 and 1.01.06 of the Hiring Policy Manual as outlined in Appendix: *Monkey*

Elections Policy Manual Motions

41. Moved by: Philip Lloyd

Seconded by: Alyson Prabhu

That CESA Council amend subsection 1.02.08 and 1.02.09 of the Elections Policy Manual as outlined in Appendix: *Giraffe*

APPENDIX: Aardvark

From the Job Description Policy Manual of CESA

6.01 Duties of the Head Teach

6.01.01 The Head Teach shall,

- (a) be a non-voting member of Council and is required to attend all meetings of the Council,
- (b) schedule and preside over all meetings of the Orientation Executive and Orientation leaders,
- (c) attend all ORT, and SOARB meetings on behalf of the Orientation Executive, as required,
- (d) promote, schedule, and organize the application and interview processes for Orientation leaders and the incoming Orientation Executive, and participate in the selection of those two groups,
- (e) act as a liaison between Orientation Executive and CESA, AMS, ASUS, ORT, SOARB, the Faculty Deans, and other external organizations,
- (f) be responsible for completing all ORT and SOARB event and slogan approval forms,
- (g) assist Financial Teach in the production and distribution of the Concurrent Education Orientation Handbook,
- (h) have co-signing authority on the Orientation Committee Account with Financial Teach,
- (i) approve the Orientation Week Handbook and event forms with the President and Associate Dean of Arts and Science Vice President (External) and the Associate Dean of Education,
- ~~(j) organize and oversee the production of the Orientation Week Video,~~
- (j) be responsible for the coordination of the development and distribution of sponsorship packages for Orientation Week, in conjunction with the other members of the Orientation Executive,
- (k) be permitted to invite a faculty member to sit on Teach Exec hiring in a non-voting nature, if they deem the presence of a faculty member appropriate, as per the recommendation of the AMS,
- (l) perform any duties that do not fall directly under the duties of the Academics, Social, or Financial Teach,
- (m) oversee the duties and responsibilities of Academics Teach, Social Teach and Financial Teach, as described in 6.02, 6.03 and 6.04 of this document.

APPENDIX: Badger

From the Job Description Policy Manual of CESA

6.02 Duties of the Academics Teach

6.02.01 The Academics Teach shall,

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Orientation Executive and Orientation leaders' meetings,
- (c) participate in the selection of the Orientation leaders and incoming Orientation Executive,
- (d) organize and execute all academic events during Orientation Week, which include: Arts and Science Welcome Forum, Academics on West, Library Tours, Campus Mystery Tour, and Motivational Speaker,
- (e) attend all meetings of the Academic Orientation Committee throughout the academic year and act as the liaison between the Orientation Executive and this committee,
- (f) organize and oversee the Academic Integrity Training during Orientation Pre-Week,
- (g) provide academic support to all Orientation leaders;
- (h) provide support to other Orientation Executive members, as required.

APPENDIX: Camel

From the Job Description Policy Manual of CESA

6.03 Duties of the Financial Teach

6.03.01 The Financial Teach shall,

- (a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,
- (b) attend all Orientation Executive and Orientation Leaders' meetings
- (c) participate in the selection of the Orientation leaders and incoming Orientation Executive,
- (d) produce and distribute the Concurrent Education Orientation Handbook in conjunction with Head Teach,
- (e) be responsible for organizing a budget for Orientation Week, the collection of fees from Orientation leaders and incoming students; payment of bills, rentals, and regulating expenses,
- (f) have co-signing authority of the Orientation Week account with Head Teach,
- (g) be responsible for maintaining detailed records of all payments made, and for producing a final

budget upon completion of Orientation Week. These records shall be made public to ORT, and CESA, as required,

(h) provide support to other Orientation Executive members, as required.

APPENDIX: Deer

From the Job Description Policy Manual of CESA

6.04 Duties of the Social Teach

6.04.01 The Social Teach shall,

(a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) attend all Orientation Executive and Orientation leaders' meetings,

(c) participate in the selection of the Orientation leaders and incoming Orientation Executive,

(d) organize and execute all social events during Orientation Week, which include Retro Road trip and Semi-Formal,

(e) be responsible for the organization of the Teach Mystery Road Trip during Orientation Pre-Week,

(f) be responsible for organization and distribution of Frosh Welcome Letters during the summer prior to Orientation Week,

(g) be responsible for coordinating busses for Pre-Week and Orientation Week,

(h) provide support to other Orientation Executive members, as required.

APPENDIX: Eagle

From The Job Description Policy Manual of CESA

5.01 Duties of the Conference Chair

5.01.01 The Conference Chair shall,

(a) work with the Vice President (External) and the Conference Executive to plan, organize and facilitate the Queen's Conference on Education,

(b) chair Conference Executive meetings,

(c) act as the key liaison between the Executive and the Conference Executive,

- (d) interview and appoint the Conference Executive members in conjunction with the Executive,
- (e) maintain communication with respective Councils and Faculties at Queen's University,
- (f) in conjunction with ~~Conference Promotions~~ Director of Marketing, maintain communication with Councils and Faculties of Education of participating external universities,
- ~~(g) arrange hotel or billeting accommodations for all external delegates and speakers,~~
- (g) book any equipment and venues required for the Conference weekend
- (h) act as the official contact person for Conference delegates,
- (i) organize delegate registration in conjunction with ~~Conference Finances~~ Director of Communications,
- (j) place delegates in workshops and prepare certificates of completion for Conference delegates in conjunction with Director of Logistics,
- (k) prepare the welcome packages,
- (l) provide support and guidance to all members of the Conference Executive,
- (m) perform any duties that do not directly fall under the job descriptions of ~~Conference Finance~~ Director of Special Events, ~~Conference~~ Director of Logistics, ~~Conference Promotions~~ Director of Marketing or ~~Conference~~ Director of Communications.

