

5. DIRECTOR JOB DESCRIPTIONS

General Duties – All Board Members

1. When performing their duties during their terms of office, all Board Members shall:
 - a) act honestly and in good faith with a view to the best interests of the Corporation;
 - b) exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances; and
 - c) review the Association's bylaws, policies and procedures (including the VDAM and its Code of Conduct) and comply with them at all times.
2. All Board Members must also complete all mandatory onboarding requirements and attend all mandatory training sessions during the SA orientation period. Board Members shall receive their honourarium payments (pro-rated if applicable) during any training or onboarding/orientation period.

5.1 Duties of Director of Communications and Internal

The Director of Communications and Internal shall have the duties, responsibilities and compensation as set out below.

Communications and Leadership:

1. Shall be the general spokesperson of the Association to the general public, George Brown, campus groups, at college functions, and at any external function where a representation of the Association is required.
2. Shall represent and advocate for the interests and priorities of the Association's student membership.
3. Shall work with the Executive Committee and the Board to identify key goals and priorities for the Board's term.
4. Shall play a leadership role on the Board, and work cooperatively with other Board members to build consensus to achieve the Board's goals and priorities during the term.
5. Shall work with the Executive Committee to oversee and receive reports

from the General Manager on the implementation of the Board's goals and priorities.

6. Shall provide mentorship and training to new Board Members who are elected or appointed during the term.

7. Shall serve as a signing officer of the Student Association.

Meetings and Governance

8. Shall attend and participate at all Board and Members' meetings.

9. Shall propose agenda items to the Chair for all Board and Members' meetings.

10. Shall be prepared to provide updates and reports as needed at each Board, Committee or Members' meeting on the status of any agenda items falling within the Director of Communications and Internal's area of responsibility.

11. Shall present accountability reports to the Board, as needed, in conjunction with the Director of Operations.

Committees:

12. Shall sit on and attend all meetings of the following Committees (and any other Committees to which they are appointed by the Board):

- Executive Committee (Chair)
- Policies & Procedures Committee (Chair)
- Marketing and Communications Committee (Co-Chair)
- Collective Bargaining Committee

13. Shall call meetings and prepare agendas for any Committees that the Director of Communications and Internal chairs.

Hours and Compensation

14. Effective January 1, 2027, shall work no more than 28 hours per week in this position.

15. Effective January 1, 2027, shall receive a fixed, monthly honourarium calculated based on 28 hours/week at the rate of the Ontario Minimum Wage *plus* \$2.00/hour, less applicable deductions. For further clarity, if

the minimum wage was \$17.60, the honourarium would be calculated based on a rate of \$19.60/hour. The rate will increase as the Ontario Minimum Wage increases.

5.2 Duties of Director Operations

The Director of Operations shall have the duties, responsibilities and compensation as set out below.

Finance, Operations and Leadership:

1. Shall chair and work with the Finance and Operations Committee to oversee the Association's finances and operations by:

- a) receiving reports and updates from the General Manager and other management staff regarding the Association's operations and finances;
- b) reviewing the Association's monthly financial statements and the draft annual budget presented by the Association's management staff;
- c) playing a leadership role on the Finance and Operations Committee and ensuring that the Committee makes appropriate recommendations to the Board, based on the reports and information provided by management, regarding the Association's finances, operations and budget, in accordance with the VDAM;
- d) working with the Finance and Operations Committee and the Association's management staff to ensure that the Board is updated as needed regarding any issues with the Association's budget, finances or expenditures; and
- e) presenting accountability reports to the Board, as needed, in conjunction with the Director of Communications and Internal.

2. Shall represent and advocate for the interests and priorities of the Association's student membership.

3. Shall work with the Executive Committee and the Board to identify key goals and priorities for the Board's term.

4. Shall play a leadership role on the Board, and work cooperatively with other Board members to build consensus to achieve the Board's goals and priorities during the term.

5. Shall work with the Executive Committee to oversee and receive reports from the General Manager on the implementation of the Board's goals and

priorities.

6. Shall serve as a signing officer of the corporation.

Meetings and Governance

7. Shall attend and participate at all Board and Members' meetings.

8. Shall be prepared to provide updates and reports as needed at each Board, Committee or Members' meeting on the status of any agenda items falling within the Director of Operations' area of responsibility.

Committees

9. Shall sit on and attend all meetings of the following Committees (and any other Committees to which they are appointed by the Board).

- Executive Committee
- Finance and Operations Committee (Chair)
- Collective Bargaining Committee

10. Shall call meetings and prepare agendas for any Committees that the Director of Operations chairs.

Hours and Compensation

11. Effective January 1, 2027, shall work no more than 28 hours per week in this position.

12. Effective January 1, 2027, shall receive a fixed, monthly honourarium calculated based on 28 hours/week at the rate of the Ontario Minimum Wage *plus* \$2.00/hour, less applicable deductions. For further clarity, if the minimum wage was \$17.60, the honourarium would be calculated based on a rate of \$19.60/hour. The rate will increase as the Ontario Minimum Wage increases.

