

Director of Education & Equity



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Position Title: Director of Education & Equity

Reports To: Board of Directors

Student Association Mission Statement:

We are the students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Overview:

The Student Association functions as the central student government representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

The purpose of the Board is to lead the organization toward the desired performance and assure that it occurs. The Student Association Board of Directors are accountable to the members of the Student Association – the students. As elected representatives, the Directors are accountable for upholding the By-laws, Code of Conduct and all Policies and Procedures; conduct themselves in a professional, respectful and ethical manner as outlined in the Code of Conduct and this manual; Overseeing the sound management of the Student Association of George Brown College as a corporation and as a community organization and being responsible for the finances and financial management of the organization both directly and through agents and officers.

General Responsibilities include, but not limited to:

Representation:

- Serve as the primary representative to the Canadian Federation of Students.
- Chair the Education Advisory group and report to the executive committee
- Serve as a member of the Executive Committee and attend the meeting in office or stated otherwise.
- Serve as a member of the College Council Committee and attend the meeting in office or stated otherwise.
- Serve as a member of and actively participate in person and/or online in any other committees or ad hoc working groups, external to the corporation, as determined by the Board of Directors and/or Executive Committee.

Advocacy Campaigns and Students Supports:

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- Provide regular updates and information concerning the initiatives, activities, services and campaigns of the Canadian Federation of Students to members and council Board.
- Work in conjunction with the educational representative and the community action centre and community care centre staff to create annual campaigns plan to raise awareness concerning current student issues. To be included in the Executive annual plan and submitted by the Fall
- Support the organization campaign plans and implement campaign activities and events on all campuses and the College student residence.
- Provide information to student groups concerning Student Association initiatives.
- Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of the corporation
- In conjunction with the Academic Coordinators advocate for student academic rights on all campuses.
- In conjunction with the Academic Coordinators, assist with the recruitment, selection and training of students to carry out appeals on all campuses.
- Maintain awareness on all campuses regarding the areas of student complaints and reasons and inform the education advisory group.
- Track all student appeals and complaints and prepare a report for the Student Association Board of Directors and College each semester.
- Review and recommend changes to the College academic / educational policies and seek input and suggestions from the Board.
- Establish positive working relationships with Coordinators, Chairs, Directors and Deans.
- In coordination with educational representatives, plan and implement program based forums.

Performance Reporting:

- Provide written report on work and future work to Board of Directors monthly using the approved board report template
- Complete a transition report summarizing the year's deliverables, key contacts, and works in progress and present the report to the General Manager and the incoming Director of the same position during the mandatory transitional training.
- In conjunction with the Director of Communications and Internal, create advertising plans for advocacy and appeals services.
- Ensure the development and maintenance of an accessibility checklist and equity checklist to be applied to the corporation as a whole for the purpose of ensuring all activities, events, and initiatives of the corporation are safe, accessible, and equitable.
- Shall work in conjunction with the Director Communications and Internal to develop political and equity based campaigns.

Eligibility

As per By-Law 3: Board of Directors Eligibility

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- Be a member in accordance with By-Law 1;
- Be at least 18 years of age as of the date of ratification; and
- Otherwise eligible to be a Director of a Corporation under the Act, namely not being found incapable of handling property under the Substitute Decisions Act, S.O. 1992, c.30 or the Mental Health Act, R.S.O. 1990, c.M.7 and not having an undischarged bankruptcy under the Bankruptcy and Insolvency Act, R.S.C. 1985, c.B-3.
- Not be currently employed by the Corporation in any role; and
- In the case of the Director of Operations and the Director of Communications and Internal, not be currently employed by the Corporation or the College in any role.

In addition to the eligibility requirements, any candidate seeking a nomination for the Director of Communications & Internal position shall also meet the following eligibility requirements:

- Have at least a 3.0 grade point average during their most recent academic term and be in good academic standing for their program;
- Have submitted a letter of reference from a professor, employer or other supervisor confirming the candidate's critical thinking and leadership skills. These criteria are met upon submission of the letter of reference, and the Chief Returning Officer shall not have the authority to reject a nomination based on the contents of the letter;
- If the director or candidate was an employee of the Student Association, not have discipline in the form of a written warning, suspension without pay, or termination for cause on file during the previous three years;
- Not have been disqualified as a candidate in the election during the previous three years;
- Not have been removed from the Board, suspended without pay, or impeached in accordance with the By-Laws within the previous three years; and
- The Chief Returning Officer in consultation with the Elections Committee shall prepare a session on the Board's roles and responsibilities prior to the start of nominations, and shall prepare a written summary of the session. In order to have their nominations certified, all candidates must, prior to certification, have either:
 - i) attended the session; or
 - ii) reviewed the written summary of the session, and have passed a test administered by the Chief Returning Officer or a Deputy Returning Officer regarding the board roles and responsibilities with a focus on the role of the Director of Operations and Director of Communications and Internal.

As per By-Law 12: Elections, section 4: Eligibility of Candidates

- All members who are in good standing in accordance with By-Law 1 and who meet the applicable eligibility requirements set out in By-Law 3 shall be eligible to run. The Board does not have authority to impose additional conditions on the eligibility of candidates unless those conditions are set out in the By-Law prior to the start of the election process.
- An individual member may hold a position on the executive for a maximum of two terms within a five-year period to commence upon the last day of their second term.
- No candidate shall run for more than one position during the same election.

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- Voting positions on the Board shall be filled as follows:
 - i) The Executive members who shall be elected by the members at large.
 - ii) The Educational Centre Representatives shall be elected by the members registered in an academic program in their respective educational centres.

Desired Skills and Attributes

- Highly professional, trustworthy and discrete
- Honest and ethical - uphold ethical standards as your own actions reflect them
- Collaboration and team skills, critical thinking, and strong organizational skills
- Strong written and verbal communication skills
- Excellent time management skills but will go above and beyond to get things done
- Proficiency in MS Word, Excel, Power Point, Outlook, Internet
- Methodical; ability to plan and organize with strong attention to detail

Expected Behaviour

- Excellent leader with superior interpersonal skills that motivate others and encourage knowledge sharing
- You never leave a teammate behind; you win or lose as a team and give credit when deserved
- You build a positive team spirit through empowerment, trust, and respect
- You do the right thing, even when it's the hard thing
- You never miss an opportunity to learn something new
- You value integrity; you are a consensus builder.

Remuneration & Obligations:

Receive remuneration of \$17 per hour and shall meet the obligations of a 24-hour work week, and is available to work in office, a minimum of 18 out of 24-hours during regular office hours of the corporation on a consistent and predictable basis. The executive will be accountable for the remaining hours through work plan, student engagement and conferences.