

Vice-President Governance & Legal Affairs' Summer Report

Prepared by: Jordan Dempster





Introduction

This document outlines my update to both the Board of Directors and the Membership for the various tasks I completed during the summer months (May-August) of my term, as well as the month of September. This report is a compilation of all my reports that I have presented to the Board throughout the summer.

Firstly, I just wanted to express my absolute gratitude to my fellow Lakers for electing me to be the first Vice-President Governance & Legal Affairs. It is absolutely humbling and an honour to be recognized by your peers who view you as a leader in the Nipissing community. I look to continue to be that leader, and collectively create the best experience possible through academic excellence and social growth, which is the mandate of our organization.

Policy Manual Update

One of the items that I wanted to complete during my term is to create a policy manual for the internal relations of our organization. After the ratification of the NUSU By-laws from the 2015 Annual General Meeting, there are policies that are not in place, and a void is missing for facilitating the daily operations of our office. Through a policy focus group, where all NUSU employees would gather together to provide their input and feedback on drafted policies that were created, we were able to have nine (9) policies approved by the Board. This includes the Shopify E-Commerce Policy, Company Vehicle Operating Policy, Time in Lieu Procedure Policy, Board of Directors Policy, Elections Policy, Clubs Policy, Technology Sign-Out Policy, and the Sexual Violence Intervention and Response Policy, while the Executive Policy was amended to include signing privileges. I also created a Mission/Vision statement that was deliberated through the policy focus group as well, and ultimately was approved by the Board. There are a few policies that are drafted that are ready for the policy focus group, while I will also be drafting policies throughout the rest of my term, if we feel that they may be beneficial for the internal operations of our office.

Elections

Elections are a key aspect of my portfolio.

Firstly, I re-created an Elections Committee that was approved by the Board that will facilitate all elections in the future. It consists of the Vice-President Governance & Legal Affairs as the Chief Returning Officer, the Vice-President Communications as the Deputy Returning Officer, and three (3) elected Board members (Josh Loeffler, Jordon Staroba, and Ray Mulville). The reason for striking an Elections Committee was to bring stability and consistency to the facilitation of elections moving forward.



I also created, and had the Board approve an Elections Policy that will be used in accordance with our By-Laws to govern our elections. I wanted to create a policy that could be used for all the elections that we run, and that will provide a guideline for the future Vice-President Governance & Legal Affairs to use, in conjunction with the Elections Committee, to facilitate and administer elections.

The Election dates for the year are as follows:

We will be running a Student Senator By-Election from September 19th – October 4th for the remaining Student Senator positions (Graduate, Applied and Professional Studies, and Education) for the 2016/2017 academic school year. This by-election is well under way, and we are certainly hoping that we can fill these three (3) positions.

The Executive elections for 2017/2018 shall take place on January 16th and end fully on February 1st. The nomination period shall start on January 16th at 9am, and end on January 20th at 4pm, with the mandatory All Candidates meeting commencing at 5pm. The Campaign period shall start on January 23rd at 9 am, and shall run all the way through to the end of the voting period on February 1st at 11:59pm. The All Candidates Debate will be on Thursday, January 26th, commencing at 6pm. The voting period shall start on January 30th at 9am, and end on February 1st at 11:59pm. The voting will be completed through blackboard, where students will receive an email through their student account, with a link to blackboard, and instructions.

The Director-At-Large/Student Senator election for the 2017/2018 positions will run from February 26th and end fully on March 15th. The nomination period will start at 9am on February 26th and end on March 3rd at 4pm, with the mandatory All-Candidates meeting commencing at 5pm. The campaign period will then start on March 6th at 9am, and will run until 11:59pm on March 15th. The voting period will start at 9am on March 13th and will run until 11:59pm on March 15th. The voting will be completed through blackboard, where students will receive an email through their student account, with a link to blackboard, and instructions.

Annual General Meeting (AGM)

Jordan Andrews and I have organized the AGM this year. I created the official notice, the agenda, and any other documentation that is needed to present to the Membership. I personally have created a document that explains the policies that have been approved over the last year, and the purpose of them.



Building Project

Similar to the other Executives, a huge priority for us is to not only continuing the plans for the New Student Centre, but to break ground this coming year. I have been working with the other Executives to complete various tasks when needed in order to finalize this project. This includes meeting with Mitchell Architects bi-weekly to continue discussion and decisions on the Building Project, meeting with various consultants (Mechanical, Electrical, A/V, and Kitchen), and tasks related to the Trust Fund.

Directors Handbook

Jordan Andrews and I created a directors handbook for the current Board, as well as for future Board members, which include the Board of Directors Policy, a handout explaining the duties and responsibilities of a Director for a not-for-profit organization, our By-laws, as well as any current policies or procedures. This is a tool for the Board to use as a reference to understand our roles as Directors.

Phase 3 Team Sponsorship

I was appointed by Markus Hawco to be the lead of the phase 3 team for the sponsorship campaign. The Phase 3 team was responsible for contacting big businesses or corporations for potential sponsorship, and the team consisted of Sarah McGowan, Brittany Kent, Dave Ratcliffe, and Cat Risdale. We developed different template letters for various companies, as well as I made multiple phone calls to different companies. Some of these companies include, the Toronto Blue Jays, the Ottawa Senators, the Ottawa Redblacks, as well as a few more sports teams, and other companies such as Lulu Lemon, EOS, Goodlife Fitness, and other companies. GoodLife Fitness was the only business that signed to be a sponsor through providing in-kind donations.

CFS Semi-Annual General Meeting June 5th – 8th, 2016

On June 4th, I travelled to Gatineau, Quebec for the CFS Semi-Annual General Meeting from June 5th – 8th, 2016. I completed a separate report that outlines the workshops, and meetings I attended.

Office Assistant(s) Hiring Committees

During the first two weeks of my term I was part of a hiring committee to hire a full time Office Assistant for the summer, and Jacob Baisley was the selected candidate. During August\ another hiring committee was created which consisted primarily of Markus Hawco, Erin Edge, Jacob Baisley and myself to hire two (2) part-time office assistants for the year. The selected individuals were Tori Bellar, and Danielle Forest.



Temporary Administrative Assistant

We have started the interview process for hiring a temporary Administrative Assistant for a one (1) year contract, as our current Administrative Assistant, Erin Edge is going on maternity leave starting in mid-October. A hiring committee was created and it consists of Jordan Andrews, Erin Edge, and myself. We have received hundreds of resumes for this position, and we have narrowed the list down to about 10-20 individuals to interview. After completing the interview process, the Executive Committee accepted the recommendation by the hiring committee to select Michelle Rae as the temporary administrative assistant.

Senate Committees

Throughout the summer I attended the Academic Senate meetings, while I also sat on various Senate committees, including the Undergraduate Standings and Petitions Committee, Planning and Priorities Committee, and the Undergraduate Studies Committee.

I have provided a link below to all the relevant information for the Academic Senate.

<http://www.nipissingu.ca/about-us/governance/academic-senate/Pages/default.aspx>

Board of Governors

As a voting Board member, I attended two meetings in May and June, while also being part of three (3) Board of Governors committees (Audit and Finance, Governance, and Advancement). I am looking forward to attending the Board retreat at the end of September, which occurs on September 30th and 31st at the Canadian Ecology Centre.

I have provided a link below for all relevant information with regards to the Board of Governors.

<http://www.nipissingu.ca/about-us/governance/board-of-governors/Pages/default.aspx>

Conclusion

To conclude, the summer has certainly been both busy and exciting. I have thoroughly enjoyed my time with NUSU thus far, and I extremely look forward to the remainder of this year!

Go Lakers!