



VICE PRESIDENT

Position Description

POSITION SPECIFIC RESPONSIBILITIES

1. Shall assume the duties of the President in their absence.
2. This position will require a minimum of six hours per week of scheduled office hours during the academic year beyond board meetings and conferences. Office hours must be between the hours of 8:30AM-4:30PM. These hours shall be posted in the SUCCI Office and online. The VP is encouraged to use some of these hours at SUCCI Stops to provide support to Senators, ensure appropriate coverage of buildings or in the absence of a Senator.
3. Shall attend weekly executive meetings with the President and Executive Director, meetings are arranged by the President or Executive Director.
4. The VP will be the SUCCI representative on the OASA board of Directors.
5. Shall sit on any committees pertaining to special events, community outreach and also member of any committee dealing with academic concerns.
6. Shall be responsible for the organization and co-ordination of student issue campaigns, including CSA campaigns as directed by the Board.
7. Shall be an active member of SUCCI Programming Committee, and propose events, activities, speakers and entertainers to be considered by the committee and assist in the creation of a monthly events calendar.
8. Shall be responsible for coordinating the activity of Senators. This includes scheduling SUCCI stops based on the Senators schedule, providing content for promotion for SUCCI stop and other activity throughout the College.
9. The Vice President will meet with the Senators 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.
10. Shall be a signing authority in accordance with the authorized signing authority of the Board.
11. Shall participate on the SUCCI Budget Committee, Information Technology Fee Committee and Human Resources committee.
12. Shall provide feedback to president on their performance through consultation with the board of directors.

GENERAL RESPONSIBILITIES OF A BOARD MEMBER

12. 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.

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