

## [GP05] Directors' Job Description

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The job of the Board is to represent the *Activity Fee-paying students* in determining and demanding appropriate organizational performance of the Students' Association and Algonquin College. The Directors are representatives of the Corporation and must therefore always conduct themselves in the utmost professional manner. To distinguish the Board's own unique job from the jobs of staff, the Board will concentrate and organize its efforts on the following job products or outputs.

1. As part of education before decision-making, the Board shall prioritize establishing a link between the organization and the *SA Activity Fee-paying students*. Linkage methods include, but are not limited to, the following:
  - (1) Each Director will visit every campus at least once per semester,
  - (2) The Board will perpetuate structured-yet-evolving Class Representative meetings in response to student expectations and recommendations.
    - (2.1) Each Director must attend all Class Representative meetings, which take precedence over other board activities.
  - (3) Each Director must perform a minimum of four (4) hours of linking activities per month and record the data attained from student feedback.
    - (3.1) Off-campus linking must be scheduled and arranged in advance and must be communicated to the board.
    - (3.2) Linking should only occur at such times that a reasonable number of students are present on campus.
    - (3.3) Any travel required for linking activities must be approved in advance by the signing officers.
    - (3.4) Travel time hours will not be considered as linking.
  - (4) The Board must attend all days of campus orientation and formal residence orientations.
    - (4.1) Each director must complete at least half of their monthly mandatory linking hours within the first week of the new term.

2. Written governing policies which, at the broadest levels, address:
  - (1) **Governance Process:** specification of how the Board conceives, carries out, and monitors its own tasks,
  - (2) **Board-CEO Relationship:** how authority is delegated and its proper use monitored, and the CEO role's authority and accountability.
  - (3) **Executive Limitations:** constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place, and
  - (4) **ENDS:** organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what cost),
3. The assurance of the CEO performance. The use and delegation of authority by the CEO will be monitored to ensure its proper use and the integrity of the CEO role is maintained;
  - (1) This is inclusive of the Board Monitoring Report.
4. Advocating for students and achieve an influence in policy direction.
  - (1) Directors will participate in College committees and, as opportunities arise, at the municipal, provincial, and federal levels of government.
  - (2) Directors must attend all appointed committee meetings and provide a brief summary at the next board meeting.
    - (2.1) In the event that a director is unable to attend, they will appoint a designate from the Board, where possible.
5. To help the Board of Directors strengthen relationships with its members and constituents, Directors shall participate in Leadership Activities.
  - (1) Leadership Activities are events and activities that do not fall under Linkage, Written Governance policies, Assurance of Executive Performance, or Legislative Change, but include any activity:
    - (1.1) Where the Board desires to establish a presence,
    - (1.2) Where the Board would be noticeably absent if not in attendance,
    - (1.3) Whereby attendance by a member of the Board would advance the image and reputation of the Board of Directors, the Students' Association, or Algonquin College,
    - (1.4) Where the Board is invited to participate in the event, and

- (1.5) That allows directors to establish a stronger rapport with the members of the Association and the community.
- (2) Leadership Activities do not include:
  - (2.1) Attending general events open to the students and/or public where the Board is participating as a member of the audience and not as a director.
- (3) The Leadership Activity hours shall not count for more than forty (40) per cent of the overall monthly hours submitted by the director.
- 6. Advocating for the Program Council process and Class Representative system.
- 7. Directors will automatically be relieved of their position as Director if:
  - (1) They do not earn a 2.3 GPA.
    - (1.1) The director has the right to an appeal.
  - (2) They have a confirmed instance of academic dishonesty or student misconduct during their time on the Board.
    - (2.1) The director has the right to an appeal.
- 8. Directors must attend all scheduled Board meetings.
  - (1) Attendance should be in person, except for extenuating circumstances which should be communicated in advance to the Chair, where possible.
- 9. In the event of extenuating circumstances based on personal health or academics, at the discretion of the Board, a director may be entitled to a redistribution of director duties.
  - (1) A director will be entitled to receive a full honorarium/performance incentive if they meet the minimum hours required.

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