



SSF BOARD OF DIRECTORS POSITION EXPECTATIONS

INTRODUCTION

The Seneca Student Federation (SSF) is a registered Not-For-Profit corporation operating in the Province of Ontario.

The Board of Directors has corporate legal responsibility for the SSF's management and operations and is accountable to the membership of the Federation. Day to day management is vested in the SSF President and Executive Director and carried out by the Local Branch Councils and SSF staff.

The SSF Board of Directors hold significant influence on student life on campus and are required to conduct Board affairs in the most effective and appropriate manner possible. Directors are required to exercise at least the level of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.. They are also required to act honestly, in good faith and in the best interests of the corporation, rather than in their own personal interest.

SPECIFIC DUTIES AND RESPONSIBILITIES

As a board:

- Meet legal and corporate responsibilities as set out in the Ontario Corporations Act
- Develop and approve by-laws covering such topics as selection of officers, committee structure, meetings and voting procedures, and standards of conduct
- Assign responsibility for operational matters to the President and Executive Director
- Oversee the SSF's direction, vision and mission; and strategic planning process
- Set and monitor the SSF's annual performance objectives
- Establish mechanisms to monitor and evaluate SSF programs and activities, including activity fee funded programs and ancillary operations on an ongoing basis to ensure that they continue to meet the needs the of the Seneca community in the best manner possible within available resources
- Monitor and evaluate the performance the SSF President, Executive Director, and all committees of the SSF
- Assume powers inherent in corporate status such as the power to sue and be sued, to enter into contracts, and to acquire, hold and sell property
- Assess the Board's performance and the performance of its standing and advisory committees
- Report on all Board and SSF matters to the general membership on at least an annual basis in accordance with the SSF By-Laws



As an individual:

- Make sound governance of the SSF a first priority
- Accept responsibility and accountability for the deliverance of the vision/mission and strategic plan
- Demonstrate a commitment to ethical standards appropriate of a member of a public board
- Conduct all actions with SSF staff, students, and the public in accordance with Board's standard of conduct
- Participate actively and vigilantly at Board and committee meetings
- Attend all Board retreats and training/orientation sessions
- Participate in and complete all Board transition requirements
- Keep appropriately informed about major aspects and activities within Seneca College and the post-secondary sector
- Maintain a clear separation between the strategic and policy role of the Board and day to day operational responsibilities of management

TIME COMMITMENT REQUIRED:

- Two full days of orientation, scheduled in early May
- Minimum eight evening board meetings per year (meet for supper at 5:00 p.m., meeting starts at 6:00 p.m. and goes for a minimum of 1-2 hours)
 - Occasional Saturday morning meetings
 - Annual retreat – usually 1-2 days in May
- Membership on and attendance at meetings of Board sub-committees as required
- Preparation time for Committee and Board meetings
- Attendance at all meetings of the General Membership
- Attendance at SSF recognition events including Clubs and council recognition

KEY BENEFITS:

- Governance training including off-site retreat
- Certified training including, but not limited to, First Aid/CPR/AED, Safe Food Handling, Mental Health First Aid, Smart Serve
- Certificate of directorship in a registered Not-For-Profit organization
- Networking opportunities with Seneca College administration through standing committees
- Seneca College Leadership program credits and Co-Curricular recognition
- Holiday and end of year recognition events