



## AD.1.3.1 SAIT Procedures

### Schedule A: Policy and Procedure Framework and Section Representatives

Section	Information Related To But Not Restricted To	Authority/ Responsibility	Representative
Chair, Policy and Procedure Steering Committee	Information related to policy and procedure general inquiries and recommendations for improvements to policies and procedures.	SAIT-wide	Learning and development coordinator, Employee Services
AC - Academic/ Student	Information related to instructional and programming services which directly support programs and courses, and supporting and managing non-academic student matters.	Vice president, academic (Academic) Vice president, finance and corporate services (Student)	Manager, Academic Affairs
AD - Administration	Information related to administrative and operational topics/issues of a cross-SAIT nature, the structure and organization of SAIT and those not addressed in other sections of the manual.	Vice president, finance and corporate services	Contracts coordinator, Finance
ER - External Relations	Information related to internal and external communications, marketing, fundraising, government relations and alumni relations.	President and CEO (Communications & Government Relations) Vice president, academic (Marketing) Vice president, finance and corporate services (Fundraising and Alumni Relations)	Contracts coordinator, Finance
FN - Finance	Information related to the management of financial resources, and related accounting and performance reporting.	Vice president, finance and corporate services	Contracts coordinator, Finance
HR - Human Resources	Information related to Human Resource Management.	Vice president, finance and corporate services	Manager, Human Resource Services, Employee Services



FM - Facilities Management	Information related to the maintenance, access and use of SAIT facilities/properties and equipment.	Vice president, finance and corporate services	Contracts coordinator, Finance
HS - Health, Safety and Environment	Information related to personal and organizational Health, Safety and Environment issues, and the provision of SAIT services to students, staff and the community.	Vice president, finance and corporate services	Senior health, safety and environmental specialist