



**Durham College Students Inc.
(hereinafter the “Corporation”)
SENIOR MANAGER POLICY
(the “Policy”)**

Effective Date: May 1, 2018	Last Review Date: March 1, 2018
Approved by: Board of Directors	Authority Responsible: Board of Directors

ARTICLE I: APPOINTMENT

1.1 The Corporation shall employ the following Senior Managers (as defined below);

1.1.1 a General Manager;

1.1.2 a Financial Controller; and

1.1.3 an Assistant General Manager

1.2 The Corporation may, from time to time, employ Managers (as defined below).

ARTICLE II: PURPOSE

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

ARTICLE III: APPLICATION

3.1 This Policy applies to Senior Managers

3.2 All other Managers (as defined below) shall be governed solely by their employment agreements.

ARTICLE III: DEFINITIONS

4.1 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:

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

“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.

“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 1.1.

ARTICLE V: GENERAL MANAGER

5.1 Position Summary. 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;

5.1.1 the Assistant General Manager;

5.1.2 the Outreach Manager;

5.1.3 the Marketing Manager

5.1.4 the Riot Radio Station Manager/Coordinator; and

5.1.4 the Campus Life Manager/Coordinator.

5.2 Officer.

5.2.1 The General Manager shall act as an officer of the Corporation for the purposes of section 142 of the Act.

5.2.2 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.

5.3 Responsibilities. In addition to the responsibilities described in their employment contract, the General Manager shall be responsible for the following;

5.3.1 Evaluating all staff that they supervise;

5.3.2 Operating the Corporation in accordance with the By-laws and polices of the Corporation;

5.3.3 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;

- 5.3.4 While working with the Executive Committee, be held fully and finally accountable to the Corporation's Board;
- 5.3.5 Assisting the Corporation by being a liaison between the managerial staff and the Executive Committee and the Board;
- 5.3.6 The General Manager will have signing authority on all contracts and cheques as an officer of the Corporation;
- 5.3.7 Approving and/or reviewing the accuracy and completeness of all cheques.
- 5.3.8 Supervising and managing the managers listed at section 4.1 and of all staff, excluding the Financial Controller;
- 5.3.9 Hiring any non-elected staff under their direction or the direction of the Board;
- 5.3.10 Dismissing any non-elected staff;
- 5.3.11 Reviewing the salaries and benefits of all non-elected employees and report the findings to the Board.
- 5.3.12 Negotiating, along with any other Executives or Managers, to be chosen at the discretion of the General Manager, all contracts with UNIFOR Local #222;
- 5.3.13 Negotiating and implementing with the assistance of the Executive Committee all other contracts, with the University or other parties;
- 5.3.14 Maintaining contact with the Corporation's legal counsel;
- 5.3.14 Developing and maintaining constructive relationships with University Officials.

ARTICLE VI: FINANCIAL CONTROLLER

6.1 Position Summary. The Financial Controller is responsible for the day to day financial operations of the Corporation.

6.2 Officer.

6.2.1 The Financial Controller shall act as an officer of the Corporation for the purposes of section 142 of the Act.

6.2.2 The Financial Controller shall have the highest-ranking authority regarding: budgets, financial statements and accounting in the Corporation and shall only be accountable to the Board.



6.3 Responsibilities. In addition to the responsibilities described in their employment contract, the General Manager shall be responsible for the following:

6.3.1 assisting the Executive Committee in developing, recommending and monitoring the budget and provides the Board with quarterly reports.

6.3.2 reviewing financial statements on a regular basis; analyzing variances, trends and system deficiencies and discuss the results with the Board.

6.3.3 conducting internal audits of inventories, costing systems, manual administrative and financial systems in all departments and report findings to the Board.

6.3.4 planning for and facilitating external auditor activities as required by law.

6.3.5 advising and informing the Executive Committee on matters pertaining to revenue generating business projects and capital asset.

ARTICLE VII: ASSISTANT GENERAL MANAGER

7.1 Position Summary. The Assistant General Manager shall assist the General Manager in their duties, as described in Article V.

7.2 Not an Officer. The Assistant General Manager shall not be an officer pursuant to the Act.

7.3 Responsibilities. In addition to the responsibilities described in their employment contract, the Assistant General Manager shall be responsible for the following:

7.3.1 Report to the General Manger;

7.3.2 If the General Manager is absent from the Corporation, execute all of the duties described at Article V.

7.3.3 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; and

7.3.4 Recommend a course of action or policy to the Executive Committee or the Board regarding the general control and management of the Corporation's Whitby campus location.

