

# All American Institute of Medical Sciences

STUDENTS' GUILD ASSOCIATION  
EXECUTIVE POSITIONS



# Officers Responsibilities and Duties

## Article XX

### Duties of all Students' Guild Association Council Members:

- a. All Students' Guild Association Council Members shall be responsible for their actions to the Guild Association.
- b. All portfolio holders are expected to be able to manage their time efficiently and effectively.
- c. Responsible for attending all Council meetings
- d. Responsible for writing and presenting, for the committee he/she chairs, reports to Council.
- e. Responsible for chairing and attending committees as laid down in the Students' Guild Association Constitution or as determined from time to time by the Council of Executives.
- f. Responsible for performing such other duties as may be necessary within the scope of the job to meet the needs of the Students' Guild Association, as agreed from time to time Council of Executives.
- g. Responsible for providing a written handover to his/her successors.

### President

**Section 1.** The President must perform the duties normally associated with the office of presidency:

- a. Coordinating Students' Guild Association Council activities and Students' Guild Association Council meetings
- b. Seeing to the efficient running of the Students' Guild Association office

**Section 2.** The President shall also rule on matters of order or constitution. These rulings shall be final subject to appeal to the Students' Guild Association Council which must convene a meeting within seven (7) working days.

**Section 3.** The President shall also make rulings on points not provided for in the constitution; such rulings must be in accordance with conventional practice.

**Section 4.** The President shall be the liaison between the major University Committees and the Students' Guild Association Council.

**Section 5.** The President must issue notice of Students' Guild Association Council Meeting at least five working days in advance however, in a case of emergency a meeting may be convened once a quorum has been achieved.

**Section 6.** The President may at his/her discretion adjourn a General Meeting and no business of the Students' Guild Association may be further transacted.

**Section 7.** The President may introduce a resolution but can only have the casting vote.

### 1st Vice President, Academic Affairs and Student Services

**Section 8.** The 1<sup>st</sup> Vice President shall in the absence of or on behalf of the President act in his/her portfolio and act as directed by him/her.

**Section 9.** The 1<sup>st</sup> Vice President shall also be responsible for overseeing the activities of all clubs/societies affiliated to the Students' Guild Association.

**Section 10.** The 1<sup>st</sup> Vice President shall represent the Students' Guild Association on the University's Faculty Board

**Section 11.** The 1<sup>st</sup> Vice President is responsible for assisting the President in seeing to the efficient running of the Students' Guild Association office.

## **2<sup>nd</sup> Vice President, Clubs/Societies and Outreach**

**Section 12.** The Vice President, Student Services shall:

- a. Plan and coordinate activities that ensure the students receive at least the minimum comfort level required for academic success at AAIMS. These activities include Programmes which may be instituted in the future, including a shuttle bus service, etc.
- b. This person would also sit on a committee that coordinates the business affairs of the University.

## **Executive Secretary**

**Section 13.** The Executive Secretary shall:

- a. Assist the President in issuing notices of meeting for both Students' Guild Association Council Meetings and General Meetings
- b. Be responsible for the administration of the Students' Guild Association office
- c. Record the minutes of all Students' Guild Association and Students' Guild Association Council meetings
- d. Manage the office routines (these include stationery management and the use of all equipment) and logistics to ensure effectiveness, efficiency and economy.
- e. Maintain an effective information storage retrieval system
- f. Confirm arrangements and supervise preparations for meetings, ceremonies, etc.

## **Treasurer**

The Treasurer shall:

**Section 14.** Manage the finance and accounts of the Students' Guild Association in accordance with the Students' Guild Association Financial Operations - Policies and Procedures.(Contained in Article XXV -Finance, Accounting and Auditing)

**Section 15.** Prepare a statement of financial affairs at least three (3) working days before a scheduled General Meeting.

**Section 16.** Be the Students' Guild Association representative on the University's Finance Committee.

## **Public Relations Officer**

**Section 17.** The Public Relations Officer shall:

- a. Communicate with the student body and the wider society.
- b. This person will at times speak on behalf of the Students' Guild Association.
- c. Draft press releases, assist with conferences, special publications, assist with the publication of the Students' Guild Association Newsletter and all notices coming out of the Students Guild Association.
- d. Assist in implementing and coordinating any Student Guild Association events.

## **Entertainment and Cultural Affairs Chairperson**

**Section 18.** The Entertainment and Cultural Affairs Chairperson shall:

- a. Plan and co-ordinate the major entertainment activities of the Students' Guild Association. These include Orientation activities, Fetes, Concerts, Stage Shows.
- b. This person will also act as an advisor to the organizers of all Students' Guild Association entertainment ventures and to chair meetings with all event organizers.
- c. Plan and coordinate activities that would educate and provide cultural diversity. This person will aim to expose individuals to the different cultures in our society and in extension the world, since we are out of many one people.
- d. Some of these activities could be but are not limited to festivals, pantomimes, the arts, seminars, Black History Month activities and special presentations.