

Job Responsibilities

Executive Committee: -

- 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.

- 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 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.

- 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.
 - 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.

Job Responsibilities

- 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.
- 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.
- e) The External Director shall:
- 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.

Job Responsibilities

- v) Seek out and take the lead in all municipal, provincial, and federal government advocacy opportunities to express the membership's voice beyond the college's scope.
 - 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.
- 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.

G) 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

Job Responsibilities

- iv) 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.

Note: -

There is no separate position for S.R.O. in the committee so the duties of S.R.O. will be added to any committee member who wants to perform them with the board's approval.

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.