



POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022

Chapter D-1

SENIOR MANAGER POLICY

DURHAM COLLEGE STUDENT ASSOCIATION (the “Corporation”)
SENIOR MANAGER POLICY (the “Policy”)

Appointment

1. The Corporation shall employ the following Senior Managers (as defined below);
 - i. a General Manager;
 - ii. a Financial Controller; and
 - iii. an Operations Manager
2. The Corporation may, from time to time, employ Managers (as defined below).

Purpose

3. The purpose of this Policy is to outline the responsibilities and the authority of the Managers.

Application

4. This Policy applies to Senior Manager. All other Managers (as defined below) shall be governed solely by their employment agreements.

Definitions

5. Any capitalized terms that are not defined herein shall have the same meaning as those defined in the By-Laws. The following definitions shall apply to this Policy:
“Financial Controller” shall mean the person currently in the employ of the Corporation as Financial Controller.

“General Manager” shall mean the person currently in the employ of the Corporation as the General Manager.

“Operations Manager” shall mean the person currently in the employ of the Corporation as Operations Manager.

“Managers” shall mean those managers employed, from time to time, by the Corporation under the terms of their respective employment agreement.

“Senior Managers” shall mean the managers listed at section 1.

General Manager

6. The General Manager is responsible for the day to day financial operations of the Corporation. The General Manager is charged with maintaining all employment record for the Corporation. The General Manager will supervise current and future managers, and coordinators, including;
 - a. the Operations Manager; and
 - b. the Outreach Manager.
7. The General Manager shall act as an officer of the Corporation for the purposes of section 142 of the Act.
8. The office of the General Manager shall have the highest-ranking authority regarding: human resources, contracts, and marketing in the Corporation and shall only be accountable to the Board.
9. In addition to the responsibilities described in their employment contract, the General Manager shall be responsible for the following;
 - a. Evaluating all staff that they supervise;
 - b. Operating the Corporation in accordance with the By-laws and policies of the Corporation;
 - c. Representing the Corporation in a professional manner while ensuring a placid and efficient operation at all times by maintaining the highest standard of professional quality and service;
 - d. While working with the Executive Committee, be held fully and finally accountable to the Corporation’s Board;
 - e. Assisting the Corporation by being a liaison between the managerial

staff and the Executive Committee and the Board;

- f. The General Manager will have signing authority on all contracts and cheques as an officer of the Corporation;
 - g. Approving and/or reviewing the accuracy and completeness of all cheques.
 - h. Supervising and managing the managers listed at section 4.1 and of all staff, excluding the Financial Controller;
 - i. Hiring any non-elected staff under their direction or the direction of the Board;
 - j. Dismissing any non-elected staff;
 - k. Reviewing the salaries and benefits of all non-elected employees and report the findings to the Board.
 - l. Negotiating, along with any other Executives or Managers, to be chosen at the discretion of the General Manager, all contracts with UNIFOR Local #222;
 - m. Negotiating and implementing with the assistance of the Executive Committee all other contracts, with the University or other parties;
 - n. Maintaining contact with the Corporation's legal counsel;
 - o. Developing and maintaining constructive relationships with University Officials.
10. If there is no General Manager, the Board shall appoint an Administrator of the Office of the General Manager to carry out the administrative duties of the office of the General Manager, until the Installation of a New General Manager or replace by the Board of Directors. The Administrator shall not be the Chairperson or a member of the Board of Directors.
11. Whenever it seems appropriate to do so, the General Manager may appoint an Acting General Manager to carry out the duties of the General Manager on such terms and conditions as the General Manager may prescribe.

12. If the General Manager is unable to act, and there is no Acting General

Manager appointed, the Operations Manager shall be the Acting General Manager, until the Board of Directors appoints an Acting General Manager or the General Manager is able to resume the duties of their office.

13. When the Operations Manager acts as Acting General Manager in accordance with section 12, the determination that the General Manager is unable to act shall be made by two of: (i) the Chairperson; (ii) the Managing Director; (iii) the Financial Controller; (iv) the corporation's legal counsel; and (v) the majority of the Board of Directors.

Financial Controller

14. The Financial Controller is responsible for the day to day financial operations of the Corporation.
15. The Financial Controller shall act as an officer of the Corporation for the purposes of section 142 of the Act.
16. The Financial Controller shall have the highest-ranking authority regarding: budgets, financial statements and accounting in the Corporation and shall only be accountable Responsibilities. In addition to the responsibilities described in their employment contract, the General Manager shall be responsible for the following:
 - a. assisting the Management Committee in developing, recommending and monitoring the budget and provides the Board with quarterly reports.
 - b. reviewing financial statements on a regular basis; analyzing variances, trends and system deficiencies and discuss the results with the Board.
 - c. conducting internal audits of inventories, costing systems, manual administrative and financial systems in all departments and report findings to the Board.
 - d. planning for and facilitating external auditor activities as required by law.
 - e. advising and informing the Management Committee on matters pertaining to revenue generating business projects and capital asset.

Operations Manager

17. The Operations Manager shall assist the General Manager in their duties, relating to the operations of the corporation.
18. The Operations Manager shall not be an officer pursuant to the Act.
19. In addition to the responsibilities described in their employment contract, the Operations Manager shall be responsible for the following:
 - a. Report to the General Manger;
 - b. Under the general authority of the General Manager, exercise general control and management of the affairs of the Corporation for the purpose of efficient and effective operations of the Corporation at the Whitby campus location;
 - c. Recommend a course of action or policy to the Management Committee or the Board regarding the general control and management of the Corporation's Whitby campus location;
 - d. Ensure comprehensive coordination and cohesion regarding the corporation's marketing, clubs, Riot Radio (collectively the "Student Life Departments";
 - e. Ensure that the Student Life Departments integrates with the Outreach department;
 - f. Perform the duties of the Secretary of the Board of Directors in accordance with the By-laws and Board Procedural Policy; and
 - g. Coordinate the Corporations Orientation Week Activities in conjunction with the Student Life Departments, the General Manager, and the Chairperson of the Corporation.