



## Executive Board

Oversight Body: Review Board

Date Passed: July 29, 2025

Date of Review: July 2028

Related Documents: Signing Authority Policy, Bylaw 3 Article 5, Bylaw 4 Article 1

### Definitions

Signing Officer	An Executive or designated full-time staff member vested with the authority to sign official documents or orders, particularly in respect to payments, purchases, and contracts.
Business Day	A day on which the University is open and in session, not including any Saturday, Sunday, or statutory holiday in the province of Nova Scotia.
Incoming Executive Officer	A member elected into an Executive Officer role who has not yet taken office.
Presidential Alternate	An Executive Officer selected by majority vote at the first meeting of the Executive Board who will temporarily assume the responsibilities of President in the event of their absence.

### Purpose

In addition to those Executive responsibilities outlined in bylaw 3, and Executive Board terms in bylaw 4, this policy serves to further outline authorities, expectations, recognitions, and obligations of Executive Officers as a whole and individually.

### Scope

The following terms apply to all Executive Officer positions.

### Statement

#### 1. Eligibility

1.1 No Member shall serve more than two consecutive terms in the same Executive Officer position.

1.2 Executive Officers must be current members of the ASU.

## 2. Order of Authority

2.1 All decisions of the Executive Board must be consistent with ASU bylaws, policies, and directives from SRC.

2.2 During the daily administrative operations of the ASU, the President has the authority to direct Executive Officers according to bylaws and policies of the ASU. However, the President cannot direct the Vice-President, Finance & Operations or General Manager to utilize their signing authority, unless directed by the SRC.

2.3 Should any Executive Officer become aware of a violation of bylaws and/or policies, they are to bring it to the attention of the President or in the case it is in respect to the President, to the SRC Chairperson if the breach is not rectified within ten (10) business days.

2.4 In the event that a Full-time Staff member is directed to violate any part of the bylaws and/or policies, they are obligated to refuse to follow the directive and bring the incident to the attention of the General Manager. In the event the direction is given by the General Manager, the staff member should bring the issue to the attention of the President.

## 3. Meetings

3.1 There shall be at least one meeting of the Executive Board per week, chaired and scheduled by the President. In the absence of the President, the Presidential Alternate shall serve as chair.

3.2 All members of the Executive Board must have the opportunity to vote on decisions to enter into contracts and formal agreements.

3.3 While respectful debate is considered healthy and encouraged, decisions of the Executive Board are binding on all members of the Executive. Decisions under the purview of the Executive Board and within the bylaws and/or policies must be respected.

## 4. Honorarium

4.1 Executive Officers are elected members and, therefore, not employees of the ASU. Each Executive Officer is accorded an honorarium amount in recognition of their contributions on a bi-weekly basis.

4.2 Executive Officer honorariums may only be adjusted by the SRC for the ensuing fiscal year or following a performance review with recommendations by the Review Board.

4.2.1 Executive Officer performance assessments will include the following criteria:

4.2.1.1 Meets regularly with their committees and submits meeting minutes to the SRC Chairperson.

4.2.1.2 Has submitted a report to the Review Board specifying how they have met their obligations in accordance with bylaws, policies, and any SRC resolutions.

4.2.1.3 Has acted in accordance with their oath and fiduciary duties.

4.2.2 Should the Review Board determine an Executive Officer has not met expectations, they may submit a recommendation to the SRC Chairperson that their honorarium be reduced or suspended until they have demonstrated improvement.

4.2.2.1 The Review Board will meet monthly for a reassessment of the Executive Officer's reduction or suspension until it is fully restored or a newly elected member assumes the position.

4.3 Annual honorarium amounts according to position are:

4.3.1 President – \$21,644

4.3.2 Vice President, Academic & External – \$17,444

4.3.3 Vice President, Finance & Operations – \$17,444

4.3.4 Vice President, Student Life – \$17,444

4.3.5 Vice President, Events & Promotions – \$17,444

4.4 Executive Officers will receive 57% of their total honorarium in the Summer Term.

## 5. Leave

5.1 Each member of the Executive Board is entitled to 10 business days of leave from their role as an Executive Officer, in addition to those holidays as outlined in the ASU staff handbook.

