



## VICE PRESIDENT

### POSITION DESCRIPTION

The Centennial College Student Association Incorporated (CCSAI) is a registered not-for-profit organization that represents the students of Centennial College. CCSAI is governed by a student Board of Directors who hold significant influence on student life.

The Board is comprised of the President and Vice President(s) who represent student membership at all campuses. Both the President and Vice Presidents report to the Board and are accountable to the student body of CCSA.

#### KEY RESPONSIBILITIES

##### Governance

- ◆ Engage and oversee strategic planning review and implementation to support a mission focused culture in line with CCSAI's mission, values and pillars.
- ◆ Develop and approve by-laws covering such topics as committee structure, meetings and voting procedures, and standards of conduct.
- ◆ Maintain a clear separation between the strategic and policy role of the Board (governance) and the operational responsibilities of the Executive Director/CEO and staff.
- ◆ Understand the ethical responsibilities incumbent upon a member of the Board including confidentiality and to declare a conflict of interest whenever such conflict arises.
- ◆ Monitor and evaluate the performance of the Executive Director/CEO.
- ◆ Conduct the assessment and evaluation of the Board and its standing and advisory committees to assess and monitor effectiveness, efficiency and membership satisfaction.
- ◆ Monitor CCSAI's annual performance objectives.
- ◆ Monitor and evaluate from a governance view, the progress of CCSAI's activities and services, on an ongoing basis to ensure that they continue to meet the needs of the Centennial community in the best manner possible within available resources.
- ◆ Report on all Board and CCSAI matters to the general membership on at least an annual basis in accordance with the CCSAI By-Laws.
- ◆ Meet legal and corporate responsibilities as set out in the Ontario Corporations Act.
- ◆ Enforce rules of conduct as they apply to the Board and its individual members in accordance with Robert's Rules of Order.
- ◆ Read and thoroughly understand the CCSAI By-Laws and all relevant governing documents.
- ◆ Review and understand CCSAI's financial reports, status and overall financial situation.
- ◆ Approve operating budget and audited financial statements to be forwarded for member approval at the annual general meeting.



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| Advocacy  |
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| <ul style="list-style-type: none"><li>◆ Represent the interests of students and advocate when necessary on their behalf on matters related to CCSAI services, non-academic, and academic issues.</li><li>◆ Regularly meet with the College's senior members of staff, representing the views of students.</li><li>◆ Engage in effective dialogues with the College on behalf of CCSAI.</li><li>◆ Provide input on governing bylaws, policies and procedures.</li><li>◆ Remain well-versed about and exert influence on matters regarding political developments at the municipal, provincial and federal levels.</li></ul>  |
| Student Engagement  |
| <ul style="list-style-type: none"><li>◆ In collaboration with CCSAI staff, develop and implement a communication strategy and plan aimed at connecting with students</li><li>◆ Ensure consistent interaction with students through class visits, town hall meetings, social media, videos and other mediums. Being there for students to listen to 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.</li><li>◆ 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.</li><li>◆ Encourage students to be actively involved with the Association.</li></ul> |
| Leadership  |
| <ul style="list-style-type: none"><li>◆ Participate in regular meetings, to be held at least once a month, with the President to ensure understanding and awareness of CCSAI initiatives and student concerns.</li><li>◆ Prepare and present monthly reports to the Board. Update and keep Board members informed of relevant news and information.</li><li>◆ Act as a delegate to the President as requested.</li><li>◆ Keep appropriately informed about major events and activities within Centennial College and the post-secondary sector</li><li>◆ Other duties as assigned by the Board and the President.</li></ul>   |
| Financial   |
| <ul style="list-style-type: none"><li>◆ Acts as one of the signing-authority for the Association, in conjunction with the Executive Director/CEO, on bank transfers and cheques.</li></ul>  |



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#### Committee Involvement

- ◆ Participate actively on Standing committees for the Board as needed
- ◆ Represent student interest (as a voting or non-voting member) at college committees as required

#### REQUIREMENTS

- ◆ Conduct all actions with CCSAI staff, students, and the public in accordance with the Board's standard of conduct. Understand and act in compliance with CCSAI By-Laws, policies and procedures, the Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies.
- ◆ Commitment of up to fifteen (15) hours/week within normally scheduled operating hours.
- ◆ Mandatory attendance for Board and committee meetings.
- ◆ Work evenings and weekends when necessary, occasionally travelling to attend conferences and training.
- ◆ Ensure that the Vice President-elect is oriented to their new position.
- ◆ Participate in training and development sessions offered.

#### QUALIFICATIONS

Meet the requirements approved by the Board as outlined in the elections package and the CCSAI Bylaws including:

- ◆ A current full-time student at Centennial College and member of the CCSAI
- ◆ Provide evidence of volunteer experience within CCSAI/College or within the community
- ◆ Must be available and able to fulfill duties from the time of ratification until April of that term of office
- ◆ Cumulative required GPA of .3 higher than the good standing GPA in current program