

## **BYLAW IX – DUTIES & RESPONSIBILITIES OF INDIVIDUAL COUNCIL MEMBERS**

### **1. PRESIDENT** The President:

- a) shall regularly chair meetings of the Council of the Association;
- b) shall undertake all duties and responsibilities which normally fall to the chairperson of an Association;
- c) ensure that members are well served by the Council;
- d) ensure transparency, integrity, and accountability;
- e) enforce the Constitution and Bylaws of the Association whereas necessary and suitable;
- f) represent the members of the Association to bodies external to the Association;
- g) foster relations between the Association and the School of Music faculty, and Staff;
- h) foster relations between the Association and other University Associations; and
- i) shall perform such other duties as may be assigned by the Council.

### **2. VICE PRESIDENT FINANCE** The Vice President Finance:

- a) shall ensure that careful account is kept of all monies received and disbursed by the Association;
- b) shall ensure long-term financial stability of the Association;
- c) provide the Executive Council with monthly budget reports, and recommendations as needed;
- d) shall develop an annual budget of the Association consistent with the policies and priorities of the Association;
- e) shall ensure transparency and accountability of funds;
- f) shall maintain responsibility over handling of any and all liquid cash;
- g) shall provide members with necessary financial reports in line with the Constitution as requested by members;
- h) shall be responsible for keeping the Council informed of all issues which pertain to the finances of the Association; and
- i) shall perform such other duties as may be assigned by the Council.

3. VICE PRESIDENT ADMINISTRATION The Vice President Administration:

- a) shall be primarily responsible for the running of the Association office and the maintenance of the records of the Association, both digitally and in paper form;
- b) shall have a comprehensive knowledge of the Association's Constitution and Bylaws, and be able to refer to them where necessary;
- c) shall coordinate with the President in organizing General Meetings and Referenda of the Association;
- d) shall create any forms and documents necessary to the Association;
- e) shall create and distribute meeting agendas minutes accordingly;
- f) shall coordinate publication of minutes and agendas on the Association website with the Vice President External;
- g) shall be primarily responsible for overseeing the services and programs of the Association; and
- h) shall perform such other duties as may be assigned by the Council.

4. VICE PRESIDENT INTERNAL The Vice President Internal:

- a) shall be responsible for keeping the Council informed of issues arising within the School of Music which pertain to the activities of the Association;
- b) shall coordinate the work of the Association in the area of individual grievances;
- c) shall coordinate the Association Locker Service;
- d) shall be responsible for maintaining the Fourth Floor Lounge;
- e) shall coordinate the planning of social events for the Association;
- f) shall coordinate all advertising for the Association, both print and digital;
- g) shall maintain all social media accounts of the Association;
- h) shall coordinate and maintain relations with the School of Music staff; and
- i) shall perform such other duties as may be assigned by the Council.

5. VICE PRESIDENT EXTERNAL The Vice President External:

- a) shall be responsible for keeping the Council informed of issues arising off campus which pertain to the activities of the Association;
- b) shall represent the members of the Association on and to bodies external to the Association;

- c) shall maintain good relations between the Arts Undergraduate Association and the Association;
- d) shall provide information and material as required about external opportunities and events as available;
- e) shall maintain a list of relevant external contacts to the School of Music to the Association and its members;
- f) shall coordinate professional development events for the Association;
- g) shall create and distribute the Association newsletter;
- h) shall maintain the Association website, coordinating with Vice President Administration and Vice President Internal where necessary; and
- i) shall perform such other duties as may be assigned by the Council.

6. ALMA MATER SOCIETY REPRESENTATIVE The Alma Mater Society Representative:

- a) shall be responsible for keeping the Council informed of all issues which pertain to the Association activities;
- b) shall be responsible for keeping the Membership informed of all issues which known through the Alma Mater Society;
- c) shall maintain active communications between the Alma Mater Society and the Association; and
- d) shall perform such other duties as may be assigned by the Council.

7. YEAR REPRESENTATIVES The Year Representatives:

- a) shall maintain active communications between students of the member's year and the Council; and
- b) shall perform such other duties as may be assigned by the Council.