APPENDIX: Fox

From The Job Description Policy Manual of CESA

5.02 Duties of the ~~Conference Finances~~ Director of Special Events

5.02.01 The ~~Conference Finances~~ Director of Special Events shall,

- (a) attend all Conference Executive meetings,
- ~~(b) be responsible for all Conference finances,~~
- (b) coordinate all social events for the Conference weekend, including the banquet and/or Friday Night Social and/or icebreaker activities,
- ~~(c) create a preliminary budget in April based on previous years' finances,~~
- (c) ensure all social events abide by AMS insurance policy,
- i) Fill out an AMS sanctioning form.

ii) Seek approval from Queen's Student Constables, Queen's First Aid, and the AMS Vice President (Operations) for appropriate events in conjunction with the Conference Chair

~~(d) update the budget on an ongoing basis,~~

(d) coordinate all pre-Conference social events, including fundraisers to raise funds for the Conference

~~(e) present a final budget to the Conference Executive following the completion of Conference and payment of all outstanding fees,~~

(e) coordinate all meals and snacks for the Conference,

~~(f) coordinate Conference Executive clothing,~~

~~(g) book any equipment and venues required for the Conference weekend,~~

~~(h) will organize delegate registration in conjunction with the Conference Chair,~~

(i) (f) provide support to other members of the Conference Executive as required, on the advice of the Conference Chair.

APPENDIX: Gazelle

From the Job Description Policy Manual of CESA

5.03 Duties of the Conference Director of Logistics

5.03.01 The Conference Director of Logistics shall,

(a) attend all Conference Executive meetings,

(b) book and organize all workshop and keynote speakers,

~~(c) prepare and distribute certificates of completion for Conference delegates,~~

(c) organize the Teacher Resource Fair

(d) coordinate tokens of appreciation, charitable donations or otherwise, for all Conference speakers,

~~(e) create and collect evaluation forms for the Conference weekend to be completed by all speakers and delegates in attendance,~~

(e) coordinate all volunteers for the Conference weekend

~~(f) review the evaluations and relay the information to the Conference Executive,~~

~~(g)~~ (f) provide support to other members of the Conference Executive as required, on the advice of

the Conference Chair.

APPENDIX: Hamster

From the Job Description Policy Manual of CESA

5.04 Duties of the Conference Director of Communications

5.04.01 The Conference Director of Communications shall,

(a) attend all Conference Executive meetings,

(b) draft an up-to-date support package and communicate with potential supporters for monetary and product donations,

~~(c) plan fundraisers to raise funds for the Conference~~

(c) arrange hotel or billeting accommodations for all external delegates and speakers

(d) apply for applicable Queen's grants, and communicate with internal Departments at Queen's for donations

(e) will provide large scale supporters with post-Conference updates and final budget, in conjunction with the Conference Chair,

~~(f) coordinate all meals and snacks for the Conference with the other conference executives,~~

(f) coordinate the re-establishment of the Queen's Conference on Education AMS fee subject to individual opt out when it is time for the question to be put on the ballot for the referendum

~~(g) coordinate all volunteers for the Conference weekend,~~

(g) be responsible for all Conference finances

i) create a preliminary budget in April based on previous years' finances

ii) update the budget on an ongoing basis

iii) provide support to the Conference Chair during delegate registration

iv) present a final budget to the Conference Executive following the completion of Conference and payment of all outstanding fees

(h) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair

~~(i) coordinate the re-establishment of the Queen's Conference on Education AMS fee subject to individual opt out when it is time for the question to be put on the ballot for the referendum~~

APPENDIX: Iguana

From the Job Description Policy Manual of CESA

5.05 Duties of the ~~Conference Promotions~~ Director of Marketing

5.05.01 The ~~Director of Marketing~~ shall,

(a) attend all Conference Executive meetings,

(b) advertise the Conference internally for both Concurrent Education and other Queen's students,

(c) advertise the Conference externally at other Ontario universities, in conjunction with the Conference Chair,

(d) develop all Conference publications, including the website and any additional multimedia,

~~(e) coordinate all social events for the Conference weekend, including the banquet,~~

~~(e) coordinate Conference Executive Clothing~~

~~(f) ensure all social events abide by AMS insurance policy,~~

~~i) Fill out an AMS sanctioning form.~~

~~ii) Seek approval from Queen's Student Constables, Queen's First Aid, and the AMS Vice President (Operations) for appropriate events in conjunction with the Conference Chair.~~

(f) create and collect evaluation forms for the Conference weekend to be completed by all speakers and delegates in attendance

i) review the evaluations and relay the information to the Conference Executive

(g) organize and purchase all Conference products, including materials for the welcome packages

~~(g)~~ (h) provide support to other members of the Conference Executive as required and on the advice of the Conference Chair.

APPENDIX: Lemur

From the Job Description Policy Manual of CESA

3.01 Duties of the Senator

3.01.01 The Senator shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) attend all meetings of the University Senate,
- (c) attend the annual meeting of the University Council,
- (d) attend all meetings of the Student Senate Caucus,
- (e) consult the Association and the Council on matters pertaining to the Senate, but shall represent and act in the best interests of the University as a whole,
- (f) report to the Council on the discussions and decisions of the Senate and its committees,
- (g) maintain ties with the ESS President regarding developments on Senate,
- (h) serve on a minimum of one (1) Senate Committee, as prescribed by the Senate Nominating Committee and the Secretary of the Senate.

APPENDIX: Moose

From the Job Description Policy Manual of CESA

3.02 Duties of the Treasurer

3.02.01 The Treasurer shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) be responsible for the finances of the Association in conjunction with the President,
- (c) survey all members of the Council for projected expenditures and formulate a budget by the end of the third week of the fall term,
- (d) report all financial transactions to the Council at the culmination of each term,
- (e) keep accurate records of all receipts,
- (f) co-sign all Association cheques with the President,
- (g) sit on the Bursary eCommittee,
- (h) distribute bursary funds.

