

SECTION 4 THE EXECUTIVE & ELECTED MEMBERS

4.1 Purpose of the Executive

- The Association shall have an Executive to oversee its day-to-day operations.
- The Executive shall be elected by the Association membership during the annual general election.
- The Executive shall appoint two (2) of its Members as signing authorities.
- The Executive shall appoint one (1) of its Members as booking officer.

4.2 Composition of the Executive

- The Executive shall be composed of:
 - the President;
 - the Vice-President of Internal Affairs;
 - the Vice-President of External Affairs;
 - the Vice-President of Finance
 - the Vice-President of Communications;
 - the Vice-President of Academic Affairs.

4.2.1 Roles of the Executive Members

- **The President.**
 - i. The President shall be a signing authority and will be the main representative of the Association to its Membership, and to the ASFA Executive. The President may, from time to time, appoint people to represent the Association;
 - ii. The President shall be the main representative of the Association to the members as well as the faculty;
 - iii. The President shall be the chair person at all meetings, or name someone to chair in their place;
 - iv. The President shall ensure the appropriate use of resources and personnel and assure that the goals of the Association are achieved;
 - v. The President shall control and resolve any conflicts between members within the Association;
 - vi. The President has the right to make the final decision in a case of non-unanimity.

- **The Vice-President of Internal Affairs.**
 - i. The VP Internal shall be the primary liaison between the Association and the Department;
 - ii. The VP Internal shall keep an updated record of all contacts within the University
 - iii. The VP Internal shall serve as the Association's ASFA Councilor if another is not appointed;
 - iv. The VP Internal shall serve as the Association's booking officer;
 - v. The VP Internal shall be responsible for anything taking place within the University.

- **The Vice-President of External Affairs.**
 - i. The VP External shall be the primary liaison between the Association and other bodies outside of the University;
 - ii. The VP External shall be responsible for organizing the Association's social events;
 - iii. The VP External shall be responsible for anything taking place outside of the University;
 - iv. The VP External shall keep an updated record of all contacts outside of the University.

- **The Vice-President of Finance.**
 - i. The VP Finance shall be a signing authority and will hold responsibility over the financial matters of the Association;
 - ii. The VP Finance shall prepare the Association's budget request and hand it in to ASFA by the required deadline;
 - iii. The VP Finance shall keep track of the Association's spending according to the budget the Association receives from ASFA;
 - iv. The VP Finance shall balance the Association's cash flow weekly;
 - v. The VP Finance shall control, approve and record all of the Association's financial transactions.

- **The Vice-President of Communications.**
 - i. The VP Communications shall be responsible for the distribution of information to the Membership;
 - ii. The VP Communications shall be responsible for updating the website and social media mediums at least twice a week while classes are in session;
 - iii. The VP Communications shall be responsible for distributing a weekly newsletter to the membership;
 - iv. The VP Communications shall be responsible for advertising the Association's events;
 - v. The VP Communications shall be responsible for checking and responding to all e-mails directed towards the Associations.

- **The Vice-President of Academic Affairs.**
 - i. The VP Academic shall be the main representative of the Association on all matters relating to curriculum within the Department. The VP Academic

shall also be responsible for coordinated all academic services and events provided for the Members;

- ii. The VP Academic shall be responsible for representing the membership at department meetings where a student representative is allowed;
- iii. The VP Academic shall be responsible for holding an information night to inform students on potential paths they can take with their degrees and with other degrees that the department offers;
- iv. The VP Academic shall be responsible for organizing peer tutoring programs should the demand arise from the members.

- **The Councilor**

- i. The Councilor must represent the Association at ASFA's monthly council meetings. Should they be unable to attend, they must inform the Executive and arrange for a replacement;
- ii. The Councilor is responsible for reporting ASFA's activity to the Executive at the Association's meetings;
- iii. This position is separate from that of the Executive and, as such, an individual running for an Executive position may also simultaneously run for that of Councilor.

4.3 Purpose of Elected Members

- The Association shall have Representatives to be in contact with students directly and to represent the students at meetings.
- Second, Third and Fourth Year Representatives, in addition to Major and Clinical Exercise Science Representatives, shall be elected by the Association membership at the annual general elections.
- First Year Representatives shall be elected during a special election period during the Fall semester of the academic year.

4.4 Composition of Elected Members

- Elected members will be composed of:
 - 1 Third Year Representative;
 - 1 Second Year Representative;
 - 2 First Year Representative;
 - 1 Exercise Science Major Representative;
 - 1 Clinical Exercise Science Representative.

4.5 Duration of Term

- Association Representatives and Executives terms end on May 31st of the academic year in which they were serving.

4.6 Resignation

- Any member wishing to resign from their position on the Association must inform the President of their decision in writing and must inform the rest of the Association at the next meeting.