5.2 Requests for leave will be submitted in writing to the President who shall determine whether the requested leave would significantly interfere with operations. In respect to those requests made by the President, they will be submitted to the SRC Chairperson for approval. Essential tasks that must be performed during such leave shall be delegated to other Executive Officers through consultation between the Executive Officers and General Manager. The dates of any approved leave shall be relayed to the Chair of the Review Committee, or in the event the Review Committee has yet to be formed, the SRC Chairperson.

5.3 Leave due to illness or for bereavement will be granted for up to 10 business days at which time the President may request a medical note be submitted indicating a timeline for return and any necessary accommodations. In the case of the President requiring leave, the SRC Chairperson may request the appropriate documentation. The dates of any approved leave shall be relayed to the Chair of the Review Committee, or in the event the Review Committee has yet to be formed, the SRC Chairperson.

## 6. Office Hours and Course Load

6.1 The President will hold a minimum of 20 regular office hours per week during the academic year and take no more than three courses, including correspondence courses, in each of the fall and winter semesters.

6.2 From May 1 to August 31, the President shall commit at least 37.5 hours per week (Monday to Friday) to the duties of the Office of President and may take no more than two intersession courses. The Executive may approve up to one additional course to be taken in this period.

6.3 All other Executive Board members will hold a minimum of 15 regular office hours per week during the academic year and take no more than four courses, including correspondence courses, in each of the fall and winter semester.

6.4 From May 1 to August 31, all other Executive Board members shall commit at least 37.5 hours per week (Monday to Friday) to the duties of their Office and will take no more than three intersession courses.

## 7. Executive Goals

7.1 Upon taking office, members of the Executive Board shall develop individual and collective goals for the year in collaboration with one another and the General Manager and in accordance with any adopted ASU Strategic Plan.

7.2 At the first meeting of the SRC in September, the Executive Board shall present their individual and collective goals for the year.

7.3 A summary of Executive Officer goals must be posted on the ASU website after ratification by the SRC.

## 8. Transition Period

8.1 The transition period commences once the General Election results are official.

8.2 The incoming Executive Board may be provided with temporary office space until they take office.

8.3 Beginning no later than April 1<sup>st</sup>, the transition period shall include:

8.3.1 One weekly meeting between the outgoing and incoming Executive Board.

8.3.2 At least one weekly meeting between the respective outgoing and incoming Executive Officers.

8.4 Each member of the Executive Board is obligated to orient their successor during the transition period.

8.5 Each incoming member of the Executive Board is obligated to complete the Transition Checklist contained in their Executive Orientation Guide.

8.5.1 The President will confirm at the first Executive Board meeting in May that all completed Transition Checklists and outgoing transition reports have been received and are satisfactory.

8.6 Each incoming member of the Executive Board is obligated to attend the annual transition retreats or to make alternate arrangements with the Executive Board in the event they are unable to attend. The transition retreats shall be organized by the outgoing President in consultation with the General Manager.

8.7 The ASU shall withhold the final honorarium installment of each outgoing Executive Officer until the following conditions have been met:

8.7.1 The outgoing Executive Transition Report has been completed and submitted to their successor;

8.7.2 Any accounts and equipment considered the property of the Executive position is provided to the appropriate incoming Executive Officer;

## 9. Performance Expectations

9.1 In carrying out their duties, all Executive Officers are expected to fulfill the expectations laid out in bylaws and policies and to act in good faith as the official officers of the ASU.

9.2 Further to the duties mandated by bylaws and policies, all members of the Executive Board are expected to actively communicate and collaborate with one another in a respectful and productive manner.

## 10.Executive Vacancy

10.1 In the event that an executive position is vacant or becomes vacant after May 1<sup>st</sup> through the first day of classes Executive Board will take the following steps to ensure responsibilities within that portfolio are being covered:

10.1.1 Will divided the tasks in a reasonable manner among the current group of executives

10.1.2 In the event that an executive position is vacant for the summer the executive may at their discretion hire a student in a nonvoting capacity to perform one or more of the roles and responsibilities of that position.

10.1.3 Dispersal of the unused Executive Honoria will be decided by the Review Board.