



POLICY TYPE: **Job Description**  
POLICY TITLE: **Chief Justice**  
APPROVED: **July 26, 2006**

**3.10**

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
2. Shall attend all board meetings.
3. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
4. Shall endeavour to ensure the actions conducted and sanctioned by SUCCI are consistent with the mandate laid out within the constitution of SUCCI and become proactive in such a role. However the responsibility of policing the actions of SUCCI is not the responsibility of this position, but an encouraged option.
5. Shall act as the Chief Returning Officer for the SUCCI Elections:
  - a. Shall be objective and non-biased in ruling on issues and disputes brought before him/her with the emphasis on fairness and equality for all persons involved.
  - b. When making decisions, he/she must keep in mind all SUCCI Policies for the best interest of the organization and fairness to other candidates in a timely matter.
  - c. Shall report biweekly (via email) on Election activity during Nominations, Campaigning, and Election Voting. A final report must include election results, what went well, what didn't, and changes that should be implemented.
6. Shall act as the Chairperson of the Board of Directors at all SUCCI Board Meetings.
  - a. Becoming familiar with the Roberts Rules of Order and ensure the meetings chaired by him/her are conducted within these guidelines.
  - b. Shall ensure all SUCCI Board of Directors decisions adhere to the Constitution, the Policies and Procedures Manual, and the Election Policy and answer questions concerning such documents.
7. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
  - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.