

Director's Job Description

Position Summary: Work with and support the V.P. of Student Affairs or the V.P. of Downtown Affairs, depending on your campus, in the maintenance and running of the Class Representatives program. Work with and support the V.P. of Student Life in the planning, staging and execution of events and activities. Also, Directors must attend events sponsored by the SRC, and encourage student participation. In addition, Directors are expected to attend all SRC Board and Director Meetings, and maintain a minimum of five office/service hours per week during the fall and winter semesters.

Background: As an applicant, you should be aware of the responsibilities and obligations that you will assume as a member of the Board. This includes either as a member of the Executive Committee or as a Director.

The Student Representative Council Inc. (SRC) is a not-for-profit organization as authorized under the corporate laws of Ontario. As such, the SRC Inc. must comply with all Federal, Provincial, Municipal statutes and regulations.

The corporation is operated by a Board of Directors, which consists of Executive (President, Vice President of Student Affairs, Vice President of Student Life and Vice President of Downtown Affairs), which are elected at large once a year; and up to ten Directors appointed by the Executive. Reporting to the Executive is the General Manager who is responsible for the business operations of the SRC.

Note – Major projects and the number of Directors may change from time to time based on the priorities of the Board.

Duties: In carrying out the duties and responsibilities, a Director will typically utilize and demonstrate the following:

- Perform duties of the office with the highest degree of integrity, honesty, and respect
- Base decisions on what is best for the SRC Inc.
- Do not allow personal bias or agendas to affect decisions and actions in carrying out duties of the office

Planning and Organizing

- Prepare plans for the major project, determine critical dates for execution, and determine criteria for successful completion of project, in concert with the Vice President of Student Life

Controlling

- Periodically meet with the Vice President of Student Life to review progress on the major project and other assigned duties
- Take corrective action where required to ensure actual work meets planned outcomes within agreed-upon time lines
- Be adaptive to the various changes in student and SRC Inc. needs

Leadership

- Provide formal and informal leadership
- Encourage and exhibit innovation
- Set an example at all times
- Help celebrate achievements of self and others (“rally hearts as well as minds”)
- Exhibit team player behaviour and support the efforts of fellow Directors
- Be enthusiastic
- Obtain feedback from all the stakeholders on your project and other Board issues
- Demonstrate good problem solving skills and techniques in individual and group settings

Communication

- Preparation of memorandums, letters and reports
- Presentation of reports to the Board, student groups, College staff and executive
- Meet with Vice President of Student Life as required
- Inform other directors on the progress of events
- Maintain a written record and final report of all your events for future reference

Meetings

- Participate in Board meetings
- Attend Academic Council and Class Representative meetings as required
- Attend and participate in Orientation activities
- Prepare for meetings by reviewing the agenda, support material, and conducting additional research when necessary

In addition to the above, it is expected that each Director will exhibit excellence in the quality and quantity of work; cooperate with peers; participate and provide support to other Directors in the completion of their major project; be reliable and dependable; exhibit good judgment and initiative in the execution of all duties and activities; and plan and define individual and group work projects.

Specifications:

During tenure of office, must continue to be a student in good academic standing. Have a true desire to meet different people from all over the community.

As a Director, you are required to work 5 hours a week during the school year (September 01 – April 30). Keep in mind that your position often requires extra hours on top of the 5 hours expected in office.

Basic Job Breakdown

The following is a quick outline of job duties that a Director is responsible for;

SUMMER SEMESTER:

Each Director is required attend a board meeting held once a month during the summer. As well there is a mandatory board workshop in May/June that all Directors must attend.

FALL SEMESTER:

Each Director is required to work 5 hrs. in the office during the fall semester. Please note that night events, Board meetings, Class Representative meetings, and any other meetings required for attendance is not included in the 5 office hours. The following are mandatory events that each Director will need to attend. Note that other mandatory dates may arise as the SRC sees fit.

Orientation Week – August – During the daytime

Frosh Week – September – During the summer the VP of Student Life will have put together a programming line-up for the first and second week of school which may include events such as Dirty Bingo, Tony Lee, pub nights, etc. All events are traditionally scheduled at night during these weeks and attendance by all board members is mandatory

Trick or Eat – October

SRC/Alumni Children’s Christmas Party – December – 1st Saturday of the month

SRC Toy & Food Drive – December – 2nd last week of December

WINTER SEMESTER:

Board Workshop – January – This is similar to the board workshop in May/June

Orientation – January – 1st Friday of the month

Frost Week – January – Same outline as “Frosh Week” in September

KPI’s – February – During the Directors office hours, it will be required of them to attend classrooms and conduct KPI surveys