

Responsibilities of a Board Member

EFFECTIVE: November 24 2007

AMENDED: March 21 2014

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS:

Purpose

This policy lists the responsibilities and duties of all members of the SUS Board of Directors.

Responsibilities

1. A director must act honestly, in good faith, in the best interests of the society, and exercise the care, diligence, and skill of a reasonably prudent person, in exercising the powers and performing the functions of a director.
2. A director who is, directly or indirectly, interested in a proposed contract or transaction with the Society must disclose fully and promptly the nature and extent of the interest to each of the other directors.
3. To understand that the role of the Board is to act as an oversight body, and is not involved in the day-to-day operations, administration, or management processes.
4. To represent the Faculty or group of students the director is elected to represent (i.e. Faculty of Arts rep should represent students in academic programs under the Faculty of Arts),
5. To behave respectfully and professionally toward other board members, student union staff, and members both publically and privately (this includes all forms of media such as news articles and social media platforms).
6. To speak freely at Board meetings, but support policies, programs and decisions once established.
7. To recognize the President as the primary spokesperson for The Society, and as the only person authorized to speak for the Board or the Society.
8. To ensure that legal, regulatory and accountability obligations are met.
9. To attend and participate in all Board and General Meetings.
10. To miss no more than three (3) Board meetings in a year.

11. To work within the Board approved SUS budget.
12. To acquire a working knowledge of the BC Society Act, SUS Bylaws and Policies, Robert's Rules, and any other items governing the business of the Society.
13. Be aware of current issues concerning your Faculty or community for which you were elected and bring them to the Board when necessary.

Job Description

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Shuttle Bus, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, UFV, and the community.

SUS Vice President Students

Work Schedule: Minimum 30 hours weekly, of which a minimum of 22 hours must be done at UFV
Reporting to: President & SUS Board of Directors

POSITION DESCRIPTION

The Vice President Students is a public-facing role involved in student program and development within UFV, and with frequent collaboration with various partners in post-secondary education. The Vice President Students provides strategic oversight to the development of programs designed to provide educational outcomes and to build community on campus. The Vice President Students works closely with the SUS staff who are responsible for event management, event risk management, contracts, purchasing, and program/event marketing. The Vice President Students is responsible for volunteer recruitment. The position must be filled by a current student of UFV who will be enrolled in at least one three-credit course in the Fall and Winter semesters.

Note: This is an intensive and demanding role, which requires complete commitment for the entire term of office.

RESPONSIBILITIES AND DUTIES OF THE VICE PRESIDENT STUDENTS

The Vice President Students has specific responsibility for a variety of functions, including but not limited to the following:

- Represent SUS on various University committees connected with student programming.
- Represent the SUS to local community groups and partners where there are opportunities for collaboration in the provision of educational and wellness programming.

UFV Student Union Society 2018 General Election Nomination Package

- Provide strategic oversight as to the Society's programming and events using the "wellness wheel" and CAS learning outcomes as a guide for the type of programs and events being offered by SUS.
- Assist the Executive Director in determining the allocation of programming and event funds in the SUS's annual budget.
- Work to develop engagement and interaction with the membership in general, and oversee the execution of elections or referenda.
- Provide strategic direction to staff managing the tactical execution of programs and events.
- Assume the duties of the President for absences of less than one week; and
- Perform other duties, as may be required for the Society to achieve its mission, vision, and goals.

GENERAL RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE:

The Vice President Students, in conjunction with other Executives, has responsibility for a variety of functions, including but not limited to the following:

- To oversee the day-to-day operations, administration, and management processes of the Society in conjunction with the Executive Director;
- Develop individual Executive Goals Plans in accordance with the SUS Strategic Plan and the approved Annual SUS Budget, and ensure the completion of all goal plan items;
- Provide a report of recent activities to the Board at each Board meeting, including all significant information which may affect the Society operations or its Membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board before leaving office;
- Act as a liaison between the Society staff and the Board, and prepare any reports on office staff matters;
- Sit on the Executive Committee;
- Continually review strategic and other plans of the Society, ensure completion of benchmarks, and revise as appropriate;
- Act as a signatory for the Society on official documents, contracts, and other matters;
- Review all contracts on behalf of the Society with the Executive Director;
- Coordinate the investments of the Society with the Executive Director;
- Provide input regarding programming and events to the SUS annual operating budget generated by the Executive Director for presentation to and approval by the Board.
- Keep current on the goals, concerns, and needs of the Membership, including education trends and other matters which may affect the Membership in the future;
- Maintain, develop, foster, relationships with UFV and other partners in post-secondary education;
- Perform critical analysis of UFV, or other institutions involved in post-secondary education; and
- Transition the incoming Executive in accordance relevant governing policy and procedures.

ASSETS

- Preferred assets would include prior training (i.e. R.A.) or education in student affairs issues in the areas of leadership development, student development theory, student wellness issues and programs, student accessibility needs, and campus sexual violence issues and mitigation programs;
- Preferred assets would include prior training or education or lived experience regarding cultural fluency, diversity programming, gender equality, LGBTQ2 programming, and programming for first generation students and indigenous students;
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of professionalism;
- Must work with and treat all people respectfully and equally;
- Willingness to learn and develop professional skills;
- Excellent written and oral communication, large-scale public speaking;
- Personable nature, able to interact with many different character types;
- Highly organized and attentive to detail;
- Ability to effectively supervise and manage staff and volunteers, and assess performance;
- Strong critical thinking and logic-based decision analysis;
- Working both independently and cooperatively as part of a team, and in non-traditional work environments and schedules;
- Consistent work ethic throughout the entire year, and committed to remaining in the position for the entire year;
- Able to maintain confidentiality of sensitive information; and
- Working knowledge of the Microsoft Office suite.

ELECTION PROCEDURE

The position of Vice President Students is elected through the annual SUS General Elections. Please see the Elections Policy for more information.