



JOB EXPECTATIONS

Vice-President

1. Always acts in a responsible and professional manner to maintain the student governments' image and to set a level of excellence.
2. Assumes responsibility for LBC activities and management of these activities.
3. Attend and be a voting member at the meetings of the Seneca Student Federation Central (SSFC).
4. Explain, train, monitor & evaluate council members regarding their job responsibilities.
5. Prepare and distribute minutes and agendas to all members of the council at least 48 hours prior to the next meeting.
6. Send the approved LBC minutes (within five (5) business days after approval) to the Manager, Members Service to be uploaded on the SSF website.
7. Post information on date, time and place of council meetings immediately, but no less than 48 hours in advance. Maintain an archive of all council meeting minutes and attachments.
8. Represents the LBC on committees. Attends committee meetings. Maintain direct flow of communication with the President, SSFC, and Board of Directors.
9. Works with the Executive Director, SSF to register and evaluate any necessary professional development, (i.e. first aid training or team building).
10. Communicate with students, identify and understand their concerns, issues and suggestions and relay them back to the SSFC and LBC.
11. Works with the President, Executive Director, SSF in the preparation of all annual reports including: i. Capital Expenditures and Leasehold Improvements; ii. the operating budget; iii. Pre-audit work; iv. By-laws; v. policies & procedures.
12. Attends all meetings of the SSFC and Board of Directors and reports to the LBC on issues or decisions by the SSFC and BoD.
13. Be a representative on the Alcohol Events Committee.
14. Keep current on all activities of council members and businesses by reading reports and meeting with the members on a regular basis.

15. Be a motivator – Encourage participation in LBC functions and activities and ensure that council members set realistic goals and follow through on projects they start. Ensure council members are aware of their job descriptions.
16. Be available to mediate conflicts involving council or council members-
17. Be an official signing authority on all local financial documentation and accountable for local spending under the operating budget.
18. Attend and Chair all council meetings and be a voting member of council.
19. Be a student representative on at least one College committee and submit a written report to the LBC (The Alcohol Events Committee is not part of the College committees).
20. Attend all Orientation events and assist with Orientation activities
21. Ensure that the incoming Vice-President is oriented to their new position. This includes mandatory attendance and participation during the transition period.
22. Assist the council members in the organization of council activities.
23. Holds a minimum number of office hours per week as designated for their position at their local branch, which includes attending LBC and committee meetings. (This does not include 5 hours for SSFC – Central-related responsibilities).
24. Works with the Executive Director of SSF on matters pertaining to the leadership development of council members, e.g., council retreats, team-building events etc.
25. Presents verbal Member Report at each Local Branch Council meeting and maintains an on-going Member Report file for all members, including themselves.
26. Must support a minimum number of events per semester as designated by the LBC.
27. Must complete a written Transition Report at the end of their term.
28. Attends Annual General Meeting (AGM) and General Information Session.
29. When selecting timetable try to leave peak hours for events open.
30. Perform classroom visits at the beginning of each semester and/or every month in order to educate students about SSF.
31. Maintain email communication on a daily basis.