CODE CHANGES 2017:
Student Services Manager Duties

TO: Council
FROM: Governance
April 2018

Amendment to add a duty for the SSM to report on data collection.

Additions are indicated by bold italics. Deletions are indicated by striking through (like this).

SECTION X: STUDENT SERVICES

Article 4. Student Services Manager

1. There shall be a Student Services Manager who shall oversee all the Student Services except for SASC, which shall be overseen by the Managing Director. In the following paragraphs in this Article, the term Student Services shall not apply to SASC and the term Student Service Coordinators shall not apply to the SASC Manager.

2. The term of office for the Student Services Manager shall correspond to that of the members of the Executive Committee as stipulated in Bylaw 5(3).

3. The Student Services Manager shall:

(a) be the liaison person between the Executive Committee and the Student Services designated in Section X of the Code;

(b) be responsible for the management and administration of the Student Services;

(c) hold a meeting every two (2) weeks with all the Student Service Coordinators;

(d) provide supervision and guidance for the Student Service Coordinators and act as a resource person and advocate for them;

(e) arrange for orientation and transition of Student Service Coordinators;

(f) arrange appropriate training courses for the Student Service Coordinators, including but not limited to courses on human resources practices, employment equity, and human rights issues;

(g) assist the Student Service Coordinators in the preparation of their budgets;
(h) subject to paragraph 5 below, act as the liaison person with the University Administration on issues affecting the Student Services;

(i) provide a monthly report to the Executive Committee;

(j) provide a presentation to Council in July, such presentation to outline the strategies and plans for the Services in the coming year;

(k) provide an annual written report and oral presentation to Council in February at the last Council meeting of each semester in the winter session, such report to include but not be limited to statistics, finances, operational changes, the number of users, the cost per user, and the data collection and analytics to do with the Society’s interactions with students in the Student Services;

(l) be a salaried employee for the duration of his or her term of office;

(m) attend meetings of the Executive Committee if invited by the Committee;

(n) assist with the triennial Student Services review in accordance with Article 6 below; and

(o) have such other duties as are assigned by the Managing Director from time to time.

4. The Student Services Manager shall not:

(a) negotiate with the University, unless authorized to do so by the Executive Committee; or

(b) engage in lobbying, unless authorized to do so by Council.