

Executive Director Responsibilities and Remuneration Adopted BOD: November 2023

Preamble

The purpose of this policy is to outline the responsibilities and remuneration of the Executive Director of the Scarborough Campus Students' Union. The By-laws stipulate ex-officio committee membership that the Executive Director holds, but the Bylaws do not, however, provide guidelines for the remuneration of this position nor a breakdown of duties. To ensure transparency, the following policy has been adopted as the Executive Director Remuneration Policy. The Executive Director is required to work on behalf of the membership and for the University of Toronto Scarborough students on a salary basis, plus comprehensive benefits as outlined in their signed contract and this policy.

This is a managerial position within the SCSU, and it is understood that this position requires the Executive Director to be adaptable to hours and responsibilities as the role may exceed those responsibilities outlined in this policy.

Duties

Under the primary guidance of the SCSU Executive Committee, the Executive Director will:

- Operate in accordance with the SCSU By-Laws and Policies.
- Protect the property of the SCSU at all times.
- Maintain regular office hours.
- Attend all meetings of the Executive Committee, Board of Directors and Policy and By-Law Review Committee, Clubs Committee and Commissions an ex-officio member, and attend all other meetings as necessary.
- Hold regular meetings with Full-time, Part-time, Contract and Volunteer employees when necessary.
- Supervise full-time staff as well as temporary and casual workers, in conjunction with the Executives.
- Provide regular reports to the SCSU Executive Committee and the Board of Directors.
- Generally, carry out all other functions as may be required from time to time by the Executives.
- Assist in developing and executing projects of the Executives.
- Ensure a working environment that is open, accessible, transparent, and student-friendly.
- Assist with and act as a resource for the SCSU's services.
- The Executive Director will report directly to the Executive Committee.

Responsibilities

Recognizing that the Executive Director's functions embrace a broad range of roles and responsibilities, it is important to note that all functions that are contained within this position description itself will be ever-changing and adaptive. Nevertheless, specific roles and responsibilities allocated to the position include, but are not limited to the following:

SPECIFIC RESPONSIBILITIES:

Organizational Development

- Facilitate and lead organizational development as guided by the Mission and Vision of the SCSU.
- Ensure all volunteers and staff have a clear understanding of decisions that have been made and are carrying out the mandate of the organization at all times.
- Develop annual and long-term strategic planning in conjunction with the Executive Committee.
- Must have a strong understanding of SCSU's current By-laws and policies as well facilitate the development of new policy and procedures.
- Develop and nurture effective lines of communication with the Executive, ensuring goals, budget proposals, program/project plans and successes are effectively presented and universally understood.
- Responsible for all Internal Memorandums of Understanding (MOU) as well as managing and maintaining all agreements within the UTSC departments and community partnerships.
- Build and maintain a positive relationship with various staff, faculty, departments, and administrators.
- Maintain constructive relationships with the campus community and the communities of Scarborough and the Greater Toronto area.
- Manage the post-assessment process of analyzing the Executive's projects.

Transitional Duties

- Develop continuity, training and reporting mechanisms with the Executives.
- Responsible for assisting in the planning of comprehensive transition activities for incoming Executives and Board of Directors.
- Responsible for supervising transitioning of services and projects to the incoming Executive team.
- Annual training and orientation of incoming Executive and Board members and all new staff.
- Responsible for the documentation and archiving of transitioning documents and project/program plans.
- Ensure secured relationships internal and external to the University that are crucial to the Executives' portfolios are developed and maintained from year to year.

Supervisory

- Supervise and oversee full-time, part-time and contract employees of the SCSU including volunteer positions and all other employees of the SCSU.
- Responsible for providing regular reports to the Executive Committee, upon request, on Full-time staff progression of their corresponding projects.
- Responsible for providing reports to the Board of Directors, upon request, on Executives and their corresponding projects, strategic planning and high-level items pertaining to the organization.
- In conjunction with the President, make certain that recruitment, selection, scheduling, remuneration, formal and informal discipline and general treatment of all SCSU employees takes place in a manner consistent with the policies and principles of the organization, adhering with current labour legislation and acceptable practice.
- In collaboration with the President, hold regular meetings with the full-time staff.
- In collaboration with the Events and Membership Engagement Coordinator, responsible for maintaining existing SCSU projects and establishing new projects with the Board of Directors.
- Support, assist and advise the Executives, Directors, and any committees of the SCSU and any affiliate organizations.

- In conjunction with the Graphic Designer, supervise the development and maintenance of all SCSU-related websites.
- In consultation with the President, research trends in the Post-secondary sector highlighting student leadership.