APPENDIX: Newt

From the Job Description Policy Manual of CESA

3.03 Duties of the Representative(s) to the AMS

3.03.01 The Representative(s) to the AMS shall,

- (a) be a voting member(s) of Council and is (are) required to attend all Council meetings,
- (b) be a position held by a number of members of the Association determined by AMS policy and in consultation with the AMS Commission of Internal Affairs,
 - i) Two (2) representative shall be elected in the regular Association elections in the winter term.
 - ii) The remaining representative(s) shall be elected in September once enrolment numbers are confirmed by the Office of the Registrar.
 - iii) One representative elected in September shall be a first year member of the Association.
- (c) represent the Association on AMS Assembly as voting member(s),
- (d) be encouraged to sit on an AMS sub-committee,
- (e) report to Council about all important information discussed at AMS Assembly,
- (f) be responsible for ensuring that updated reports of the AMS Assembly are posted on the Association website.

APPENDIX: Otter

From the Job Description Policy Manual of CESA

~~4.09 Duties of the ESS Representative to CESA~~

~~4.09.01 The ESS Representative to CESA shall,~~

- ~~(a) be filled by an Association member in his or her final year of Concurrent Education,~~
- ~~(b) attend all Association meetings when in Kingston,~~
- ~~(c) work with the Faculty of Education Orientation Committee to notify Education students about ESS positions available for September and Orientation events,~~
- ~~(d) act as Transition Officer for ESS Elections, fulfilling all duties associated with that role as outlined in the ESS Constitution,~~

(e) become the Queen's CESA Representative on the ESS Council in September without election and fulfill all duties associated with that role as outlined in the ESS Constitution;

(f) work directly with the President of ESS in order to maintain communication between the Association and ESS.

APPENDIX: Penguin

From the Job Description Policy Manual of CESA

3.05 Duties of the Representatives to TELC

3.05.01 The Representatives to TELC shall,

(a) be a voting member of Council and are required to attend all Council meetings,

(b) be a position held by two one (1) Association member who is in their fourth year one in his or her fourth year, and the second in his or her final B.Ed year,

(c) hold this position for a two year term, starting in fourth year,

(d) represent the Association on the TELC board,

(e) report to Council about all important information discussed at TELC meetings,

(f) compile minutes of the TELC meetings to be made available on the CESA website by the first Association meeting after TELC meeting;

(g) be responsible for ensuring that updated minutes of the TELC meetings are posted on the Association website,

(h) represent both Primary/Junior and Intermediate/Senior streams, regardless of their his or her own stream,

(i) report to Council about all important information discussed at ESS meetings.

APPENDIX: Quail

From the Job Description Policy Manual of CESA

4.04 Duties of the Web Master

4.04.01 The Web Master shall,

(a) be a position held by one member of the Association;

(a) not be a member of Council but is to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be responsible for the Association website found at www.queenscesa.com, for an Association Twitter account, and for maintenance and updating of the Association Facebook page,

(c) work with the Orientation Executive to create and manage an Orientation Week website,

(d) update the website, Twitter account, and Facebook page on a bi-weekly basis or as requested from by other members of the Council,

(e) produce the slide show to be presented at the Annual Concurrent Education Formal,

(f) i) produce, advertise, and distribute the slide show on CD to interested members of the Association.

(f) be required to maintain contact with the Service Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

APPENDIX: Rabbit

From the Job Description Policy Manual of CESA

4.05 Duties of the Workshop Coordinator(s)

4.05.01 The Workshop Coordinator(s) shall,

(a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one (1) or two (2) Association members,

(c) organize at least two (2) workshops per term that provide Association members with opportunities for professional development related to the field of education, that may offer certification,

(c) determine the amount of workshops in consultation with the ~~Vice President (External)~~ Service Director,

(d) ensure that first priority for all workshops is given to Association members and if spots are still available, they may be opened up to the general public,

(e) act as a resource to the Conference Executive,

(f) be required to maintain contact with the Service Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

APPENDIX: Sea lion

From the Job Description Policy Manual of CESA

4.06 Duties of the Newsletter B.Ed Spread Editor(s)

4.06.01 The Newsletter B.Ed Spread Editor(s)

(a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one or two Association members,

(c) produce each newsletter, including by collecting articles from Council and committee members, editing, and determining the layout,

(d) ensure each newsletter is placed on the Association website with the assistance of the Web Master,

(e) ensure hardcopies of the newsletter remain in the Con-Ed Office for general viewing,

~~(e) distribute an email to all Association members regarding the newsletter with a link to the website for viewing,~~

(f) determine the number of newsletters to be released at the beginning of each semester in consultation with the Service Director,

(g) give the President Service Director 24 hours in advance to review the newsletter before being released,

(h) chair the B.Ed. Spread Committee and oversee reporters, photographers, and other members,

i) the type of application for the B.Ed Spread Committee is up to the discretion of the B.Ed Spread Editor(s) with approval from the Executive Administrator prior to distribution to Association members,

(i) be required to maintain contact with the Service Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

APPENDIX: Turkey

From the Job Description Policy Manual of CESA

3.11 Duties of the Service Director

3.11.01 The Service Director shall,

(a) be a voting member of Council and is required to attend all Council meetings,

- (b) be a position held by one (1) member of the Association,
- (c) hire the Web Master, Workshop Coordinators, and B.Ed Spread Editors with the Executive,
- (d) oversee the activities of the Web Master, Workshop Coordinators, B.Ed Spread Editors and B.Ed Spread Committee,
- (e) represent the Web Master, Workshop Coordinators, B.Ed Spread Editors and B.Ed Spread Committee on Council, and should it be deemed necessary, advise them to attend a Council meeting,
- (f) attend B.Ed Spread Committee meetings and maintain bi-weekly contact with Web Master, Workshop Coordinators, and B.Ed Spread Editors,
- (g) act as a resource for Web Master, B.Ed Spread Editors, and Workshop Coordinators to ensure the successful execution of their tasks,
- (h) report to Web Master, B.Ed Spread Editors, and Workshop Coordinators event dates, concerns, and other pertinent information as discussed in Council,
- (i) hold internal reviews at the end of the Fall semester with the Web Master, B.Ed Spread Editors, and Workshop Coordinators,
- (j) coordinate a mid-year review of the B.Ed Spread Editors by the members of the B.Ed Spread Committee,
- (k) upon receiving the B.Ed Spread 24 hrs before its scheduled release, review the newsletter and seek assistance from the Equity Affairs Commissioners as necessary.

