

Centennial College Student Association Inc.
Job Description

EVENT LIAISON

OVERVIEW

Reporting to the Coordinator, Events and Clubs, 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, 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, conduct a minimum of five classroom visits a month, 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 Coordinator Clubs and Event, President and/or Executive Director/CEO

SPECIFIC DUTIES

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

- Represents CCSAI at COCA (Canadian Organization of Campus Activities) at regional and national conferences and meetings
- Attends and provides regular updates at Board meetings through the standing agenda item of 'Programming Update'
- Ensures thorough promotion of all events and activities
- Chairs the Programming Committee, and with the President and Coordinator of Clubs and Events, creates agendas and distribution of meeting documentation
- Assists in the planning, execution and promotion of campus specific events (on a weekly basis) and campus wide events.
- Ensures that all CCSAI, College and relevant law, policies and procedures are adhered to at all CCSAI events
- Prepares a semester and/or yearly schedule of events for approval by the Board
- 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