



# FROST STUDENT ASSOCIATION

Job Title: **FSA Vice-President**  
Appointment Term: **May – April**  
Reports to: **Frost Student Association Board of Directors**  
Hours of Work: **May thru Aug - 35 hours per week**  
**Sept thru April - 15 hours per week**  
Wages: **May thru Aug - \$19.36 per hour**  
**Sept thru April - \$1,013.48 monthly honorarium**

**To run for this position, you must be a full-time student registered with the Fleming College, Frost Campus for the 2024-2025 academic year.**

## **The Vice President shall:**

- Working with the President, and with the guidance of Frost Student Association Staff, draft a plan for the Sustainability Report which will be presented to the Board of Directors at the first fall term meeting. This plan is to outline the direction that the Board will take throughout the remainder of their term.
- Provide assistance, guidance, and advice to the President upon request.
- Assist the President with the annual review of the FSA By-Law 1, HR Manual, and policies/procedures.
- Assist the President in completing the Annual Planning Cycle and providing it to the current Board of Directors for review and vote in April.
- Attend the President's Advisory Committee meetings in the event the President is unable to attend.
- Lead and scribe for the Finance Committee to review budget and financial reports.
- Assist the Directors in budgeting activities, contract dealings and negotiations.
- Provide constructive criticism and feedback, when necessary, on duties performed by Directors and Management.
- Ensure SA staff are performing their duties and to follow-up on their commitments via monthly meetings (or whatever else may be appropriate).

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- Review and sign off bi-weekly payroll documents, monthly reconciliations and Request for Payments.
- Act as one of the signing authorities for the Frost Student Association.
- Be a point of contact for all College and Frost Student Association relations.
- Assist students with the appeal process.
- Work with Engagement Director to guide and support Program Presidents program.
- Ensure committees are meeting and filing reports to the Board.
- Ensure that decisions made in board meetings are followed-up upon and necessary people are contacted.
- Promote and participate in FSA events.
- Working with the President, the Board and with the guidance of Frost Student Association staff, plan/draft orientation events.
- Take positive action toward fulfilling the initiatives outlined in the strategic plan.
- Actively participate in the Board of Directors 's weekly meetings.
- Respond to emails in a timely manner.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Vice-President annual activity, and provides suggestions for activities moving forward (this must be completed prior to receiving the last payment of honorarium).
- Ensure that clubs and Directors are filing annual legacy reports.
- Perform other duties as prescribed by the President or the Board.