



POLICY TYPE: **Job Description**
 POLICY TITLE: **Vice President (VP)**
 APPROVED: January 16th, 2025
 EFFECTIVE: May 1st, 2025

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 their 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 summarizing 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 assume the duties of the President in their absence.
9. 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.
10. Shall attend weekly executive meetings with the President and Executive Director, meetings are arranged by the President or Executive Director.
11. The VP will be the SUCCI representative on the OASA board of Directors.
12. Shall sit on the IT Fee Committee, the Food Service Committee, and any other committees pertaining to special events, community outreach, and any any committee dealing with academic concerns as needed.



POLICY TYPE: **Job Description**
POLICY TITLE: **Vice President (VP)**
APPROVED: January 16th, 2025
EFFECTIVE: May 1st, 2025

13. Shall work with the Director of Student Life and Engagement to organize and co-ordinate student issue campaigns, including Provincial Advocacy campaigns as directed by the Board.
14. 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.
15. Shall work with the President to coordinate the activity of the Representatives. This includes scheduling SUCCI stops based on the Representatives schedule, providing content for promotion for SUCCI stop and other activity throughout the College.
16. The Vice President is encouraged to participate in the meetings three times a semester (beginning, around reading week and end of semester) with the President and the Senators, 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.
17. Shall participate in monthly meetings with the President and the manager of Campus Living Centres.
18. Help in the planning and execution of Townhalls, that will happen during the fall and winter semesters.
19. Shall be a signing authority in accordance with the authorized signing authority of the Board.
20. Shall participate on the SUCCI Budget Committee, and Human Resources committee.
21. Shall provide feedback along with the Executive Director to president on their performance through consultation with the board of directors.