

2. Board of Director Responsibilities

1. President:

- a. The President of the board, if one is to be elected, shall be a director.
- b. The President of the board, if any, shall, when present, preside at all meetings of the board and of the members.
- c. The President shall oversee activities of the Ukrainian Canadian Students' Union;
- d. The President is responsible for the management of the Ukrainian Canadian Students' Union, and shall
 - i. Coordinate all other directors and officers;
 - ii. Is responsible for all Ukrainian Canadian Students' Union affairs;
 - iii. Represents the Ukrainian Canadian Students' Union to the public as an official spokesperson;
 - iv. Serves as an official representative to any formal organisation, unless delegated to another board member;
 - v. May delegate any one of the director position's responsibilities or tasks to any other director;
 - vi. Gives a clear direction as to the activities and direction of the Ukrainian Canadian Students' Union;
 - vii. Is responsible for briefing all board members with respect to their duties, and;
 - viii. The President must have financial signing authority;

2. Vice-President National:

- a. The Vice-President National is responsible for assisting the President in fulfilling duties of the President when the President is unable to do so, and;
 - i. Is responsible to coordinate, organise, and maintain contact with all Ukrainian Canadian Students' Union member organisations, coordinating all actions and activities with the Regional Vice-Presidents;

3. Vice-President Finance:

- a. The Vice-President Finance is responsible for all Ukrainian Canadian Student's Union funds and must keep an accurate financial record using generally accepted accounting principles;
- b. The Vice-President finance is responsible for the following duties:
 - i. Drafting a budget for the Ukrainian Canadian Students' Union fiscal year and be responsible for its realization;
 - ii. Propose a budget for various events;
 - iii. Setting a budget with, and for all directors;
 - iv. All Ukrainian Canadian Students' Union subsidy plans, and grant applications;
 - v. Presenting a completed final financial report to the Ukrainian Canadian Students' Union Congress delegates and to the auditing committee for examination at the Congress or by the auditing committee;
 - vi. Responsible for filing financial statements to the Canada Revenue Agency

- vii. Collecting membership fees, and;
 - viii. The Vice-President Finance must have financial signing authority;
4. The Regional Vice-President(s):
- a. The Regional Vice-President is responsible for coordinating Ukrainian Canadian Students' Union activities in a given geographical region of Canada where deemed necessary;
 - b. The Regional Vice-President is responsible for communication between Ukrainian Canadian Students' Union member organisations within their designated region, and the Ukrainian Canadian Students' Union board;
 - c. A maximum of four (4) Regional Vice-Presidents may be elected.
5. The Internal Relations Director:
- a. The Internal Relations Director is responsible for the management of communication within the Ukrainian Canadian Students' Union and all internal affairs within the Ukrainian Canadian Students' Union;
 - b. Is responsible to investigate any internal formal grievances within the Ukrainian Canadian Student's Union;
 - c. Is responsible for initiating, encouraging, and coordinating social and cultural activities geared towards Ukrainian Canadian Students' Union members; and;
 - d. The Internal relations Director is responsible for helping orientate and integrate Member Organisations of the Ukrainian Canadian Students' Union who are in their 1st year of membership;
6. The External Relations Director:
- a. Is responsible for the management of communication with all Ukrainian and non- Ukrainian Organisations;
 - b. Is responsible to maintain communications with other Ukrainian and non-Ukrainian Organisations;
 - c. Responsible to ensure that each member organisation is aware of the Ukrainian Canadian Students' Unions' activities;
 - d. Responsible to ensure that a representative and/or greeting is dispatched to other organisation's national congress/convention(s) as directed by the board;
 - e. Is responsible for maintaining liaison with the community and its activities;
 - f. Is responsible to maintain contact with all levels of government;
 - g. Is responsible for coordinating all actions and activities with Ukrainian community and other Organisations;
 - h. Is responsible for initiating, encouraging, and coordinating social and cultural activities geared to all non-Ukrainian Canadian Students' Union Member Organisations;
 - i. Is responsible for compiling an access list of resource people in the press, media and/or community, and;
 - j. Is responsible to provide information about the Ukrainian Canadian Students' Union and its activities to students attending High Schools, Universities and other post-secondary institutions in Canada.

7. The Secretary:
 - a. Is responsible for the Ukrainian Canadian Students' Union board meeting minutes; and
 - i. a. Make the minutes available to all Ukrainian Canadian Students' Union member organisations if requested;
 - ii. Must appoint a person from the board to take minutes in their absence;
 - b. Is responsible to keep and maintain an accurate, and up-to-date membership list of Member Organisations and their memberships;
 - c. Is responsible for informing board members of all meetings with the assistance of the President and important decisions in their absence.
8. The Media Director:
 - a. Is responsible for a functioning Ukrainian Canadian Students' Union Website, and;
 - b. Is responsible to update the web site regularly
 - c. Maintain regular social media updates on all official platforms;
 - d. Is responsible to aid the Ukrainian Canadian Students' Union board to maintain communication with Member Organisations.
9. The "Student" Editor:
 - a. Is responsible for the following of the "Student" publication:
 - i. Collecting articles for each issue;
 - ii. Compiling and coordinating each issue;
 - iii. Updating the style of the publication as required;
 - iv. Making each issue publicly available;
 - v. Adding issues to the online archives.
10. The Project Director:
 - a. Is responsible for co-ordinating special Ukrainian Canadian Students' Union Projects;
 - b. Is responsible for ensuring that members of the Ukrainian Canadian Students' Union board, and Committees of the board are informed of all Ukrainian Canadian Students' Union projects;
11. The Alumni Director:
 - a. Is responsible to organise and maintain liaison with Ukrainian Canadian Students' Union alumni; and
 - b. Is responsible for the maintenance of the Ukrainian Canadian Students' Union archive, including past membership list;
12. The Immediate Past-President:
 - a. Is the outgoing President of the Ukrainian Canadian Students' Union of the immediately preceding term of office;
 - b. Is responsible to provide advice to the Ukrainian Canadian Students' Union Board on all related matters, and;
 - i. Acts as a liaison and provides an organisational continuity with the previous year's Board;
 - c. Has no voting privileges at board meetings;