APPENDIX: Walrus

From the Job Description Policy Manual of CESA

4.06 Duties of the Music Representative

~~4.06.01 The Music Representative shall,~~

- ~~(a) be a position held by one (1) Association member enrolled in the joint B.Ed/B.Mus program,~~
- ~~(b) insert an information page including details about the Music Education program in the Orientation Handbook,~~
- ~~(c) express the concerns of Concurrent Music Education students to the Council,~~
- ~~(d) act as a liaison between the School of Music and the Association,~~
- ~~(e) liaise with the Academic Commissioner(s) to ensure the best academic success and representation of all Concurrent Music Education students,~~

(f) liaise with Orientation Executive, ensuring that there is an opportunity for first year Concurrent Music Education students to meet upper year Concurrent Music Education students during Orientation Week.

APPENDIX: Yak

From the Job Description Policy Manual of CESA

3.04 Duties of the Academic Affairs Commissioner(s)

3.04.01 The Academic Affairs Commissioner(s) shall,

(a) be a voting member of Council and is required to attend all Council meetings,

(b) be a position held by one member or two members of the Association,

(b) act as a liaison between the Association and the Academics representatives of other faculties and AMS Academic Caucus,

(c) act as a resource to all members of the Association with regard to academic matters of the University and Concurrent Education

(d) attend the meetings of the Professional Studies Committee of the Faculty of Education's Faculty Board,

(e) work with the President and the Associate Dean of Education to evaluate student satisfaction with the Concurrent Education program, and generate feedback on the quality of undergraduate education courses,

(f) generate feedback on the quality of undergraduate education courses,

(e) Chair the Academics Committee,

(g) host two (2) Academic Meetings, where students are invited to participate in a discussion group regarding the current academic undertakings of Queen's and Con-Ed,

(h) work in conjunction with the Web Master to maintain the academics binder located in the Con-Ed Office, an online page on the Association website with pertinent news, information, and resources that is to be updated at least once per month

(i) act as a liaison between Music's Con-Ed Representative and Council.

APPENDIX: Zebra

From the Job Description Policy Manual of CESA

4.04 Duties of the Fundraiser(s)

4.04.01 The Fundraiser(s) shall,

- (a) be a position held by one or two members of the Association,
- (b) be responsible for coordinating with the Executive and Council Commissioners regarding their fundraising needs, and facilitating their fundraising endeavours,
 - i) This may include booking tables or rooms, filling out administrative forms, and booking events.
- (c) develop new ideas and implement opportunities for Association Fundraising.

APPENDIX: Antelope

From the Job Description Policy Manual of CESA

3.06 Duties of the First Year Representatives

3.06.01 The First Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members, elected in September,
- (c) update first year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- (d) assist the Third Year Representatives in the Charity Can Drive
- (e) ensure each first year class has a representative to relay Association related information,
- (f) be responsible for the selection and sales of a year jacket bar,
- (e) be responsible for the selection and sales of a year jacket bar, which needs to be completed by the first week of the winter semester,
- (f) hold different office hours to promote inclusivity for first years in the Con-Ed Office,
- (g) attend Association sponsored events and take pictures of participating members, using the Association camera, and for the purposes of the Association,
- (g) organize one (1) fundraising event during the winter semester that would go towards that year's ThankQ gift.
- i) In the event that the First Year Representatives are unable to attend an event, they shall arrange for another member of the Association to fulfill this duty.

APPENDIX: Bear

From the Job Description Policy Manual of CESA

3.07 Duties of the Second Year Representatives

3.07.01 The Second Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members,
- (c) update second year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- (d) be an active voice for their year to the Association,
- ~~(d) assist the Third Year Representatives in the Charity Can Drive~~
- ~~(e) ensure each second year class has a representative to relay Association related information,~~
- (e) in conjunction with the Vice President (Internal), organize the Con-Ed Buddy Picnic and Buddy Program, the upper year buddy sign up, and the assignment of first year buddies encourage continued contact between the buddies throughout the year,
- (f) organize one (1) fundraising event during the winter semester that would go towards that year's ThankQ gift.

APPENDIX: Cat

From the Job Description Policy Manual of CESA

3.08 Duties of the Third Year Representatives

3.08.01 The Third Year Representatives shall,

- (a) be voting members of Council and are required to attend all Council meetings,
- (b) be a position held by two Association members,
- (c) update third year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,
- ~~(d) ensure each third year class has a representative to relay Association related information,~~
- (d) be an active voice for their year to the Association,
- ~~(e) organize and carry out Charity Can Drive before the last day of classes of first semester.~~

(e) coordinate all Clothing and Merchandise sales by the conclusion of Fall term for sale in the Winter term,

(f) organize the Half-Way There Celebration for third year students,

(g) organize one (1) fundraising event during the fall semester that would go towards that year's ThankQ gift.

APPENDIX: Dinosaur

From the Job Description Policy Manual of CESA

3.09 Duties of the Fourth Year Representatives

3.09.01 The Fourth Year Representatives shall,

(a) be voting members of Council and are required to attend all Council meetings,

(b) be a position held by two Association members,

(c) update fourth year students on upcoming events and information discussed at meetings of the Council, as well as other pertinent announcements,

(d) be an active voice for their year to the Association,

~~(d) assist the Third Year Representatives in the Charity Can Drive~~

~~(e) coordinate all Clothing and Merchandise sales by the conclusion of Fall term,~~

(e) chair the CESA ThankQ committee,

(f) organize one (1) fundraising event during the fall semester that would go towards that year's ThankQ gift.

