

Roles and Responsibilities of Executives

President	
Primary Role	The chief spokesperson and strategic lead of URSA. Ensures smooth coordination across all branches and represents the student body to the University, media, and community.
Governance Leadership	<ul style="list-style-type: none"> - Chairs Executive Council and General Council meetings. - Ensures constitutional compliance and accountability across all portfolios. - Works closely with the General Manager (GM) and Board of Trustees to align strategy and operations. - Designates chairperson if temporarily unavailable: VP Internal, then VP Finance if VP Internal also unavailable
Representation	<ul style="list-style-type: none"> - Acts as URSA's public representative at university committees, civic functions, and student forums. - Serves as point of contact for the University President's Office and student network.
Strategic Direction	<ul style="list-style-type: none"> - Leads the development of annual priorities and transition plans. - Oversees crisis communication and major advocacy positions.
Supervision	<ul style="list-style-type: none"> - Provides direct support to other Executive members and coordinates joint projects. - Signs official correspondence and public statements on behalf of URSA.
Reporting	<ul style="list-style-type: none"> - Submits a written President's Report at each Senate meeting. - President report consists of: key updates about the activities of the executive board from published VP reports, general updates

	the Senate should be made aware of, and commonly communicated issues among members
Ideal candidate	<ul style="list-style-type: none"> - diplomatic, steady under pressure, understands both governance and communication strategy. Good at delegating - Self-reflective and open to personal/professional growth (cooperative with others)
VP Internal/Secretary	

Primary Role	Manages URSA's internal administration, governance systems, and communication flow. Ensures effective operations by overseeing proper recordkeeping.
Admin and Governance	<ul style="list-style-type: none"> - Prepares meeting agendas, minutes, and documentation for Executive and Council meetings. - Maintains all internal policy and procedural records in URSA's shared drive. - Oversees membership database, attendance records, and ratified student group lists.
Internal Communication	<ul style="list-style-type: none"> - Manages email accounts, newsletters, and communication between branches (Exec, Council, Trustees). - Ensures clear, timely information sharing and follow-up on action items.
Compliance	<ul style="list-style-type: none"> - Tracks constitutional amendments, committee reports, and document submissions. - Maintains a public governance archive on the URSA website (meeting minutes, policies, reports, VP reports).
Support and Coordination	<ul style="list-style-type: none"> - Works with the President to ensure alignment between portfolios. - Assists committees with scheduling, documentation, and onboarding. - Work with staff to ensure records are complete
Reporting	<ul style="list-style-type: none"> - Provides an Internal Affairs Report summarizing key updates and governance changes once per academic semester - To be published for the membership
Ideal Candidate	Organized, detail-oriented, diplomatic, good with follow-through, and delegation.
VP Finance/Treasurer	
Primary Role	Ensures URSA's financial integrity, transparent budgeting, and resource accountability during the interim phase.

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Financial Oversight	<ul style="list-style-type: none"> - Develops and maintains the interim operating budget in coordination with the Board of Trustees and GM. - Tracks income and expenses, ensuring compliance with financial policy and audit requirements. - Reviews reimbursement requests, signing authorities, and purchase approvals.
Reporting	<ul style="list-style-type: none"> - Presents monthly financial updates to the Executive Council and reports to the Senate once per academic semester. - Publishes summary budget statements for members.
Planning and Risk Management	<ul style="list-style-type: none"> - Forecasts short- and medium-term funding needs. - Identifies opportunities for cost savings or revenue growth. - May invest money if a proposal is approved by the Board of Trustees, and aligns with URSA's financial policy.
Collaboration	<ul style="list-style-type: none"> - Sits on the Finance & Audit Committee (if active) and liaises with the Board of Trustees on audits. - Provides financial guidance to clubs, student groups, and event organizers. - Coordinates with financial staff for proper recordkeeping
Transition	<ul style="list-style-type: none"> - Helps establish permanent finance systems for post-interim operations.
Ideal Candidate	Analytical, transparent, understands budgeting and accountability. Good written and oral communication skills
VP External/Advocacy	
Primary Role	Serves as URSA's connection to external partners, advocacy coalitions, and the broader student movement.
Advocacy	<ul style="list-style-type: none"> - Represents student concerns to the University, local government, and provincial/federal student networks. - Drafts and presents advocacy statements or submissions on key issues (tuition, housing, equity, etc.).
Partnerships	<ul style="list-style-type: none"> - Builds and maintains relationships with external stakeholders, including nonprofits, civic groups, and campus offices (UR Pride, Women's Centre, etc.). - Coordinates joint campaigns and initiatives.
Public Relations	<ul style="list-style-type: none"> - Oversees URSA's communications strategy with the VP Internal, ensuring alignment between internal messaging and public image. - Acts as media spokesperson when delegated by the President.

Outreach	- Attends regional and national student association meetings.
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	- Manages outreach to federated colleges and remote campuses.
Reporting	- Submits an External Affairs Report each academic semester for publishing to members outlining advocacy activity and stakeholder engagement.
Ideal Candidate	Articulate, politically savvy, collaborative, and calm in high-stakes conversations.

VP Student Life/Events

Primary Role	Leads student engagement, community-building, and events that enhance campus life and connection.
Programming	<ul style="list-style-type: none"> - Plans and delivers student events, campaigns, and social activities that foster inclusion and belonging. - Coordinates with ratified student groups and campus offices on collaborative events.
Engagement	<ul style="list-style-type: none"> - Develops volunteer programs and student participation opportunities. - Works with the VP Internal to maintain an active calendar of student events and initiatives.
Promotion	<ul style="list-style-type: none"> - Collaborates with communications staff or volunteers to market events. - Tracks participation data and feedback for reporting and improvement.
Equity and Accessibility	- Ensures all programming reflects URSA's commitment to accessibility, equity, diversity, and student safety.
Reporting	- Provides termly Student Life Report summarizing events, attendance, and impact for publishing to membership.
Ideal candidate	Creative, outgoing, organized, with a passion for community-building.

Collective Responsibilities

All Executive members must:

- Attend and participate in all URSA meetings and committee sessions.
- Submit written reports and maintain accountability to the Senate.
- Uphold URSA's values of transparency, inclusion, and ethical leadership. - Work collaboratively with the General Manager and Trustees to ensure stable operations. - Support each other in fulfilling cross-portfolio initiatives.
- Coordinate and restart student support programs (ex. Good food box)
- Be aware of systemic oppression and how it appears in policy/socioeconomics