

Governance Policy:

POL #GP-0003



Policy: Delegation of Officer Authority

Date of Creation: 30/01/23

Last Reviewed: 30/01/23

Next Review: January 2024

The Board shall, for the purpose of delivering services and furthering its advocacy agenda, delegate authority over certain matters not handled by the Executive Director to its officers.

1.0. Authority of the President

The President shall be granted the authority to, on behalf of the board and within the bounds of its policies and stances:

- 1.1. Act as the public face of the board;
- 1.2. Manage relationships and disperse verbal and written communication, with media, regulatory bodies, other student associations, or any other external entities which may impact the organization, or to designate another member of the board to do so;
- 1.3. Act as Chair and leader of the Executive Council;
- 1.4. Participate in the creation of the Executive Council's annual work plan to help achieve the board's strategic plan;
- 1.5. Provide a monthly progress report on behalf of the Executive Council on the status of its business, or designate another member of that council to do so;
- 1.6. Act as a signatory for the SAOC on official documents, contracts, financial documents and other matters, and to designate one other officer as an equal signatory;
- 1.7. Conduct research on key issues and translate the findings into briefing notes and other advocacy knowledge products;
- 1.8. Represent the board on appropriate Olds College committees;
- 1.9. Liaise with the Olds College administration on behalf of the board.

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2.0 Authority of the Vice President, Academics

The Vice President, Academics shall be granted the authority to, on behalf of the board and within the bounds of its policies and stances:

- 2.1. Act as the board's representative in all efforts related to the scholarly experience of students at Olds College, and in any issues arising from the academic business of the SAOC's members;
- 2.2. Act as the board's representative to Academic Council;
- 2.3. Represent the board on Olds College committees as related to the academic experience of SAOC's members;
- 2.4. Liaise with Olds College administration and faculty within the Academic Department;
- 2.5. Liaise, when appropriate or by designation of the President, with Olds College administration outside of the Academic Department;
- 2.6. Act as the board's representative in any academic appellate proceedings and within the bounds of Olds College policies;
- 2.7. Generate, execute, and disperse materials related to any advocacy initiatives related to the academic experience of SAOC members.

3.0. Authority of the Vice President, Communications

The Vice President, Communications shall be granted the authority to, on behalf of the board and within the bounds of its policies and stances:

- 3.1. Oversee the entire marketing and communications operational portfolio of the SAOC;
- 3.2. Create and disperse verbal or written communication with SAOC members regarding the operations of the SAOC;
- 3.3. Act as the board's representative in all non-academic matters not overseen by the President;
- 3.4. From time to time, generate, plan, and execute events for members of the SAOC for the betterment of student spirit and community;