APPENDIX: Elephant

From the Job Description Policy Manual of CESA

2.01 Duties of the Executive Administrator

2.01.01 The Executive Administrator shall,

(a) be a voting member of Council only in the case of an equality of votes, in which case he/she shall vote in the negative, and is required to attend all council meetings,

(b) chair all meetings of the Council,

(c) be responsible for ensuring that updated minutes are posted on the Association website and compiled in a binder available in the Con Ed Office,

(d) be concerned with matters relating to the internal administration and operation of the Association and its committees. This includes making arrangements for Executive and general meetings, booking rooms, compiling contact lists, collecting transition manuals, and maintaining attendance records,

(e) hold the position of Chief Electoral Officer and oversee the holding and running of elections as specified in the Constitution,

(f) present the incoming Council with a revised and updated version of the Constitution and Job Description Policy Manual following the Annual General Meeting, and no later than the end of the April exam period of that year,

(g) ensure Council attendance at Association meetings member attendance at Council meetings and hand out Perfect Attendance Awards at the Annual General Meeting,

(h) assist the Executive in hiring the appointed Council positions,

(i) operate as an impartial and neutral party within the Association,

(j) The Executive Administrator may rely on the support of the Council and the Executive, especially the President, in fulfilling their duties, but shall act in a fair and impartial nature throughout their tenure,

(k) hold the position of Office Admin and be responsible for Con-Ed bars and buttons, pop sales, the Office computer, safe, and overall cleanliness.

APPENDIX: Ferret

From the Job Description Policy Manual of CESA

4.02 Duties of the Social Affairs Commissioners- Coordinators

4.02.01 The Social Affairs Commissioners Coordinators shall,

(a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by two (2) members of the Association,

(c) organize a range of social events, including, but not limited to

i) Back To School Smokers/End of Term Snowkers,

ii) Coffeehouses,

iii) the Annual Concurrent Education Formal,

(d) be responsible for organizing Con-Ed's booth at the Sidewalk Sale in September

(d) ensure that all events are accessible to all Association members,

(e) chair the Social Committee to assist in the planning and implementation of all Association social events, including the Annual Concurrent Education Formal,

(i) the type of application for the Social Committee is up to the discretion of the Coordinators with approval from the Executive Administrator prior to distribution to Association members,

(f) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

APPENDIX: Goose

From the Job Description Policy Manual of CESA

4.01 Duties of the Community Affairs Commissioner Coordinator(s)

4.01.01 The Community Affairs Commissioner Coordinator(s) shall,

(a) not be a member/members of Council but is/are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by one (1) or two (2) members of the Association,

(e) ensure the Council and Association members are aware of all on- and off campus initiatives for charity and community building projects,

i) this entails, but shall not be limited to compiling a list of volunteer opportunities which shall be available in the Office and on the Website throughout the year.

(c) be responsible for planning and executing a wide range of initiatives throughout the school year that raise funds and/or awareness to support various charitable organizations and their causes, (with a suggested target of one initiative per month)

(d) organize and run the Annual Charity Pancake Breakfast which shall be held on a weekend before the end of September.

(e) facilitate or run the Tree of Life initiative in conjunction with the Physical and Health Education and Kinesiology Students' Association (PHEKSA),

i) Run Tree of Life during even years.

ii) Facilitate Tree of Life during odd years.

(f) chair a ~~Community Affairs Committee~~ the Volunteer Initiatives Committee that assists in the undertaking of ~~initiatives~~ charitable and community building projects throughout the year,

i) the type of application for the Volunteer Initiatives Committee is up to the discretion of the Coordinator(s) with approval from the Executive Administrator prior to distribution to Association members,

(g) maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

APPENDIX: Horse

From the Job Description Policy Manual of CESA

4.03 Duties of the Athletic Sticks

4.03.01 The Athletic Sticks shall,

(a) not be members of Council but are to be held accountable to Council under the requirements described by the Job Description Policy Manual,

(b) be a position held by three (3) members of the Association,

i) Two (2) Sticks, one (1) BEWS, one (1) WIC, shall be elected in the regular Association elections.

ii) One (1) shall be a first year Association member elected in September.

(c) attend all meetings as required by the Queen's Intramural Committee,

(d) adhere to all duties of the Faculty Sticks and Year Sticks in the Intramural Handbook,

(e) be responsible for organizing and promoting intramural activities among Association members,

(f) coordinate Intramural sign-up night at the beginning of fall term,

(g) organize all BEWS, WIC, and BEWIC entries,

~~(g) maintain the letter point system in an athletic binder in the Con Ed Office,~~

(h) be required to maintain contact with the Events Director on a bi-weekly basis in order to discuss current and potential initiatives and concerns.

APPENDIX: Warthog

From the Athletics Policy Manual

ARTICLE 1. INTRAMURAL POINT SYSTEM

1.01 The Athletic Sticks shall be responsible for keeping accurate records of the points for every participant in the Intramural Athletics program that is a member of the Association.

1.02 An "E" shall be awarded upon the accumulation of twenty five (25) points and a star shall be awarded for each additional fifteen (15) points earned thereafter. Points are cumulative for years in the Concurrent Education program. The Athletic Sticks will distribute the awards at the Annual Concurrent Education Formal.

1.03 Managers are expected to submit an attendance form at the end of each semester to allow for the tabulation of intramural points. Managers not submitting an attendance form for their team shall not be allotted full points for managing that team.

