

# Vice President of Downtown Affairs Job Description

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The Vice-President of Downtown Affairs is looked upon for leadership from the students and the entire college community. The Vice-President of Downtown Affairs is also a member of the Board of Directors and is subject to the Directors' bylaws and policies. The Vice-President of Downtown Affairs shall have a close working relationship with the other members of the Executive along with the General Manager, the Board of Directors, and employees of the SRC to meet the goals and objectives set forth each year.

## **Duties:**

- Executive member of the corporation, and must conduct him/herself in the most professional manner at all times.
- Perform all duties with due diligence, and the highest degree of integrity and honesty.
- Facilitate and coordinate Programming at the downtown campuses in conjunction with the VP of Student Life, Events Coordinator and Events Production Coordinator.
- Facilitate and coordinate all SRC marketing and promotion at the downtown campuses.
- Meet with students to investigate and assist in resolving any academic and non-academic complaints or concerns.
- Sit on grade appeals as required.
- Evaluate downtown directors on performance of job duties in accordance with the evaluation process set out at the beginning of the academic year, in conjunction with the President
- Sit on various committees concerning college affairs.
- Will be available to the student population at all possible times and will represent the students on various college committees as needed.
- Engage in close working relationship with other members of the Executive Committee, and undertake tasks that relate to the goals and duties of the corporation.
- Perform other duties as assigned by the President or Board of Directors.

## **Responsibility for Others**

- Responsible for Board members in relation to the downtown campus
- Responsible for Board members in relation to Class Representatives at downtown campuses
- Direct supervisor over all directors at the downtown campuses

- Direct supervisor over all Class Representatives from the downtown campuses

### **Communication**

- Shall inform the student body of changes in any SRC policy that directly affect student membership through mediums such as public meeting at lunchtime, or through SRC publications.

### **Types of Role Relationships**

- Member of the Executive Committee
- Chairperson of Class Representative meetings at the downtown campus
- Member of any relevant committees around college

**Specifications:** During tenure of office, must continue to be a full-time student in

good academic standing and maintain this status until his/her successor has been elected and qualified, or until his/her term of office has been terminated pursuant to the By laws of the SRC Inc. Will successfully coalesce extracurricular duties and academic work. Have a true desire to meet different people from all over the community. Will be able to work a part-time, 15 hour work week for a 16 week work term during the summer months, commencing May 1<sup>st</sup> concluding August 31<sup>st</sup>. Must have fifteen (15) posted office hours during the academic year commencing September 1<sup>st</sup> ending April 30<sup>st</sup>.

A transition period occurs each year from May 01 – May 07. You may be required to work during this transition period, assisting in the training of new executive as circumstances dictate.

## **Basic Job Breakdown**

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The following is a quick outline of job duties that the VP of Downtown Affairs is responsible for;

### **SUMMER SEMESTER:**

Each VP is required to work 15 hrs. in office during the summer. There is also a board meeting held once a month during the summer that each board

member must attend. As well there is a mandatory board workshop in May/June that all VP's must attend.

During this period the VP of Downtown Affairs will work alongside the VP of Student Affairs to work on the Class Representative program.

## **FALL SEMESTER:**

Each VP is required to work 15 hrs. in the office during the fall semester. Please note that night events, board meetings, executive meetings and any other meetings required for attendance is not included in the 15 office hours. The following are mandatory events that the VP of Downtown Affairs 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 first two weeks of school the VP of Downtown Affairs must attend the line-up of programming 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** - 1<sup>st</sup> Saturday of the month

**SRC Toy & Food Drive - December** - 2<sup>nd</sup> last week of December

**Class Representative Meetings** - Scheduled once a month

## **WINTER SEMESTER:**

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

**Orientation - January** - 1<sup>st</sup> Friday of the month

**Frost Week - January** - Same outline as "Frosh Week" in September

**KPI's - February** - During the VP's office hours, it will be required of them to attend classrooms and conduct KPI surveys

**Class Representative Meetings** - Scheduled once a month