



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 and operating procedures 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. Be responsible for maintaining the MASU archives;
 - h. Work a minimum five hours per week from September to April, as determined in conjunction with the Executive Committee prior to the beginning of the year;
 - i. Sit on the Academic Affairs Committee, the External Affairs Committee, and the Campus Life Committee;
 - j. Perform such duties as may be required by Council or the MASU;
 - k. There is an honorarium with the position; and
 - l. A final report is required to be submitted to Council.