1.04 The intramural point system shall be as follows:

1.04.01 Team Sports

- (a) Member (50% attendance) 2
- (b) Quarter Finalist 3
- (c) Semi Finalist 4
- (d) Finalist 5
- (e) Champion 6

1.04.02 Tournament Sports:

- (a) Participant 2
- (b) Quarter Finalist 3
- (c) Semi Finalist 4
- (d) Finalist 5
- (e) Champion 6

1.04.03 BEWIC Sports Days

- (a) Participant 5
- (b) Third place 1
- (c) Second place 2
- (d) First place 3
- i) Separate points shall be awarded for placement in each category of competition; spirit, competitive, and overall.

1.04.04 Individual Sports

- (a) Competitor (Without Default) 1
- (b) Finalist (4th, 5th, or 6th place) 2
- (c) Third Place 3
- (d) Second Place 4
- (e) Champion 5

1.04.05 Interscholastic Sports

- (a) Member, manager, or trainer 4

1.04.06 Chief Official or Member of
(a) Operations Group 5
(b) Executive Council 5
i) Excluding UCA and Faculty reps at large.

1.04.07 Referees
(a) Officiate 4 games or more 3
i) Points awarded for each sport officiated.

1.04.08 Managers
(a) Team Sports 4
i) Maximum two (2) defaults per team.
ii) Points awarded per team
(b) Tournament Sports 4

1.04.09 Athletic Sticks
(a) Senior Reps 10
(b) Junior Reps 5

APPENDIX: Jaguar

From the Job Description Policy Manual of CESA

3.12 Duties of the Events Director

3.12.01 The Events Director shall,

(a) be a voting member of council and is required to attend of all Council meetings,

(b) be a position held by one (1) member of the Association,

(c) hire the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks with the Executive,

(d) oversee the activities of the Community Affair Coordinators, Social Affairs Coordinators, and the Athletic Sticks,

(e) represent the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks on Council, and should it be deemed necessary, advise them to attend a Council meeting,

(f) attend sub-committee meetings and maintain bi-weekly contact with the Community Affairs Coordinators, Social Affairs Coordinators, and the Athletic Sticks,

(g) act as a resource for the Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks to ensure the successful execution of their tasks

(h) report to Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks event dates, concerns, and other pertinent information as discussed in Council,

(i) hold internal reviews at the end of the Fall semester with the Community Affairs Coordinators, Social Affairs Coordinators and Athletic Sticks,

(j) coordinate a mid-year review of the Community Affairs Coordinators and Social Affairs Coordinators by the members of the Volunteer Initiatives Committee and Social Committee respectively,

(k) ensure the proper advertisement and promotion of university wide charity and community initiatives such as Blood Drives or Capture the Faculty.

APPENDIX: Koala

From the Job Description Policy Manual of CESA

3.13 Duties of the Equity Affairs Commissioner(s)

3.13.01 The Equity Affairs Commissioner(s) shall,

(a) be voting members of Council and are required to attend all Council meetings,

(b) be a position held by ~~one or~~ two (2) ~~Association members~~ members of the Association,

(c) chair the Bursary Committee,

(d) maintain the pamphlet display in the Con-Ed Office in order to keep Association members informed about resources in the community,

(e) ~~to~~ attend AMS Equity Caucus meetings as representatives of CESA,

~~(e) assist the President in organizing Anti Oppression and Positive Space training for Council~~

(f) be responsible for the Anti Oppression training and Positive Space training of Con-Ed's leadership position holders at the beginning of Fall term, in conjunction with the President

i) The use of the Positive Space sticker will only be used if Council of that year votes unanimously on the placing of the sticker on the Con-Ed Office door,

(g) act as a resource to the Service Director in the editing of the B.Ed Spread before its release.

APPENDIX: Leopard

From the Job Description Policy Manual of CESA

3.10 Duties of the Graduating Year Representative(s)

3.10.01 The Graduating Year Representative(s) shall,

(a) be a position held by one or two members of the Association following completion of their undergraduate degree, in their graduating year of Concurrent Education,

(b) not be required to attend Association meetings,

(c) not have voting privileges on the Council,

(d) serve as an Officer for a 5 year term leading up to the class' next official Class Reunion, 5 years after convocation,

(e) be accessible to classmates in as many ways as possible,

(f) organize and facilitate at least the first official Reunion,

(g) consider holding events and programs other than Reunions, including some broadly based regional programming,

(h) provide information and submit columns for all editions of the Alumni Review magazine and other communication vehicles,

(h) return to campus in the fall for Homecoming or attend the John Orr Award Dinner in Toronto, if possible,

(i) represent their class at Alumni Assembly,

(j) establish an Alumni committee from members of their year to assist in the undertaking of the duties of the Graduating Representative(s) of interested members from their year.

~~(k) strike an Alumni committee of interested members from their year.~~

APPENDIX: Mouse

From the Job Description Policy Manual of CESA

1.03 Duties of the Vice President (External)

1.03.01 The Vice President (External) shall,

(a) be a voting member of Council and is required to attend all Council meetings,

(b) act as a resource for the Head Teach, Workshop Coordinator(s), Equity Affairs Commissioners, Community Affairs Commissioner(s), Conference Chair, Conference Director of Communications, Conference Finance Director of Special Events, Conference Director of Logistics, and Conference Promotions Director of Marketing, and Events Director, including the Community Affairs Coordinators, Social Affairs Coordinators, and Athletic Sticks.

- (c) represent the Association on the Arts and Science Faculty Board,
- (d) act as a liaison between the Association and the Faculty of Education,
- (e) ensure a positive relationship with the Associate Dean of Concurrent Education and consult with him/her on issues of program quality and student satisfaction,
- (f) organize and distribute of the CESA mid-year review forms,
- (g) act as the Association contact for Orientation Week,
- ~~(i) approve week events and handbook,~~
- (h) participate in Orientation Executive and Orientation Leader interviews; if unavailable then the President or Vice President (Internal) may take their place,
- (i) sit on the Bursary Committee,
- (j) attend the meetings of the Education Faculty Board,
- ~~(k) be the designated alternate representative to the Faculty of Education's Professional Studies Committee should the Academics Commissioner(s) be unable to attend,~~
- (k) coordinate the scheduling of Con-Ed Office hours.

