

The Vice-President, Communications of the MASU shall:

- (a) serve a term of office from the first of May to the thirtieth day of the following April;
- (b) maintain efficient means of communicating MASU information to the Mount Allison community, including, but not limited to, through the Argosy, regular updates to CHMA, Facebook, Twitter, YouTube, the MASU website, and other social media avenues;
- (c) serve as Secretary of the Executive Committee, distributing the minutes at the end of each meeting and publicizing minutes once approved;
- (d) oversee and assign tasks to the Communications Manager as required;
- (e) maintain the MASU calendar of events and activities, both in the student centre and on the website;
- (f) conduct a yearly survey to MASU Members to provide a channel for, and solicit, student input into all MASU services, campaigns, advocacy efforts, overall performance, and any other subjects at the discretion of the Executive Committee;
- (g) chair the Communications Committee and any other committee that may arise at the discretion of Council;
- (h) meet with the Hiring Manager during the first two weeks of September to facilitate successful communication of all MASU staff and volunteer positions;
- (i) be responsible for the communication of MASU press releases, position statements, and other vehicles of communication to the external media under the guidance of the Executive Committee;
- (j) produce and ensure the efficient and appropriate use of constituent e-mail lists;
- (k) assume the duties of Secretary of the Union in the event of the absence or incapacity of the Secretary of the Union;
- (l) submit a regular report to all members of Council outlining communication priorities and events taking place;
- (m) hold a minimum of ten office hours per week during the school year, as determined in conjunction with the Executive Committee prior to the beginning of the year;
- (n) perform such duties as may be required by the Executive Committee, Council, or the MASU;
- (o) there is an honorarium with this position; and
- (p) a final report is required to be submitted to Council.