



1. The **Policy, Research and Archiving Officer** shall:
  - a. Serve a term of office from the first day of May to the thirtieth day of the following April;
  - b. Report to the President;
  - c. Develop and analyze key policies as directed by the Executive committee;
  - d. Develop position papers and lobby documents pertaining to post-secondary issues as directed by the Executive committee;
  - e. Conduct research to inform existing and expired policies and provide argumentation for their statements;
  - f. Be versed on current post-secondary education policies and best practices;
  - g. Perform such duties as may be required by Council or the MASU;
  - h. Attend the annual MASU Jobs Fair;
  - i. Attend the annual MASU Training Day in the winter semester;
  - j. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
  - k. There is an honorarium with this position; and,
  - l. A final report is required to be submitted to the Human Resources Manager.