



SENATOR OF BUSINESS, HOSPITALITY & MEDIA ARTS

Position Description

THIS SENATOR REPRESENTS STUDENTS IN THE FOLLOWING PROGRAMS

- Business
- Business Accounting
- Business Fundamentals
- Culinary Management
- Digital Marketing Analytic
- Digital Media Production
- Film Production
- General Arts & Sciences Cert. Dip.
- Human Resources
- Human Resources Management
- Interactive Media Development
- International Business Management
- Leadership for Healthcare Professionals
- Marketing
- Office Administration
- Tourism- Travel and Eco-Adventure

A candidate running for a position of Senator must be a full time student in the respective school of study for the duration of their elected term of office. If an elected Senator changes their school of study once elected to represent that school of study, they will automatically forfeit their position as Senator.

POSITION SPECIFIC RESPONSIBILITIES

1. 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 Senator doing the SUCCI Stop in the academic building (s) of their respective constituents (students).
2. Shall ensure the students of their respective schools are aware of the Senator's name, position, and how to contact them.
3. Shall represent the students concerns and issues of their respective school at the College and report them to the Board of Directors.
4. The Senators will meet with the Vice President three times a semester (beginning, around reading week and end of semester) and as needed to plan, organizing and develop weekly plans for the SUCCI Stops to include ways to engage students and gather feedback from the Student Body.
5. 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.
6. Senators shall collaborate with each other and the Vice President to produce the information, engagement questions, surveys or other reference material needed for the SUCCI Stops.
7. 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

The Senator of Technology and Senator of Aviation are encouraged to assist in planning and implementing activities/events for their individual buildings. The Senator may request the assistance of SUCCI's Programming Committee with the creation and implementation of these events.

GENERAL RESPONSIBILITIES OF A BOARD MEMBER

8. 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.
9. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
10. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
11. Shall take direction from the Board and be accountable to the Board.
12. Shall attend all board meetings.
13. Shall promote SUCCI services, events and activities to students, encouraging students to attend, participate or use the services available.
14. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees involved with in accordance with the Board Reports Policy.
15. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.