

Roles & Responsibilities of Officers of the TCM

Heads of College:

1. Regularly attend Trinity governance meetings (70%) and UofT governance meetings (70%)
2. Host social events and maintain regular cleanliness of their common room.
3. Actively engage with and lead all governance issues at Trinity, and at UofT, where relevant
4. Maintain role as an accessible and effective student support resource
5. Provide frequent updates and communications to members of Trinity College on governance issues
6. Lead major projects/initiatives at Trinity College, where relevant.
7. Manage fiscal responsibilities

Heads of Arts:

1. Regularly attend Trinity governance meetings (70%)
2. Create an open and accessible environment for all Trinity students; actively engage with and lead all internal governance issues at Trinity, where relevant.
3. Host social events and maintain regular cleanliness of their common room
4. Provide frequent updates and communications to members of Trinity College on governance issues, where relevant.
5. Maintain role as an accessible and effective student support resource
6. Lead major projects/initiatives at Trinity College, where relevant.
7. Manage fiscal responsibilities
8. Meet once a month or when requested with Resident Year Heads
9. Allocate funding for Year Heads when needed

Heads of Non-Resident Affairs:

1. Regularly attend Trinity governance meetings (70%)
2. Actively engage with and lead governance issues at Trinity, with a particular focus on the non-resident student perspective and issues at the above committees.
3. Host social events and maintain regular cleanliness of their common room.
4. Provide frequent updates and communications to members of Trinity College on governance issues, where relevant.
5. Maintain role as an accessible and effective student support resource
6. Lead major projects/initiatives at Trinity College, where relevant.
7. Manage fiscal responsibilities

Chair of the Trinity College Meeting

1. Organize and run TCMs
2. Create the governance schedule (TCM, TCBS, FC, SCCC, EC)
3. Coordinate with TCBS, FC, SCCC and EC on constitutional matters
4. Run Heads Survey

5. Run Clubs Survey (future)
6. Explain constitutional procedure to those who ask

Deputy Chair of the TCM

1. Serve as Chair in any circumstance in which the Chair is unable to fulfill their duties
2. Serve as Interim Chair in the case of impeachment or resignation until such time as a replacement can be elected

TCM Treasurer

1. Reimburse Heads and non-levied clubs
2. Provide levy cheques promptly after audits pass
3. Keep the TCM and FC informed about the state of College finances
4. Coordinate with the Bursar

TCM Secretary

1. Create the agendas for TCMs, TCBS and TCFC with sufficient notice
2. Take minutes at TCMs
3. Advertise TCMs on Facebook
4. Keep the Google Drive up to date
5. Coordinate with the webmaster
6. Responsible for minutes for TCBS 2/FC 2
7. Facilitate the TCM and Student Heads transition process

CRO/DRO:

1. Give appropriate notice of all nomination dates, electoral dates, and publish all candidate lists and positions papers in print and online to all members of Trinity College.
2. Oversee The Campaign Period and ensure the guidelines of limited campaigning, in accordance with the Electoral Policy, are respected
3. Ensure that online voting or other emergency polling stations are running smoothly and according to the Electoral Policy.
4. Oversee the tabulation of votes, manage scrutineers, and ensure the expedient release of results.
5. Hear and address any allegations of a breach of the Electoral Policy should they arise.

TCM Auditor:

1. Hold the positions of no more than two levied or non-levied organizations directly or indirectly funded by the TCM
2. Conduct Fall, Winter, and Summer audits of levied clubs, Orientation Week, Saints Charity Ball and Conversazione Ball on time.
3. Present guidelines for proper accounting practices to the TCM and relevant treasurers.

4. Present findings of audits to the TCM at the beginning of each new spending period.

Deputy TCM Auditor:

1. Hold the positions of no more than two levied or non-levied organizations directly or indirectly funded by the TCM
2. Conduct the Fall, Winter, and Summer audits of the TCM treasury on time, and any audits where the TCM Auditor may encounter a conflict of interest.
3. Present findings of audits to the TCM at the beginning of each new spending period.

