

P.2.2 Commissioners and Deputy Commissioners

P.2.2.1 General

- a. The following constitute the Commissioners and Deputy Commissioners:
 - (1) Commissioners:
 - i. Social Commissioner
 - ii. Equity and Diversity Commissioner
 - iii. International Students Affairs Commissioner
 - iv. Athletics Commissioner
 - (2) Deputy Commissioners will be hired as needed at the discretion of the Executive, who will take recommendations from SGPS staff and Commissioners.
- b. The term of all Commissioner positions will be one year in length.

P.2.2.2 Selection of Commissioners and Deputy Commissioners

The Executive shall select the commissioners and coordinators through a process of application and interviews.

A commissioner or deputy commissioner may re-apply for the same position, and must inform the Executive no later than February 28th if they intend to do so.

Where a commissioner or deputy commissioner re-applies, a re-hiring performance review will take place in accordance with the procedure outlined in P.3

A hiring panel shall be convened for each position, which shall consist of:

- (1) ~~The Vice President Professional;~~ **The Vice-President Community;**
- (2) A Commissioner or a member of the Executive, as decided by the Executive;
- (3) ~~The Assistant Director of Logistics.~~ The Executive Director

Hiring panels for different positions may be composed of different individuals.

Job descriptions shall be posted online and open positions shall be advertised online for a 2-week period, except for cases when the position is vacant due to a resignation.

Where there are no applications or one application for a given position, the hiring period can be extended for additional time at the discretion of the ~~VPP~~ **VPC**.

The hiring panel shall review applications and interview candidates to determine suitability for each position. A hiring panel is not required to interview every applicant for a position if time constraints and volume of applications would make doing so impractical.

The hiring panel shall make decisions based on consensus. Where no consensus can be reached, a decision may be made by majority vote.

Hiring panel members must declare conflicts of interests and recuse themselves where they would be unable to make an impartial decision. Recusal should take place as soon as all of the applications for a position are received. A panelist who recuses him or herself shall be replaced by a suitable alternate selected by the Executive.

In the event that a Commissioner resigns during the first four (4) months in office, candidates considered for a Commissioner position during the previous round of Commissioner hiring may be offered the position, instead of enacting the process outlined in P.2.2.2.f, and this choice is at the discretion of the hiring panel.

The hiring of commissioners and deputy commissioners shall be carried out in accordance with the SGPS's policy statement on equity.

P.2.2.3 Commissioners

- a. All Commissioners are responsible for:
 - (1) submitting monthly written reports to and attending meetings of council;

- (2) developing a year plan specific to their position in accordance with P.4.4 Year Plans;
- (3) participating in the transition process in accordance with P.4 Transition;
- b. The Social Commissioner shall report to the ~~Assistant Director of Logistics~~ **Vice President Community**. The Social Commissioner shall head the Social Commission and be responsible for:
 - (1) supervising and providing direction to the SGPS Social Volunteers
 - (2) ensuring that all SGPS social events meet the standards established in P.12.1
 - (3) organizing SGPS orientation week;
 - (4) organizing SGPS social activities
 - (5) submitting a motion annually at January Council to chose a Committee Chair for the SGPS Awards as established in P.6.1.2.a;
- c. The Equity and Diversity Commissioner shall report to the ~~Assistant Director of Logistics~~ **Vice President Community**. The Equity and Diversity Commissioner shall head the Equity & Diversity Commission and be responsible for:
 - (1) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues;
 - (2) promoting awareness of equity issues among SGPS members in accordance with P.12.1;
 - (3) chairing the Equity & Diversity Committee and promoting it to the membership;
 - (4) ensuring that all meetings and social events hosted by the SGPS are equity-aware in accordance with P.12.1; and
 - (5) Serving on their assigned councils and committees, a list of which is maintained by the Assistant Director of Logistics.
- d. The International Students Affairs Commissioner shall report the ~~Assistant Director of Logistics~~ **Vice President Community**. The International Students Affairs Commissioner shall head the International Students Affairs Commission and be responsible for:
 - (1) Upholding the mandate of the International Students Affair Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.
 - (2) ensuring constant representation of Queen's University's international student opinions, concerns, and issues on their assigned councils and committees, a list of which is maintained by the Assistant Director of Logistics.
 - (3) Ensuring regular meetings of the SGPS International Affairs Standing Committee;
 - (4) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to approach and tackle international student issues;
 - (5) establishing and maintaining communication with international students and groups on campus;
 - (6) guiding and assisting the development of policies regarding international student issues at the SGPS and/or University level; and
 - (7) promoting the organization of social, academic, outreach and political events pertaining to international students;
- e. The Athletics Commissioner shall report to the ~~Assistant Director of Logistics~~ **Vice President Community**. The Athletics Commissioner shall head the Athletics Commission and be responsible for:
 - (1) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
 - (2) sitting on the Social Events Standing Committee; and
 - (3) coordinating intramural teams and leagues for SGPS students; and
 - (4) assisting in the planning of all social events, including those of Orientation Week; and

- (5) regularly meeting and communicating with Athletics and Recreation to report on the interests of SGPS members, and to ensure that their programming and facility needs are being addressed.

