

Educational Centre Representatives



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Position Title: Educational Centre Representatives

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:

Governance

- Participate in and give feedback at monthly Board of Directors meetings; in person or otherwise.
- Provide written Report on work and future work to Board of Directors monthly using the approved board report template.
- Hold other Board Members and Executives accountable.
- Maintain membership on at least one standing committee and attend the meeting in office or stated otherwise.
- Must be on campus to attend and actively participate in all meetings of the board and or sub committees of the Board.

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- Complete a transition report summarizing the year's deliverables, key contacts, and works in progress and present the report to the General Manager and incoming Director of the same position during the mandatory transitional training.

Campaigns & Student Engagement

- Participating in two class talks per semester
- Ensure students in your constituency are aware of who you are and how to contact you.
- Inform students of the services of the corporation and upcoming events and campaigns on campus and online.
- Connect members with appropriate supports within the corporation, as well as within the College
- Plan and implement program-based forums, with the support of the Director Education and Equity and submit a proposal for Executive approval
- Advocate on behalf of students facing issues in respective programs, with the support of the Director Education and Director Equity.
- Shall work on campus, alongside SA Staff to promote events, campaigns and organization's priorities.

Communication & Relationship Building

- Establish and maintain positive working relationships with Coordinators, Chairs, Directors and Deans in respective programs.
- Act as a liaison between the Student Association and your area of representation by bringing student feedback, issues and concerns to the BOD and through formal communication and advisory group meetings and following through to ensure they are being addressed.
- Act as an ambassador of the corporation at events on all campuses and the College student residence

Eligibility

As per By-Law 3: Board of Directors Eligibility

- 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.

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

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- 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.
- 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.
- Proficiency in MS Word, Excel, Power Point, Outlook, Internet.
- Outgoing, approachable, knowledgeable and a team player.
- Excellent interpersonal and communication skills.
- Excellent knowledge of the Student Association & George Brown College.

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 a monthly honorarium of \$600 and meet all the conditions mentioned below:

- a) A completed and detailed work plan with key dates and specifics, in advance for a month
- b) Providing detailed & completed monthly Board Report
- c) Meeting the obligation of attending board meetings and or notifying in advance with appropriate notice and regrets
- d) Participating in two class talks per semester