



POLICY TYPE: **Job Description**
 POLICY TITLE: **Distance Education Student Representative**
 APPROVED: September 15, 2021

GENERAL RESPONSIBILITIES OF A BOARD MEMBER

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.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall promote SUCCI services, events and activities to students, encouraging students to attend, participate or use the services available.
6. 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.
7. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.

POSITION SPECIFIC RESPONSIBILITIES

8. Shall be available virtually to students in the Distance Education Programs for a minimum of four (4) hours per week. Office hours should be between the hours of 8:30AM-8:30PM. These hours shall be posted online. Three of the scheduled office hours will be spent engaging in a SUCCI Stop virtually and being available for Distance Education Students.
9. Shall ensure the students learning through Distance Education are aware of the Representative's name, position, and how to contact them. The D.E. Student Representative will have access through the SUCCI Administrator of Communications and Marketing to a specific list of Distance Education Students for email communication purposes.
10. Shall represent the students concerns and issues of the Distance Education student at the College and report them to the Board of Directors.
11. The Distance Education Student Representative and Senators will meet with the Vice President three times a semester (beginning, around reading week and end of semester) and as



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needed to plan, organizing and develop weekly plans for the in-person and virtual SUCCI Stops to include ways to engage students and gather feedback from the Student Body.

12. 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.
13. All members of the Board will alternate hosting duties for virtual SUCCI Spotlights or virtual SUCCI Stops as academic schedules allow.
14. Senators and the D.E Student Representative 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. . SUCCI Stop content will be coordinated with the SUCCI Administrator of Marketing and Communications.
15. 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
16. The Distance Education Student Representative is encouraged to assist in planning and implementing virtual or hybrid activities/events for their constituents. The D.E. Student Representative may request the assistance of SUCCI's Programming Committee with the creation and implementation of these events by SUCCI Staff.