5.3 Duties of Director Education and Equity

The Director of Education and Equity shall have the duties, responsibilities and compensation as set out below.

Education, Equity and Leadership:

1. Shall represent and advocate for the educational and equity interests of the Association's student membership, including:

- a) working with the Academic Coordinators to advocate for student academic rights (including student academic complaints and appeals) on all campuses;
- b) working with the Community Care Centre to raise awareness regarding current academic and equity issues facing students;
- c) coordinating with the Marketing and Communications Committee regarding any equity-based campaigns and advertising plans;
- d) engaging with the student membership and raising awareness about the Association's education and equity activities and initiatives.

2. Shall serve as the Board's primary representative to the Canadian Federation of Students (CFS) and shall provide regular updates to the Board on CFS activities, information and initiatives.

3. Shall work cooperatively with other Board members to build consensus to achieve the Board's goals and priorities during the term.

Meetings and Governance:

4. Shall attend and participate at all Board and Members' meetings.

5. Shall be prepared to provide updates and reports as needed at each Board, Committee or Members' meeting on the status of any agenda items falling within the Director of Director of Education and Equity's area of responsibility.

Committees

6. Shall sit on and attend all meetings of the Executive Committees (and any other Committees to which they are appointed by the Board).

Hours and Compensation

7. Effective January 1, 2027, shall work no more than 28 hours per week in this position.

8. Effective January 1, 2027, shall receive a fixed, monthly honourarium calculated based on 28 hours/week at the rate of the Ontario Minimum Wage *plus* \$2.00/hour, less applicable deductions. For further clarity, if the minimum wage was \$17.60, the honourarium would be calculated based on a rate of \$19.60/hour. The rate will increase as the Ontario Minimum Wage increases.

5.4 Duties of Director of Student Experience

The Director of Student Experience shall have the duties, responsibilities and compensation as set out below.

Student Engagement and Leadership:

1. Shall promote & support recreational, social and other activities for students throughout the academic year, and ensure that the Association's events calendar and budget is distributed reasonably and equitably between all College campuses.

2. Shall work with the Marketing and Communications Committee to ensure that the Association's activities, events and initiatives are promoted to the student membership and that students are aware of and are utilizing the Association's services and initiatives.

3. Shall engage with and advocate on behalf of student clubs and provide updates to the Board and its Committees on any issues regarding student clubs.

4. Shall engage with students about any issues, trends or challenges in the student experience at George Brown and shall provide updates on these issues to the Board, as needed, at its monthly meetings.

5. Shall work cooperatively with other Board members to build consensus to achieve the Board's goals and priorities during the term.

Meetings and Governance

6. Shall attend and participate at all Board and Members' meetings.

7. Shall be prepared to provide updates and reports as needed at each Board,
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Committee or Members' meeting on the status of any agenda items falling within the Director of Student Experience's area of responsibility.

Committees

8. Shall sit on and attend all meetings of the following Committees (and any other Committees to which they are appointed by the Board).

- Executive Committee
- Marketing and Communications Committee (Chair)

9. Shall call meetings and prepare agendas for any Committees that the Director of Student Experience chairs.

Hours and Compensation

10. Effective January 1, 2027, shall work no more than 28 hours per week in this position.

11. Effective January 1, 2027, shall receive a fixed, monthly honourarium calculated based on 28 hours/week at the rate of the Ontario Minimum Wage *plus* \$2.00/hour, less applicable deductions. For further clarity, if the minimum wage was \$17.60, the honourarium would be calculated based on a rate of \$19.60/hour. The rate will increase as the Ontario Minimum Wage increases.

5.5 Duties of Academic Faculties Representatives

The Academic Faculties Representatives shall have the duties, responsibilities and compensation as set out below.

Student Engagement and Leadership

1. Shall communicate with and advocate for the students in the Academic Faculty that they were elected to represent.
2. Shall participate in two class talks per semester (in person and virtual).
3. Shall inform students within their constituency of the Association's events, activities, services and resources, and connect them with relevant College services and resources.

Meetings and Governance

4. Shall attend and participate at all Board and Members' meetings.
5. Shall sit on at least one Standing Committee and attend all required meetings.
6. Shall be prepared to provide updates and reports as needed at each Board, Committee or Members' meeting on the status of any agenda items falling within their area of responsibility.

Hours and Compensation

7. Effective January 1, 2027, shall work no more than 32 hours per month in this position.
8. Effective January 1, 2027, shall receive a fixed, monthly honourarium calculated based on 32 hours/month at the rate of the Ontario Minimum Wage *plus* \$2.00, less applicable deductions. For further clarity, if the minimum wage was \$17.60, the honourarium would be calculated based on a rate of \$19.60/hour. The rate will increase as the Ontario Minimum Wage increases.