

By-Law II
Changes to Role Descriptions

1. The yearly process of ratification for the Role Descriptions is as follows:
 - 1.1. During the winter semester, all positions will be reviewed by the persons currently in each role, and their supervisors, providing feedback and any changes they feel should be made to the role description
 - 1.2. Before the end of winter semester, the executive committee will conduct a review process of all job descriptions. This will be facilitated by the Strategic Operations Manager.
 - 1.3. An organizational chart with the reporting structure for all roles must also be reviewed and updated, concurrent with all changes to role descriptions.
 - 1.4. The updated role descriptions will be brought to the Students Representative Council (SRC) for formal ratification.
2. Ratification of role descriptions requires two readings of the SRC
 - 2.1. All changes to SRC, Executive and Manages role descriptions must be ratified before the nomination period of the General Elections
 - 2.2. Once ratified by the SRC these role descriptions are binding documents.
 - 2.3. Once job descriptions have been ratified, they cannot be changed again for 11 months, except in exceptional circumstances.
 - 2.4. Changes to role descriptions are effective May 1st, unless otherwise stated in the motion approving the role description.
3. All updated role descriptions, and the organizational chart, shall be posted to the website and shall be freely available to all MSVUSU members.