

Job Responsibilities

a) The Chairperson shall:

- i) regularly chair the meetings of the Union Executive and Board of Directors
- ii) oversee the preparation and distribution of the agenda before each Union Executive and Board of Directors meeting.
- iii) oversee the organization of meetings of the Union Executive and Board of Directors
- iv) act as a primary spokesperson of the Union
- v) act as a secondary signing authority for the Union
- vi) perform such other duties as may be assigned by the Union Executive.
- vii) *must attend board orientation.
- viii) *must not miss 3 executive meetings.
- ix) * must not miss AGM.
- x) Must submit the monthly member's report.

b) The Secretary shall:

- i) Chair meetings of the Union executive and Board of Directors in the event the Chairperson is not present.
- ii) oversee the preparation and distribution of the meeting minutes for each Executive Committee meeting and Board of Directors meeting.
- iii) act as an official spokesperson of the Union
- iv) and perform such other duties as may be assigned by the Union Executive.
- v) *must attend board orientation.
- vi) *must not miss 3 executive meetings.
- vii) * must not miss AGM.
- viii) Must submit the monthly member's report.

c) The Treasurer shall:

- i) monitor and account for all monies received and disbursed by the Union.
- ii) be responsible for keeping the Union Executive informed of all issues which pertain to the finances of the Union.

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- iii) oversee the preparation of the annual budget along with a staff of the Union.
 - iv) act as liaison with the bookkeeper of the Union.
 - v) produce or ensure the production of a financial statement for the Union in compliance with the College and Institute Act.
 - vi) inform the College of the Union membership fee, and the Federation membership fee each April.
 - vii) act as a primary signing authority for the Union.
 - viii) perform such other duties as may be assigned by the Union Executive.
 - ix) *must attend board orientation.
 - x) *must not miss 3 executive meetings.
 - xi) * must not miss AGM.
 - xii) Must submit the monthly member's report.
- d) The Academic Director shall:
- i) act as the official liaison with the College.
 - ii) be responsible for keeping the Union Executive informed of the activities of the College.
 - iii) act as lead on all academic matters or issues members face at the College.
 - iv) assist members with academic and College-related issues and appeals.
 - v) promote the value and purposes of the Union to the college.
 - vi) be responsible for building and maintaining relationships with college staff and administrators.
 - vii) perform such other duties as may be assigned by the Union Executive.
 - viii) *must attend board orientation.
 - ix) *must not miss 3 executive meetings.
 - x) * must not miss AGM.
 - xi) Must submit the monthly member's report.
- e) The External Director shall:

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- i) serve as the official representative of the Union to the Executive Board of the British Columbia Federation of Students.
 - ii) attend all meetings of the Executive Board of the Federation.
 - iii) oversee the implementation of federation campaigns locally.
 - iv) be responsible for keeping Board of Directors members informed on all Federation campaigns and activities.
 - v) seek out and take the lead in all municipal, provincial, and federal government advocacy opportunities to express the voice of the membership beyond the scope of the college.
 - vi) build and maintain relationships with community organizations and coalition partners.
 - vii) act as a secondary spokesperson of the Union.
 - viii) perform such other duties as may be assigned by the Union Executive.
 - ix) *must attend board orientation.
 - x) *must not miss 3 executive meetings.
 - xi) * must not miss AGM.
 - xii) Must submit the monthly member's report.
- f) The Student Life Director shall:
- i) work collaboratively with Organizer Student Life to organize social and recreational events that foster a positive social environment for the members of the Union.
 - ii) coordinate accessible events that address the issues of minority or special interest groups on and off-campus.
 - iii) promote the role of the Union through relevant on and off-campus events.
 - iv) take the lead on any non-academic student-life issue the membership may have about their Selkirk College experience.
 - v) perform such other duties as may be assigned by the Union Executive.
 - vi) *must attend board orientation.
 - vii) *must not miss 3 executive meetings.
 - viii) * must not miss AGM.
 - ix) Must submit the monthly member's report.

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g) The SRO shall:

- i) evaluate staff performance by the end of April.
- ii) resolve conflicts among staff and the board.
- iii) facilitate a conversation with the lawyer when needed.
- iv) approve staff holidays.
- v) approve health benefits.
- vi) *must attend board orientation.
- vii) *must not miss 3 executive meetings.
- viii) * must not miss AGM.
- ix) Must submit the monthly member's report.

h) The Director At Large shall:

- i) attend and participate in all Union Board Meetings, General Meetings, and Referenda.
- ii) act as the guiding voice of the membership by participating in Union committees.
- iii) promote and participate in union activities, services, and events; and
- iv) carry out all other responsibilities of the Board of Directors.
- v) *must attend board orientation.
- vi) *must not miss 3 executive meetings.
- vii) * must not miss AGM.
- viii) Must submit the monthly member's report.