

## Preamble

The purpose of this document is to generally outline the duties of the Executive Director. The list below is not a comprehensive list of all tasks performed by the Executive Director. The intent is to give some understanding of the quantity of work involved in keeping the SGPS operating and serving the SGPS membership.

## Executive Assistant

It is my opinion that the SGPS should consider hiring an Executive Assistant. This position would be responsible to the SGPS Executive and the SGPS Executive Director. The purpose of this position would be to share some of the Executive Director duties as well as assist the SGPS Executive in its efforts through research and various other types of support-role work. I believe the Executive Assistant should be a full-time position. The position could initially be hired as part-time with the intention of making the position full-time. If this approach is taken, I would strongly urge the creation of a timeline for the transition from part-time to full-time to take place.

## General

Tasks that pertain to the general functioning of the SGPS.

Frequency	Description	Time
Daily	E-Mail: Checking and responding to e-mail from members, Executive and Staff. On average, I receive 60 - 80 e-mails per day including weekends. During peak periods (September, October, January) I receive more than 100 e-mails per day.	1 - 2 hours
Daily	Executive/Staff Assistance: Exec or Staff come to the office to get assistance with a task they are working on.	1 - 2 hours
Monthly	Office Supplies: Ensure office has the supplies it needs.	1 hour
Daily	Front Desk: Assist the front desk in solving issues presented by members.	0.5 - 1 hour
Daily	Institutional Memory: Ensure I get information from Executive/Staff/Members in order to be able to keep an institutional memory for the SGPS. Ensure data gets filed for future reference. Ensure I keep on top of Exec and Staff to ensure I am getting all the information I need in order to keep a valid and accurate memory.	Varies

Frequency	Description	Time
September	Optional Fee Opt-Outs: Ensure a secure and valid system is in place for optional fee opt-outs. Oversee the process of opting-out for the 2 week period. Process all opt-outs and ensure correct refunds are applied to student accounts.	~ 20 hours
Weekly	Meetings: Prepare for and attend Exec meetings.	2 hours
Weekly	Meetings: Prepare for and attend various committee and University meetings	2 - 10 hours
Yearly	Conflict Resolution Training: Setup training for all SGPS Executive and Staff. Set agenda for training, organize food and materials for training. Setup accommodations and travel for trainers.	10 - 15 hours
Varies	Conferences: Register people for conferences throughout the year. Ensure payment is processed and attendees have travel arranged.	2 - 4 hours
Yearly	Legal: Ensure compliance of all applicable laws and government regulations, including submission of all corporate filings and maintenance of corporate records.	2 hours
Monthly	SGPS Council: Attend all SGPS Council meetings.	~ 3 hours
Monthly	ISIC: Coordinate and administer distribution of International Student Identity Cards.	1 - 3 hours
	Council Agenda Prep:	
	Council Member List: Ensure each department has a rep and SGPS knows who it is.	
July/August	Department Orientation Talks: Organize orientation talks: Executive attend each department to give brief talk about the SGPS and the services we provide. Scheduling meetings and ensuring all departments are covered.	~ 15 hours
Yearly	Elections: Work with the CRO to ensure elections are performed in a timely manner and are performed in accordance with the SGPS Bylaws and Policies. Assist in the creation of elections package and ensure proper facilitation of election stations. Be present to witness ballot counting.	10 - 15 hours
Yearly	Referenda: Ensure all paperwork is properly filed by all parties wishing to have a question on the referendum ballot.	5 - 10 hours

## Human Resources

Tasks that pertain to hiring, discipline and transition.

Frequency	Description	Time
Varies	Hiring: Collecting resumes and scheduling interviews for positions within the SGPS. When VP Professional is available, this task is shared.	5 - 10 hours
Varies	Discipline: Meetings and discussion to decide disciplinary actions (if required) for Exec and Staff.	1 - 5 hours
Varies	Transition: When a new person is hired/appointed at the SGPS, assist them in learning their new position and learning about the general functioning of the SGPS. Security training, office training, position training, etc.	5 - 10 hours
Varies	Payroll: Process all details relating to payroll, including but not limited to: employment registration, benefits, EI, CPP, payments.	2 - 4 hours
Yearly	Payroll: File T4 and T4A with the government for all employees and ensure all employees receive their T4 and/or T4A forms.	5 - 8 hours
Varies	Ensure all important position requirements within the SGPS are being fulfilled. In the event that someone is not fulfilling their duties, it may be the Executive Director who is expected to complete a given task. For example, ensuring the day-timer is produced yearly, major social events are planned, important committee meetings are attended, etc.	Varies

## Financial

Tasks that pertain to financial transactions.

Frequency	Description	Time
Daily/Weekly	Cheques: Ensure cheques are created for invoices. Verify invoices are accurate and valid. Present cheques to Executive for signing and explanation when necessary.	1 - 2 hours
Monthly	Reconciliation: Reconcile SGPS bank account and any other investments. Prepare reports, paying special attention to budget allocations and utilization.	3 - 5 hours

Frequency	Description	Time
Monthly	Investments: Invest in the money market to gain increases in operating budget.	1 hour
Daily/Weekly	Bank Account: Watch over the bank account to ensure sufficient funds available for the financial needs of the Society.	10 - 15 minutes
Yearly	Audit: Organize yearly audit, which involves organizing all financial documents and meeting with auditor to answer questions and go over financial documents.	~ 1 week
3 times / Year	Membership Dues/Levies: Ensure the receipt and proper reconciliation of member dues and student levies. Process payments and cut cheques for member societies and other groups receiving funds from student activity fees.	25 - 30 hours
Weekly	Bank Deposits: Process all cash and cheques, fill-out bank deposit book and deliver to the bank. Ensure proper deposits are processed. Take care of NSF cheques and other issues that arise as a result of deposits.	2 - 10 hours (depending on time of year)

## Health & Dental

Tasks that pertain to the SGPS Health and Dental Plan.

Frequency	Description	Time
September	Opt-Outs: Ensure the opt-out server is working and is online for the correct opt-out period. Get data from opt-out server in order to remove fees for all those who opted-out (ensure valid opt-outs). Process this data through the University Registrar so students that opted-out receive credit.	10 - 20 hours
September	Opt-Ins: Ensure forms are prepared and ready for people that wish to opt-in to single/couple/family plans at the SGPS. Process all opt-in payments and forms. Ensure accurate numbers for billing purposes.	~ 60 hours
Weekly	Opt-Ins: Students enroll in the health and/or dental plan throughout the year. Process payment and add student (and/or family and spouse) to the carrier database.	2 - 4 hours

Frequency	Description	Time
Weekly	Member checks: Ensure members that should be on the health and dental plan are active. Also ensure the number of people on single, couple and family for each of health and dental is consistent between SGPS, the broker and the carrier.	1 - 2 hours
Monthly	Claims checking: Look over claims data from previous month and watch over the health and dental plan. Ensure members are receiving the best benefits possible. Watch for things that are hurting the coverage for our members. This task is complex and varying degrees of time and effort are required to complete this task.	10 - 20 hours
Yearly	Review: Be a part of the yearly review and re-negotiation of the SGPS health and dental plan.	10 - 15 hours