

TITLE: GENERAL MEMBER AT LARGE ROLES AND DUTIES

Policy No.: B2000

Category: Council and Self-Governance

Sub-Category: Roles and Duties Terms of Reference

Effective Date: TBA

Please note: The following policies give an overview of expectations. However, policies will be revised in the Fall 2017; Where policies herein contradict the LSU Bylaws, the LSU Bylaws will prevail.

1. POSITION DESCRIPTION

General Members at Large are elected, voting fiduciaries of Council. They play an important role in ensuring that the business and affairs of LSU proceed in a way that is legal, ethical and prudent and in a manner consistent with the Bylaws, Policy and the British Columbia Society Act.

2. AUTHORITY

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- Members at Large exercise their authority through casting their vote at meetings of Council and in committees.
- In casting their vote, Members at Large will be aware of their fiduciary duty to serve the best interests of LSU and its members.

3. GENERAL DUTIES

- It is the general duty of Members at Large to attend Council meetings and participate on at least two Committees of Council.
- Councillors uphold the standards and duties as articulated in the *Oath of Office* and *Code of Conduct Policies*. This includes conducting themselves in a professional and respectful manner, and portraying LSU in a positive manner within and beyond Langara College.

4. RESPONSIBILITIES AND REQUIREMENTS

In fulfilling their general duties, the responsibilities and requirements of the role include the items in this section.

- Members at Large will be familiar with LSU Bylaws and Policies.
- Members at Large will attend and participate in the New Council Orientation, regardless of how many previous terms they have served.

- Members at Large will contribute to the Council Meeting agenda as needed and appropriate. Items for the Agenda will be sent to the Executive Committee including any background information or materials required to assist fellow Council members with understanding the topic. All items for the agenda will comply with Council's *Meetings and Agenda Policy*.
- General Members at Large will participate in appointing members of Council to Committees. Furthermore, General Members at Large will respect that the work-load needs to be evenly and fairly distributed among Councillors when appointing members to serve on Committees.
- General Members at Large will participate in meetings and activities of the Committee(s) to which they are appointed.
- General Members at Large will participate in other meetings or activities of Committees as approved by Council.
- Members at Large will participate in LSU's planning and review processes.
- Should a Councillor not be able to attend a meeting of Council for any reason, the Councillor will notify the Executive Committee as soon as possible following any regulations outlined in the *Meetings and Agenda Policy*.
- General Members at Large will come to meetings prepared, which means that they will read and seek to understand the agenda and any related materials circulated in advance of the meeting.
- General Members at Large will be fully engaged during meetings. Councillors are expected to respectfully and constructively challenge positions and seek clarification as necessary in order to make informed decisions on motions duly set forth.
- General Members at Large will give due consideration to issues prior to exercising their vote for or against a motion, or in abstaining from the vote.
- General Members at Large will seek consensus and play their part in trying to find solutions and reach decisions that are acceptable to all, even if it is not everyone's 'favourite' solution or decision.
- General Members at Large will respect that decision and not engage in antics that seek to discredit LSU or disrupt the business or affairs of the Union.

5. EVIDENCE & EVALUATION

General Members at Large will be evaluated based on attendance of meetings and participation in assigned committees. The evidence for this evaluation will be:

- i) Proof of attendance as demonstrated in the approved minutes of Council and Committee meetings; and
- ii) Completed timesheet reporting their hours and activities as necessary and required.

FACT SHEET

Relevant Dates

Approved: TBA
Effective: TBA Revised August 17, 2017

History

February 25, 2013 This is a new Policy created to support the new LSU Bylaws that came into effect. Revision approval TBA Approved by Motion to Council.

Related Policy

B1002 Meetings and Agenda
B1003 Code of Conduct
B1005 Oath of Office

References and Acknowledgements:

Not applicable.

Signed: _____

Print Name: _____

Position: _____

Date: _____