



The Acadia Students' Union invites applications for the following
House Council Executives
(President, VP Communications, VP Events)

Dear On-Campus Students;

It is my pleasure to announce that the application period for House Council Executives for year 2018/2019 is now open! 😊

On Tuesday, February 13th, 2018, the Students' Representative Council of the Acadia Students' Union adopted changes to the House Council Constitution to reflect a desire for more concrete support for the House Council Executive Teams moving forward. As a result, the composition of House Councils has changed and there will be three (3) roles that residents can apply for in the 2018/2019 academic year. They are President, Vice President Communications, and Vice President Events. The specific duties of these roles have been outlined below for your reference.

How to Apply

It's really easy and fun to apply to serve on the House Council Executives for next year! What we ask is that you **submit a cover letter, resume, creative submission and at least one (1) reference letter from a Residence Assistant or House Council Executive Member** to myself (Emily Murray) for full consideration. Your creative submission can be anything that you want and should illustrate why you would be the best candidate for the position and what the Acadia experience, in-house event planning and residence life means to you.

Interested candidates are invited to submit an application package (cover letter, resume, and creative submission) by **4:00 PM (local time) on Thursday, March 1st, 2018**, with attention to Emily Murray, VP Student Life. Please note that the reference letter should be submitted by the referee(s) directly before the deadline to be considered. The submissions can be made through any of the following methods;

In Person: Union Market in the Students' Union Building (SUB)

Mail: Acadia Students' Union

ASU Box No. 6002

Wolfville, NS B4P 2R5

Email: emilymurray@acadiu.ca

Facsimile: 902-542-3901

If you require a disability-related accommodation to participate in the recruitment process, please email Oliver Jacob, Chairperson, at asu.chairperson@acadiu.ca.

If you have any questions, comments or concerns, please do not hesitate to contact me anytime by email at emilymurray@acadiu.ca or stop by my office (Old SUB 616) during my [weekly office hours](#).

Sincerely,

Emily Murray

VP Student Life

All applicants are thanked for their interest. Only candidates selected for an interview will be contacted. Information collected throughout the hiring process will be used in accordance with Operating Procedure No. Four (4) (House Councils), By-Law Five (Students' Representative Council Policies) and the Procedural Policy for the purpose of candidate selection. The Union is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. **The Union reserves the right not to fill this position or to fill it in a different capacity than advertised.**

These job descriptions have been pulled from Operating Procedure No. Four (4) (House Councils). The full document can be found on the Acadia Students' Union website at <http://theasu.ca/wp-content/uploads/2018/02/Operating-Procedure-4-House-Councils-as-approved-by-Council-May-1st-2018.pdf>.

President

- (a) Preside over all meetings of the Executive Board;
- (b) Promote constructive student spirit;
- (c) Provide a monthly report detailing the activities of the House Council to the Vice President Student Life;
- (d) Represent residents at all House Presidents Committee meetings of the Students' Representative Council;
- (e) Provide detailed communication about house activity during each meeting of the House Presidents Committee;
- (f) Supervise the work of the Vice Presidents and all other House Council members;
- (g) Supervise the day-to-day affairs of the House;
- (h) Supervise all programs of the House Council;
- (i) Draft a year-long budget, in consultation with the VP Finance and Operations of the Acadia Students' Union, in order to ensure finances are responsibly used throughout the year;
- (j) Report to House Council on the financial affairs of the House;
- (k) Receive and record all payments;
- (l) Work with all members on House Council to ensure projects are fiscally responsible;
- (m) Ensure transparent and accountable financial management;
- (n) Maintain a sessional GPA of 2.0.

Vice President Communications

- (a) Perform the duties of the President in their absence;
- (b) Assume the position in the event that the President is removed from or leaves office;
- (c) Develop a communication strategy to advertise all meetings, events and activities;
- (d) Share and invite students over social media to all campus events directed by House President and the SRC;
- (e) Preside over all in-house elections, in consultation with the Chief Returning Officer of the Acadia Students' Union;
- (f) Maintain a sessional GPA of 2.0.

Vice President Events

- (a) Attend monthly meetings with A.S.U. Vice President Events and Promotions;
- (b) Plan and hold at least one event each month of the academic year, four of which must be alcohol-free;
- (c) Serve as the liaison with the Building Services and Events Manager, and any other event contacts;
- (d) Organize and oversee all social events approved by House Council;
- (e) Coordinate House Council involvement in all House events and activities;
- (f) Maintain a sessional GPA of 2.0.