

## **Centennial College Student Association Inc. (CCSAI)**

### **Job Description**

#### **CLUB LIAISON**

#### **OVERVIEW**

Reporting to the Engagement Coordinator, the CCSAI Club Liaison provides students with the opportunity to engage and actively participate in events at all campuses. The Club Liaison is responsible for ensuring that the diverse needs and expectations of Centennial students are met with a wide variety of social events and outreach activities.

The Club Liaison works a minimum of 15 hours a week (rotating between all campuses), within normally scheduled operating hours, in addition to mandatory evening/weekend meetings and events, and attendance at College events.

#### **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 meetings, annual general meeting, and special meetings of the CCSAI Board of Directors and provides written and verbal reports as required
- Be knowledgeable about Association and College affairs and events
- 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
- Edits transition document to reflect current priorities
- Participates and completes all training (board orientation, workplace discrimination and violence prevention, health and safety, conflict/dispute resolution, mental health awareness, WHMIS, accessibility, 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, Engagement Coordinator and/or Executive Director/CEO

## **SPECIFIC DUTIES**

Under the direction, and with the support of Engagement Coordinator;

- Manages club needs and expectations concerning events and cooperative ventures with the support of the Campus Directors, Event Liaison and Engagement Coordinator

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Ensures all CCSAI, College, and relevant laws, policies and procedures are adhered to at all club events

- Supports the development of the sponsorship/partnership opportunities with the Event Liaison and the Athletics Representative
- Participate actively and be a voting member of the CCSAI Programming Committee
- Acts as an ex-officio member of CCSAI sanctioned club(s)
- Attend COCA (Canadian Organization of Campus Activities) national and regional meetings, and conferences
- Provides assistance in the planning and promotion of club activities and events
- Reviews and approves club packages for ratification by the Board
- Designs and conducts regular club training sessions, and club awareness events
- Develops and monitors club budget
- Ensures thorough promotion of all clubs events and initiatives
- Attends and/ or ensure attendance at all club meetings by a member of the Board, in an ex-officio status
- Maintains a regular rotation of office hours at all campuses
- Prepares and maintains a current listing of all clubs, their mandates, activities and executive contact information

## **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