



Student Association of George Brown College

Board Of Director Opportunity – Election Posting Director of Communication and Internal

Position Overview:

The Director of Communications and Internal:

- is the official spokesperson of the Student Association to the general public, George Brown College, campus groups, and at college functions and monitor all Board of Directors personnel files and related HR documents at the head office of the corporation.
- is a signing officer for cheques and contracts for the Student Association; and
- coordinates the work of the Board of Directors and the Annual General Meeting.

Summary of Role of the Board of Directors as per VDAM:

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
 - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
 - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
 - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
 - Maintain and constantly improve all on-going policies of the Board in this Manual.
 - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
 - Ensure financial solvency and integrity through policies and behavior. g) Require periodic financial and other external audits to ensure compliance with the law and good practices.
 - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

This job description provides information to candidates for the 2023 Student Association elections. This job description is not meant to replace by-laws or the VDAM. It provides general information about the position. Please refer to the By-laws and the VDAM for official information.



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Term of Office:

May 1, 2023 – December 31, 2023

Requirements for Office:

- Must be enrolled as a student throughout their term of office with a course load of no more than fifty percent of the normal course load of a student in your program.
- Must have at least a 3.0 Grade point average.
- Must submit a letter of reference during the elections process.
- Cannot have election or employee discipline on file in previous elections, as a member of the Board of Directors, or as a staff member of the Student Association.
- Must pass a test based on session provided by the Chief Returning Officer on the structure of the Student Association and the duties of the position.
- Cannot be employed by the College during their term of office.

How to apply for this position:

To apply to Director of Communications and Internal fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **March 6-16, 2023**.

The position receives a remuneration of \$17 per hour for a 28-hour work week.

[For full details in the position of Director of Communications and Internal please see the Voting Directors Accountability Manual](#), pages 10-13.

Mission Statement

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

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