



POLICY TYPE: **Job Description**
 POLICY TITLE: **Representatives of the Divisions**
 APPROVED: January 16th, 2025
 EFFECTIVE: May 1st, 2025

GENERAL RESPONSIBILITIES OF A BOARD MEMBER

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on their activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall promote SUCCI services, events and activities to students, encouraging students to attend, participate or use the services available.
6. Shall produce a report at the end of each semester summarizing all achievements, goals, conferences attended, and committees involved with in accordance with the Board Reports Policy.
7. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.

POSITION SPECIFIC RESPONSIBILITIES

8. Shall be available to students in the SUCCI Office or appropriate building – Shuniah, Aviation Centre, McIntyre or Dorion for a minimum of four (4) hours per week. Office hours should be between the hours of 8:30AM - 4:30PM. These hours shall be posted in the SUCCI Office and online. Three of the scheduled office hours will be spent at the SUCCI Stop with each Representative doing the SUCCI Stop in the academic building (s) of their respective constituents (students).
9. Shall ensure the students of their respective schools are aware of the Representatives name, position, and how to contact them.
10. Shall represent the students concerns and issues of their respective school at the College and report them to the Board of Directors.
11. The Representatives will meet with the President a minimum of three times a semester (beginning, around reading week and end of semester) and as needed to plan, organizing



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and develop weekly plans for the SUCCI Stops to include ways to engage students and gather feedback from the Student Body.

12. SUCCI Stops will be used to promote SUCCI activities, events, current initiatives, as well as time to survey members to receive input for future plans.
13. Representatives shall collaborate with the SUCCI Board of Directors and staff to produce the information, engagement questions, surveys or other reference material needed for the SUCCI Stops.
14. Shall report to the Board of Directors regarding feedback from the SUCCI Stops and encourage the Board to make decisions based on input provided from students. Shall encourage Board and Staff input for planning the SUCCI Stops
15. The Representative of Technology and Representative of Aviation are encouraged to assist in planning and implementing activities/events for their individual buildings. The Representative may request the assistance of SUCCI's Programming Committee with the creation and implementation of these events.