

**Conference Executive Policy Manual**

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Last Updated: January 27, 2016

**PREAMBLE**

The Concurrent Education Students’ Association shall not discriminate between

applicants on the basis of race, nationality or ethnic origin, religion, gender, sexual orientation, age, or physical ability. Efforts shall be made to select persons who possess the skills necessary to perform their work to the highest standards of competence and efficiency.

**ARTICLE 1. HIRING PROCESS**

1.01 The hiring process shall consist of:

1.01.01 a written application,

(i) Written applications must be available no later than one (1) week before Reading Week

1.01.02 an individual interview,

1.01.03 a series of group interviews consisting of situational questions, as outlined in the Hiring Policy Manual.

1.02 The hiring process shall be completed before the Annual General Meeting.

1.03 Notwithstanding this policy, all procedures outlined in the Hiring Policy Manual shall be followed.

1.04 The Hiring Panel, as outlined in Article 2, shall have a mandatory meeting with the outgoing Conference Executive in order to understand each position in detail prior to hiring.

**ARTICLE 2. HIRING PANEL**

2.01 The hiring panel for the Conference Executive shall include:

2.01.01 Conference Chair (Outgoing),

2.01.02 Executive Administrator Elect,

(i) The Executive Administrator Elect shall be a non-voting, impartial member of the hiring panel.

2.01.03 Vice President External Elect,

2.01.04 Two members of Council and Extended Council, as appointed by Council, (i) Current Conference Executive shall not be eligible for nomination.

**ARTICLE 3. HIRING DUE TO RESIGNATION OR DISMISSAL**

3.01 Should a Conference Executive position remain unfilled by the end of the hiring process or become vacant due to resignation or dismissal prior to the end of Winter semester, the Conference Executive (Outgoing) shall open the position for hiring twenty-four (24) hours after the resignation or dismissal.

3.01.01 The Conference Executive (Outgoing) will advertise the open position through an e-mail sent via the Listserv and the Association website.

3.02 Should a Conference Executive position become vacant due to resignation or dismissal after the end of Winter semester, the duties and responsibilities of that position, as outlined in the Job Policy Manual, shall be taken over by the Conference Executive (Incoming) and the Vice-President (External).

**ARTICLE 4. APPLICANT RESTRICTIONS**

4.01 Members of the Conference Executive are prohibited from holding a Conference Executive position for two consecutive years, including the position they currently hold and all other available Conference Executive positions.