

**Centennial College Student Association Inc.**  
**Job Description**

**EVENT LIAISON**

**OVERVIEW**

Reporting to the Events Coordinator, the CCSAI Event Liaison provides students with the opportunity to engage and actively participate in events at all campuses. The Event 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 Events 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, programming committee meetings and special meetings of the CCSAI Board of Directors and provides written and verbal updates 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
- Edit 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, the Events Coordinator and/or the Executive Director/CEO

## **SPECIFIC DUTIES**

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

- Represents CCSAI at COCA (Canadian Organization of Campus Activities) at regional and national conferences and meetings
- With the support of the Events Coordinator, plans and executes campus wide events and ensures thorough and timely promotion of all events and activities
- Chairs the Programming Committee, and with the President, Coordinator of Clubs and Engagement Coordinator, creates agendas and distribution of meeting documentation
- Assists in the planning, execution and promotion of campus specific events
- Ensures that all CCSAI, College and relevant law, policies and procedures are adhered to at all CCSAI events
- Prepares a semester and yearly schedule of events and makes available to all members
- Develops sponsorship/partnership opportunities, with support of the Club Liaison and the Athletics Representative
- Develops and monitors programming budget

## **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