President of Trinity College

1. Respond to all mail addressed to the President of Trinity College
2. Attend all TCMs and make an address at each TCM
3. Make a distinguished 'State of the Union' address at the beginning of the First Year Election at which a new President is elected
4. Source a Quad Couch (Quoch) in the early Spring

Webmaster

1. Maintain the TrinStudents website
2. Keep the calendar on the TrinStudents website up to date
3. Frequently update the list of clubs and important documents on the TrinStudents website

Tech Curator:

1. Create and maintain an inventory of tech equipment throughout the year
2. Oversee the general upkeep of tech equipment
3. Mitigate the risk of damage and loss of equipment
4. Meet with clubs and event committees for tech requirements
5. Attend events to ensure safe setup and teardown of tech equipment.
6. Provide support to any/all student events using TCM-owned tech equipment

Orientation Week Co-Chairs:

1. Manage the organization and running of Orientation Week
2. Maintain a solvent Orientation Week budget and reimburse all relevant expenses
3. Create an event binder outlining best practices and recommendations
4. Make every reasonable effort to adequately publicize Orientation Week and make them accessible to all incoming members of Trinity College.
5. Ensure that all executive members and frosh leaders have received equity training.

Saints Charity Ball Co-Chairs:

1. Manage the organization and running of the Saints Charity Ball

2. Maintain a solvent Saints budget and reimburse all relevant expenses
3. Provide proof of donation to the registered charity of choice, as close to the goal set as possible and barring any extenuating circumstances
4. Create an event binder outlining best practices and recommendations
5. Make every reasonable effort to adequately publicize all events and make them accessible to all members of Trinity College
6. Submit a Fall audit to be completed by the TCM Auditor

Conversazione Ball Co-Chairs:

1. Manage the organization and running of the Conversazione Ball
2. Maintain a solvent Conversazione Ball budget and reimburse all relevant expenses
3. Create an event binder outlining best practices and recommendations
4. Make every reasonable effort to adequately publicize all events and make them accessible to all members of Trinity College
5. Submit a Winter audit to be completed by the TCM Auditor

Year Heads (Residence and Non Residence):

1. Assist the Student Heads when requested
2. Attend the Board of Stewards
3. Attend TCMs
4. Represent students in their respective years' thoughts, concerns, and perspectives at committee meetings

Year Heads (Residence):

1. Meet with the Heads of Arts at least once a month
2. Assist in maintaining general cleanliness of common rooms
3. Collaborate with the Co-Head of their respective year to host at least one social event per semester

Year Heads (Non Residence):

1. Attend the Non-Residence Affairs Committee monthly.
2. Year heads will be assigned a month per semester in which they will have to plan one event, buy weekly snacks, and keep the NRAC common room clean.

Heads of Fourth Year

1. Be responsible for organizing soirees or receptions for fourth year students prior to the Saints' Ball, the Conversazione, and any other events deemed suitable
2. Be responsible for graduate photos, graduating class events, and potential graduation gifts to the College

Heads of Third Year:

1. Be responsible for the swill at the Cake Fight

2. Organise Christmas Dinner
3. Teach the Heads of First Year how to light fires at special High Tables
4. Act as Secretary at respective gender-based meetings should they be called
5. The female Heads of Third Year shall organize the annual Female Leadership High Table in conjunction with the Provost, Dean of Students, and the female Student Heads. There must be at least one female homosocial space created when organizing the event, and the event in its entirety shall be advertised as trans* inclusive

Heads of Second Year:

1. Organize Trinditions Week, including the Humbling, First Year Elections, Gowning In, Cake Fight, and Steeplechase
2. Organize a formal information session disseminating detailed information about the Trinditions Week, including the Humbling to the first year students of College on the Monday of Trinditions Week in collaboration with the Heads' Team
3. Be responsible for advertising High Table dinners weekly

Heads of First Year:

1. Bake the cake for the Cake Fight
2. Be responsible for lighting a fire in the fireplace in Strachan Hall at special High Table dinners
3. Assist the Heads of Arts with postering, TrinThisWeek and other advertising for College events
4. Dress up as Santa Claus, and, with a group of elves, entertain Members of College in attendance at Christmas Dinner
5. Attend the Finance Committee