



FROST STUDENT ASSOCIATION

Policy 14
Type: Board of Directors Policy
Name: Directors Job Descriptions

Position Listing

- President
- Vice President
- Director of Communication
- Director of Student Life
- Director of Ecological Sustainability
- Director of Athletics
- Director of Community Outreach
- Chairperson

Job Descriptions

In addition to the duties responsibilities and obligations, as outlined in the Frost Student Association Constitution and Human Resources Policies Manual, as well as any other corporate documents, the elected members of the Board shall perform the following job duties:

The President shall:

- Inform the Board of Directors of all correspondence, reports and business that pertains to the Frost Student Association, being provided in the form of a detailed monthly report.
- Be responsible for providing a round table discussion to the Board of Directors at every Board meeting on their activities since the previous meeting.
- Facilitate the Board monitoring process in order to ensure that the duties of the Board of Directors are carried out in the best interest of the membership.
- The ability to call any regular and emergency meetings of the Board of Directors and be fully responsible for calling and Chairing the Annual General Meeting.



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- Review all job descriptions annually, in consultation with the Vice President and Board members, in the month of January, and bring recommendations to the Board for approval during the first Board of Directors meeting in January.
- Be the primary point of contact for all College and Frost Student Association relations.
- Be responsible for completing the Annual Planning Cycle and providing it to the current Board of Directors for review and vote, in April.
- Working with the Vice 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.
- Take positive action toward fulfilling the initiatives outlined in the strategic plan.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the President’s annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.
- Assist with graduation ceremonies including presentation of student association awards.
- Assist all Director’s in contract dealings and negotiations.
- Attend the President’s Advisory Committee Meetings
- Develop Board of Director’s Training program upon their return in September.
- Perform other duties as prescribed by the Board.

The Vice-President shall:

- Be responsible for calling upon the Treasurer or other Manager each month to present an up-to-date financial report
- Assist the Directors in budgeting activities
- Act as one of the signing authorities for the Frost Student Association.
- Help support the President in management of day-to-day operations.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the
- Vice-President’s annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.



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- 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.
- Perform other duties as prescribed by the President or the Board

The Director of Communications shall:

- Work with the Woodland Times Editor, or act as Editor if one is not appointed to ensure the monthly development of the Woodland Times and post it on the Frost Student Association Website as well as any forms of social networking.
- Ensure that minutes from all meetings are published to the Frost Student Association website.
- Ensure that the Frost Student Association website, and all social networking forms are regularly updated.
- Be the primary point of contact for all media-related sources, such as newspaper interviews, articles, or televised events.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Director of Communications’ annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.
- Perform other duties as prescribed by the President or the Board.

The Director of Community Outreach shall:

- Act as a liaison between the FSA and Frost College Services
- Indigenous Services
- Diversity
- International Student Services
- Organize a minimum of 2 charitable events, under the discretion of the Board, during their term.
- Work with the Director of Student Life in facilitating Clubs, Program Presidents and the Street Team.
- Communicate with the Director of Student Life to promote events
- Book and plan the annual changeover retreat with guidance from the Board of Directors.



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- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Director of Community Outreach’s annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.
- Perform other duties as prescribed by the President or the Board.

The Director of Ecological Sustainability shall:

- Draft an annual Ecological Sustainability plan for the Frost Student Association.
- Seek out partnerships that will help reduce Fleming College’s and the Frost Student Association’s carbon footprint.
- Ensure that the Frost Student Association conducts business and operations in a manner that is ecologically conscious and mindful.
- Represent the student population on the Frost College sustainable ecological committee.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the Director of Ecological Sustainability’s annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.
- Work alongside the President and Office Manager in planning, organizing and initiating the Shuttle Bus initiative.
- Perform other duties as prescribed by the President or the Board.

The Director of Athletics shall:

- Work in conjunction with the college staff in the athletics department in order to facilitate a positive athletics culture at the Fleming College Frost campus. Working alongside the President in planning, organizing and initiating the Fitness Facility service provided to students.
- Encourage student involvement of all aspects of the campus recreation program.
- Organize and host a minimum of 2 sports events in partnership with Fleming College’s athletics department.
- Provide a year-end “legacy” report to the Board of Directors, which summarizes the
- Director of Athletics’ annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.



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- Perform other duties as prescribed by the President or the Board.

The Director of Student Life shall:

- Advertise for events by creating original designs/messages on chalkboard in the Auk's Lodge.
- Work in conjunction with the Vice President and Treasurer to create the budget for student activities for all events taking place.
- Assist in supervising events to ensure all activities are going smoothly.
- Work with the Director of Community Outreach in facilitating Clubs, Program Presidents and the Street Team.
- Being the liaison between Student run events and the Board of Directors.
- Organize and host a minimum of 2 student life events.
- Provide a year-end "legacy" report to the Board of Directors, which summarizes the Director of Student Life's annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.
- Perform other duties as prescribed by the President or the Board.

Chairperson

Is a position that must be voted on by the current Board of Directors upon their return in September. This position may be filled by a current Board member or be offered as a position to a Full-Time student of Fleming College Frost Campus.

The Chairperson shall:

- Ensure that all draft copies of any minutes, notices or supporting documentation presented during the course of Board meetings or any meeting of the members are accurately recorded.
- Ensure that any notices of official meetings are properly posted, and wording is in line with Constitutional requirements.
- When required, provide final interpretation of the Frost Student Association Constitution.



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- Develop and deliver at least one educational session on Robert's Rules of Order, effective Board monitoring, as well as any other Board education required, in order to ensure the timely and efficient running of meetings.
- Perform other duties as prescribed by the President of the Board.