APPENDIX: Owl

From the Job Description Policy Manual of CESA

1.02 Duties of the Vice President (Internal)

1.02.01 The Vice President (Internal) shall,

- (a) be a voting member of Council and is required to attend all Council meetings,
- (b) act as meeting chair in the absence of the Executive Administrator,
- (c) act as a resource for the First Year Representatives, Second Year Representatives, Third Year Representatives, Fourth Year Representatives, Graduating Year Representative(s), Academic Affairs Commissioner, Social Affairs Commissioners, Fundraiser(s), Athletic Sticks, and Music Representative, and Service Director, including the Web Master, B.Ed Spread Editors, and Workshop Coordinators,
- (d) represent the Association on ASUS Assembly,
- ~~(e) be responsible for the organization of the Sidewalk Sale during Orientation week,~~
- (f) coordinate Con-Ed Camp and a Mid-year social,

(g) determine the recipient of the Inter-Year Challenge, the Captain CESA and the CESA Achievement Awards,

(h) assist the Webmaster with the Association website found at www.queenscesa.com, for an Association Twitter account, and for maintenance and updating of the Association Facebook page.

APPENDIX: Parrot

From the Job Description Policy Manual of CESA

1.01 Duties of the President

1.01.01 The President shall,

(a) be a voting member of Council and is required to attend all Council meetings,

(b) oversee the running of all Association affairs, ensuring that all members of the Council are properly supported in their duties and responsibilities,

(c) act as a resource for the Executive Administrator, Senator, Treasurer, Representative(s) to the AMS, ~~Academic Affairs Commissioner(s)~~, Representatives to TELC, ~~and Council Clerk~~ ~~ESS Representative to CESA, Web Master, and Newsletter Editor(s)~~

(d) represent the Association on social and ceremonial occasions,

(e) represent the Association on AMS Assembly,

~~(f) represent the Association on the Pre-Service Task Force at the Faculty of Education,~~

(f) be responsible for communicating with Trent Concurrent Education Students' Association,

~~(g) be responsible for the Human Rights training and Positive Space training of members of the Council at the beginning of Fall term.~~

~~i) This shall be organized by the president and the CESA representative(s) to the Equity Caucus~~

~~ii) The use of the Positive Space sticker will only be used if Council of that year votes unanimously on the placing of the sticker on the Con-Ed Office door.~~

(g) assist the Equity Affairs Commissioners with the Anti Oppression training and Positive Space training for Con-Ed's leadership position holders

(g) act as an ambassador for the Association at the Alumni Dinner hosted by the Faculty of Education along with two other Council members, if possible,

(h) approve Orientation Week events and handbook.

APPENDIX: Raptor

From the Constitution of the Concurrent Education Students' Association

4.04.03 Candidates running for the positions of Executive Administrator, Treasurer, ~~Student~~ Senator, AMS Representative(s), Representatives to TELC, Academic Commissioner(s), Service Director, Events Director, Equity Affairs Commissioners, ~~Graduating Year Representative~~ or ~~Athletic Stiek(s)~~ shall each submit a nomination form, completed with the signatures and student numbers of ten (10) members of the Association, to the CEO by the end of the nomination period.

4.04.04 Candidate teams running for the positions of ~~Social Affairs Commissioners~~ or Year Representatives and ~~Graduating Year Representative(s)~~ must each submit a nomination form, completed with the signatures and student numbers of ten (10) members of the Association, to the CEO by the end of the nomination period.

4.05.04 Candidates running for the positions of Executive Administrator, Treasurer, ~~Student~~ Senator, AMS Representative(s), Representatives to TELC, Academic Commissioner(s), Service Director, Events Director, or Equity Affairs Commissioners, ~~Graduating Year Representative~~ or ~~Athletic Stiek(s)~~ shall campaign as individuals. This includes, but is not limited to, posters, websites, class talks, platforms, etc. No variance of this campaign format shall be permitted.

4.05.05 Candidates running for the positions of ~~Social Affairs Commissioners~~ or Year Representatives and ~~Graduating Year Representative(s)~~ shall campaign as a team. This includes, but is not limited to, posters, websites, class talks, platforms, etc. No variance of this campaign format shall be permitted.

4.06.03 The positions of Executive Administrator, ~~Student~~ Senator, Treasurer, AMS Representative(s), Academic Commissioner(s), Representatives to TELC, Service Director, Events Director, and Equity Affairs Commissioners, and ~~Athletic Stiek(s)~~ shall be voted for individually.

4.06.04 The positions of ~~Social Affairs Commissioners~~ and Year Representatives and ~~Graduating Year Representatives~~ shall be voted for as a team.

APPENDIX: Kangaroo

From the Constitution of the Concurrent Education Students' Association

5.02 Membership to the Council

5.02.01 The elected members of the Council shall be the

- (a) President
- (b) Vice President (Internal)
- (c) Vice President (External)
- (d) Executive Administrator
- (e) Senator
- (f) Treasurer

- (g) Representative(s) to the AMS
- i) The number of representatives shall be determined in accordance with the AMS Constitution.
- ii) Should the Association be entitled to two (2) or more representatives, one (1) shall be filled by a first year Association member.
- (h) Academic Affairs Commissioner(s)
- (i) Social Affairs Commissioners
- (j) BEWS Athletic Stick
- (k) WIC Athletic Stick
- (l) First Year Athletic Stick
- (m) First Year Representatives
- (n) Second Year Representatives
- (o) Third Year Representatives
- (p) Fourth Year Representatives
- (q) Service Director
- (r) Events Director
- (s) Equity Affairs Commissioners
- (t) Representatives to TELC
- (u) Graduating Year Representative(s)

