

Centennial College Student Association Inc. (CCSAI) Job Description

VICE PRESIDENT

OVERVIEW

The Vice President is elected by peers of their specific campus. Reporting to the President and working collaboratively with the President and CEO/ED, the Vice President is accountable to the Board and represents and advocates for the needs and interests of students at their respective campuses. Serves as a liaison between students on their campuses and the broader college community.

The Vice President works a minimum of 15 hours a week at their respective campus, within normally scheduled operating hours, in addition to mandatory evening/weekend meetings and events, and mandatory 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 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 Executive Director/CEO

SPECIFIC DUTIES

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

- Participates actively and acts as a voting member of the CCSAI Governance committee
- Participates as an active and voting member on College Council and Fees Protocol committee of Centennial College
- Acts as one of the signing authority for the association, in conjunction with the Executive Director, on bank transfers and cheques
- Attends College Student Alliance Conferences at the request of the President
- Participate in regular meetings, to be held at least once a month with the President to ensure understanding and awareness of campus specific initiatives
- Leads, motivates and directs work plans for Campus Directors and holds regular campus meetings, these meetings to be held at least a minimum of once a month
- Responds to requests to meet with deans/faculty/college staff to discuss concerns related to particular schools and programs on home campus
- Other duties as assigned by the President and/or Executive Director/CEO

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