Operational

- Serve as the Chief Administrator of the organization.
- Act as an emergency signing officer in the absence of the President or the Vice-President Operations.
- Serve as the SCSU's Benefits Administrator.
- Oversee the finances of the SCSU and any of its subsidiaries.
- Oversee the Accountant and monitor the finances of the SCSU.
- Oversee the Internal Coordinator in the general operation of the SCSU office.
- In conjunction with the President and Vice-President, Operations oversee all full-time staff contract negotiations.
- Work in conjunction with the Vice-President Operations and staff to aid in the day-to-day operations and services delivery.
- Assist the Vice-President Operations, to ensure proper recruitment and selection procedures, adhering to the occupational health and safety act, employment standards act and other pertinent legislation.
- Support in the development and modification of Human Resources Policies.
- Support with the coordination and administration of SCSU sponsorship and awards programs, including but not limited to club funding, SCSU awards, Book Bursary, Dollars for Daycare. Provide training and orientation for the various committees who deliberate and award sponsorship and coordinate delivery of awards to students.

Clubs & Events

- Assisting with Clubs Training
- Filing of registered clubs with SCSU and producing club printing cards
- Assist with event planning and logistics
- Maintaining a list of regular suppliers of SCSU Events
- In collaboration with Events and Membership Engagement Coordinator, oversee budget development for all Events of the SCSU

Advocacy

- Assist the Executive, the Board, committees and related staff members on strategies and plans on advocacy.
- Assist the President and the Board of Directors in developing, implementing and maintaining the overall vision of the Scarborough Campus Students' Union while maintaining open lines of communication with the Executives.
- Responsible to be knowledgeable and understanding of University of Toronto academic regulations and policies.

- Oversee the Equity Service Centre and Policy Coordinator in the implementation of SCSU Equity Service Centres
- Remain informed on the affairs of student organizations at all University of Toronto campuses, as well as other post-secondary institutions.
- Provide advice, assistance and, at times, resources, to the Executives and the Board of directors as required on advocacy, campaigns, social and other events.

Financial

- Ensure the development and implementation of the annual operating budget and budget revisions in collaboration with the President and Vice-President Operations
- In conjunction with the Vice-President Operations, ensure an annual audit of the corporation is performed and presented to the SCSU membership.
- Provide financial, operational and service updates to the Executive Committee as requested.
- Facilitate Executives, the Board, committees and related staff members in the preparation of annual budgets of the not-for-profit corporation.

Committee Membership

- All SCSU and SRI Committees and Commissions (ex-officio)
- SCSU Board of Directors (ex-officio, non-voting member)

Salary

- The Executive Director shall be paid an annual salary of \$75,000 less applicable statutory deductions and withholdings, in accordance with the established payroll practices of the SCSU; and the annual salary shall not exceed \$90,000 during term of employment.
- The salary of the Executive Director shall be increased each year by the Consumer Price Index (CPI) as set by the University of Toronto.
- The Executive Director shall be eligible for an additional 2% performance based increase per annum, subject to the review of the President and the Executive Committee.
- It is understood that upon resignation or termination of position, the Executive Director will not be issued pay in lieu of any accumulated overtime hours.

Benefits

- In accordance with SCSU Full-Time Staff Benefits, the Executive Director shall be offered the option to be part of the SCSU Staff health and dental plan for the duration of their employment.
- In accordance with SCSU Full-Time Staff Benefits, the Executive Director shall receive a health living allowance of \$400, less applicable deductions and withholdings, once per annum.
- In accordance with the SCSU Full-Time Staff Benefits, the Executive Director shall have the option to participate in a matched contribution of up to 9% into the SCSU RRSP Plan.
- The SCSU shall provide the Executive Director with an annual Inner Lot Parking Pass. In the case that the Employee does not drive an automobile, a monthly transit pass will be issued for the duration of their employment.

- In the first two years of employment, the Executive Director shall be entitled to ten (10) paid vacation days; not including the Winter Holiday Closure.
- In the third and fourth years of employment, the Executive Director shall be entitled to fifteen (15) paid vacation days; not including the Winter Holiday Closure
- In the fifth and subsequent years of employment, the Executive Director shall be entitled to twenty (20) paid vacation days; not including the Winter Holiday Closure
- The Employee may carry forward up to five (5) days of vacation entitlement, for use only in the next calendar year. The Employee shall have the option of requesting a payout for any unused days up to a maximum of five (5) days per year; payout requests must be put in writing to the President by no later than April 15 of the same fiscal year. Carry forwards of any unused days are not permitted for more than one year.

Sick Days

- The Executive Director is granted ten (10) paid sick days per calendar year.
- Sick days will not be carried over to the next calendar year.
- It is understood that upon resignation or termination of position, the Executive Director will not be issued a pay in lieu of any accumulated sick credits.
- The Executive Director will notify the President of their impending absence prior to the start of the work day.

Contract

- The Executive Director, in order to hold their position, shall enter into a contract with the SCSU pursuant to its By-Laws and Policies.
- The contract shall also be signed by the President and Vice-President Operations.
- The Executive Director shall accept the duties and responsibilities which may be outlined in the position's description and/or the By-Laws and Policies of the SCSU.
- A copy of the job description shall be given to the position holder and the contract shall be held on file by the Vice-President Operations.
- The Vice-President Operations shall make the position holder fully aware of all provisions of the position description before the contract is signed.