

**Centennial College Student Association Inc. (CCSAI)
Job Description**

BOARD DEVELOPMENT OFFICER

Under the direction of the Executive Director/CEO and President, the Board Development Officer supports the work of the CCSAI by consistently looking to opportunities that provide learning and development for all board members. The Board Development officer is fully conversant in the bylaws and seeks out board initiatives that support these bylaws. The Board Development officer is unbiased in opinions as they relate to policy development and training initiatives

The Board Development Officer works a minimum of 15 hours a week (with full campus rotation), within normally scheduled operating hours, in addition to mandatory evening/weekend meetings and events, and attendance at College.

DUTIES RELEVANT TO ALL BOARD POSITIONS

- Ensures constant and consistent interaction with the student population, as well as all College departments and bring feedback to the Board
- Attends all full board, general and special meetings of the CCSAI Board of Directors
- Be knowledgeable about Association and College affairs and events
- Participates with the Executive Director/CEO and board members (two at each meeting, on a rotating basis) in monthly Student and Community Engagement/CCSAI meetings
- Raises awareness of and promotes CCSAI programs, services and activities, distribute the Courier on a monthly basis, and post/remove/distribute promotional materials
- At the Annual General Meeting, presents a written and verbal report to the membership, approve the CCSAI operating budget, auditors/financial statements and revisions to bylaws
- Completes administrative duties as required while completing office hours
- Participates and completes all training (board orientation, workplace discrimination and violence prevention, health and safety, conflict/dispute resolution, mental health awareness, WHMIS, Smart Serve etc.)
- Understands and acts in compliance with the CCSAI bylaws, policies and procedures, the Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies
- Maintains confidentiality when appropriate and or directed on items deemed personal or sensitive in nature
- Provides timely initiation and response to email (ensuring appropriate contacts are included in any correspondence), telephone calls and on-line interactions from constituents, CCSAI and College staff and other external partners, participate in CCSAI on-line communities

- Other duties as assigned by the President and/or CEO

SPECIFIC DUTIES

Under the direction, and with the support of, the President and Executive Director/CEO;

- Coordinates and manages CCSAI volunteer protocol
- Chairs Governance Committee meetings, with the President and Executive Director, creates agendas and circulates meeting documentation
- Reviews bylaws and policies to ensure consistency and accuracy, and recommends amendments
- Coordinates and manages all aspects of CCSAI Elections, setting dates for approval by the Board at the AGM, budget, organizes all logistics and performs progressive discipline. Develops election guidelines for board approval, hiring, training election staff, filling of vacancies or referendum
- Maintains confidentiality around personal and sensitive information when involved in handling cases of misconduct and performing progressive discipline
- Working closely with Manager, Communications & Events, designs and implements strategies to raise the awareness of elections/appointed process, volunteerism and other opportunities to join the Board
- Acts as liaison with the Centennial College Alumni Association Inc., attends their meetings and reports back to the Board.
- Attends and provides regular updates at Board meetings through the standing item of Governance Committee Updates.

QUALIFICATIONS

- Be responsible, approachable and accessible to all students
- Ability to be professional and respectful at all times
- Ability to work independently and to perform effectively and collaboratively as a member of a team
- Must be available and able to fulfill duties from the time of ratification until April of that term of office