P.2.2.4 Deputy Commissioners

- a. All Deputy Commissioners are responsible for:
 - (1) developing a year plan specific to their position in accordance with P.4.4; Assisting and supporting their respective Commissioners with the execution of their year plan.
 - (2) participating in the transition process in accordance with P.4

P.2.2.5 Officers

- a. The Marketing Officer shall report to the President; The Marketing officer will be responsible for:
 - (1) Creating and implementing a marketing strategy for the year in conjunction with the President;
 - (2) Creating all graphics and marketing materials for the SGPS;
 - (3) Attending bi-weekly meetings with the President and other meetings as requested;
 - (4) Attending all commissioner meetings at the discretion of the VPC
 - (5) Oversee all social media platforms of the SGPS;
 - (6) Updating and overseeing the events calendar on the SGPS website;
 - (7) Assessing the brand perception of the SGPS through surveys and other data-driven instruments; and
 - (8) Participating in the transition process in accordance with P.4

B.9 Officers of Council, Commissioners, Officers and Deputy Commissioners

The SGPS shall have employment contracts with all commissioners, officers, and deputy commissioners. Where any substantive changes are made to any employment contracts, a licensed Ontario lawyer must review the changes.

B.9.1 Officers of Council

- a. The following constitute the officers of the SGPS, and shall be responsible for assisting Council and the Executive with a specific aspects of the SGPS' operations:
 - (1) Speaker of Council;
 - (2) Deputy Speaker; and
 - (3) Chief Returning Officer.
- b. The Speaker of Council and the Chief Returning Officer are responsible for reporting to Council.
- c. Council may establish additional Officer positions for specific purposes.
- d. The roles and responsibilities of the Officers of Council are defined in Policy.
- e. All Officers of Council must be Ordinary Members of the SGPS.

B.9.2 Commissioners, Officers and Deputy Commissioners

- a. The SGPS shall employ Commissioners, Officers and Deputy Commissioners, who shall be responsible for assisting Council and the Executive with specific portfolios relating to the SGPS' operations. The Commissioners and Officers of the SGPS shall be:
 - (1) Athletics Commissioner
 - (2) Equity & Diversity Commissioner
 - (3) International Students' Affairs Commissioner
 - (4) Social Commissioner
 - (5) Marketing Officer
- b. The Deputy Commissioners of the SGPS shall be hired on an as needed basis, as determined by the Commissioner requesting the position and the current Executive. There shall be no set Deputy Commissioner positions.
- c. Commissioners are supervised by the Executive through the Assistant Director of Logistics Vice President Community, and shall submit reports to both Council and the Executive. These reports shall also include the activities of any Deputy Commissioners s they supervise.
- d. Deputy Commissioners are supervised by their respective commissioner. In the absence of a corresponding commissioner, the deputy commissioner shall be supervised by the Assistant Director of Logistics Vice President Community.
- e. Officers are supervised by the Executive, through the President.
- f. Only ordinary members of the SGPS shall be eligible for these positions.
- g. The terms of all commissioners shall be one year.
- h. The hiring, discipline, evaluation and termination procedures are outlined in Policy.

B.10 Stipends and Honoraria

- a. SGPS Executive, Officers of Council and Commissioners, Officers and Deputy Commissioners will receive stipends and honoraria as stipulated in the Bylaws.
- b. This policy shall only be changed by a majority vote at a General Meeting.
- c. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

B.10.1 Stipends

- a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:

(1) President	\$15,500.00
(2) Vice Presidents	\$12,000.00
(3) Student Advisors	\$8,000.00
(4) Commissioners	\$6000.00
(5) Officers	\$6000.00
(6) Deputy Commissioners	\$2000.00
(7) Speaker	\$4000.00
(8) Deputy Speaker	\$500.00
(9) Chief Returning Officer	\$600.00
- b. At the conclusion of their terms, an \$8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all graduate student Executive members.

B.10.2 Honoraria

- a. Honoraria are paid at the conclusion of a term in office. In the instances of multiple year positions, the amount is paid annually, after each complete year and one final payment at the conclusion of the term.
- b. The amounts for honoraria are as follows:
 - (1) Student Senators \$200.00
 - (2) Graduate Student Trustee \$200.00