

Centennial College Student Association Inc. (CCSAI)

Vice President Responsibilities

OVERVIEW

The Vice President is elected by peers of their specific campus. Reporting to the Board and working collaboratively with the President, the Vice President is accountable to the Board and students at large and represents and advocates for the needs and interests of students. Serves as a liaison between students and the broader college community. Vice-President as part of the Board of Directors ensures the organization has a strong and robust governance system, by-laws and policies are in place.

The position requires commitment of up to 15 hours/week within normally scheduled operating hours that includes mandatory evening/weekend meetings and events, and mandatory attendance at College events.

DUTIES OF VICE PRESIDENT

- Ensure consistent interaction with students through class visits, town hall meetings, social media, videos and other mediums. Being there for students to listen their concerns and issues and work on them while involving the college as needed and reporting to the Board on any progress and student issues.
- Meets with college representatives on a routine basis to discuss student concerns and opportunities and reports back to the Board.
- Attends all full board, general and special meetings of the CCSAI Board of Directors
- As designated by the President, participates on at least one college committee.
- Be knowledgeable about Association and College affairs and events
- At the Annual General Meeting, presents report to the membership
- Participates and completes all trainings of the board.
- 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 monthly reports to the Board members and completes quarterly evaluations.
- Provides timely initiation and response to email- 2 business days (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.

- Acts as one of the signing-authority for the association, in conjunction with the Executive Director, on bank transfers and cheques
- Managing the affairs of the association through responsible governance and delegation. safeguarding the finances of the Association at all levels.
- Act with diligence, honesty and good faith in the best interest of the CCSAI
- Managing or leading large complex discussions.
- Participate in regular meetings, to be held at least once a month with the President to ensure understanding and awareness of campus specific concerns and opportunities and of general student population.
- Other duties as assigned by the President