5.02.02 The appointed hired members of the Council shall be the

- (a) Community Affairs Commissioner(s)
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- (b) Equity Affairs Commissioner(s)
- (c) Workshop Coordinator(s)
- (d) Fundraiser(s)
- (a) Head Teach
- (f) Representatives to TELC
- (g) Music Representative
- (h) Web Master
- (i) Newsletter Editor(s)
- (b) Conference Chair
- (k) Conference Communications
- (l) Conference Finance
- (m) Conference Logistics
- (n) Conference Promotions
- (c) Clerk(s) of the Council

5.02.03 The observers of the Council shall be the

- (a) ASUS President
- (b) ASUS Vice President
- (c) Rector
- (f) ESS Representative to CESA

5.02.04 The hired members of the Association shall be

- (a) Web Master
- (b) B.Ed Spread Editors
- (c) Workshop Coordinators
- (d) Community Affairs Coordinators
- (e) Social Affairs Coordinators

- (f) Athletic Sticks
- (g) Academics Teach
- (h) Social Teach
- (i) Financial Teach
- (j) Director of Logistics
- (k) Director of Special Events
- (l) Director of Marketing
- (m) Director of Communications

5.02.05 All members listed in Subsections 5.02.01 and 5.02.02 shall be entitled to one (1) vote at meetings of the Council.

5.02.06 Notwithstanding Subsection 5.02.04, the Executive Administrator shall Chair meetings of the Council and shall vote only to break a tie in accordance with Subsection 5.05.06.

5.02.07 Voting members may proxy their vote to another member of the Association who is not a voting member of the Council.

5.02.08 A member of the Council may only hold one (1) position on the Council at any time.

5.09 Committees of Council

5.09.01 The standing committees of the Council shall be the,

- (a) Conference Committee
 - i) The chair of the committee shall be the Conference Chair.
- (b) Orientation Committee
 - i) The chair of the committee shall be the Head Teach.
- ~~(c) Academics Committee~~
 - ~~i) The chair(s) of the committee shall be the Academic Affairs Commissioner(s).~~
- (d) Robert J. Hill Committee
 - i) The chair of the committee shall be the Robert J. Hill Committee Chair.
- (e) Social Affairs Committee
 - i) The chairs of the committee shall be the Social Affairs Commissioners Coordinators.
- (f) Bursary Committee
 - i) The chairs of the committee shall be the Equity Affairs Commissioners.
- (g) CESA ThankQ Committee
 - i) The chair of the committee shall be the Fourth Year Representatives
- (h) Volunteer Initiatives Committee
 - i) The chair(s) of the committee shall be the Community Affairs Coordinator(s)
- (i) B.Ed Spread Committee
 - i) The chairs of the committee shall be the B.Ed Spread Editors

APPENDIX: Snake

From the Constitution of the Concurrent Education Students' Association

5.03 Duties of Council Members

5.03.01 All **voting** members of the Council shall,

(a) attend all meetings of the Council,

i) Should a member be unable to attend a meeting, the member shall notify the Executive Administrator of the absence in writing twenty-four (24) hours prior to the start of the meeting, notwithstanding any cases of exceptional circumstance within twenty-four (24) hours of the meeting, as determined by the Executive Administrator .

ii) If unable to attend a meeting, a written report must be provided to the Executive Administrator prior to the meeting, with the exception of extenuating circumstances in which case the written report must be submitted as soon as possible.

(b) hold **an a minimum of one** office hour in the Con-Ed Office on a weekly basis during regular semester classes,

(c) contribute to at least one edition of the B.Ed Spread Newsletter,

(d) **provide at minimum a verbal report to the Association, outlining all relevant information that falls under their responsibilities at regular all meetings of the Council, pertinent information regarding the position held,**

(e) complete a transition manual,

i) Shall be submitted to the Executive by one (1) meeting of the Council prior to the Annual General meeting.

ii) Shall be submitted to the incoming position-holder at the Annual General Meeting.

(f) **not be permitted to use a laptop during the Council meeting unless giving a report or taking minutes.**

5.04.05 All members of the Council are subject to removal on the following grounds:

~~(a) Absence or lateness at three (3) duly called meetings, without proper prior notice,~~

(a) Absence at three duly called meetings

i) **After such an infraction, the removal of the member will be voted upon by the rest of Council**

(b) Theft, fraud, or embezzlement of funds,

(c) Ineligibility to be a member,

(d) Just Cause

i) Includes, but is not limited to the failure to fulfill the duties outlined in Subsection 5.03.01, or any essential duty as outlined in the Job Description Policy Manual

APPENDIX: Monkey

From the Hiring Policy Manual

1.01 The initial hiring panel shall consist of the

1.01.01 President-Elect,

1.01.02 Vice President (Internal)-Elect,

1.01.03 Vice President (External)-Elect,

1.01.04 Executive Administrator-Elect,

1.01.05 Service Director, when the applicant has applied for the positions of Web Master, Workshop Coordinator, or B.Ed Spread Editor,

1.01.06 Events Director, when the applicant has applied for Athletic Stick, Social Affairs Coordinator, or Community Affairs Coordinator.

(a) The Executive Administrator-Elect shall be a non-voting member of the hiring panel.

APPENDIX: Giraffe

From the Elections Policy Manual

1.02.08 Each candidate running of the positions of Treasurer, AMS Representative, ~~Student~~ Senator, Academic Affairs Commissioner(s), ~~Athletic Stick(s)~~, Graduating Year Representative, ~~Service Director, Events Director, Representative(s) to TELC, Equity Affairs Commissioners,~~ or an individual running a CESA Referendum question shall be allowed three (3) minutes for his or her opening statement.

1.02.09 Each candidate team running for the positions of ~~Social Affairs Commissioners or~~ Year Representatives shall be allowed three (3) minutes for their joint opening statement.