

Student Board of Directors

JOB DESCRIPTION

Current as of September 2010

I. IDENTIFYING DATA

Reports to: Students in Representing School
Student Board of Directors
Responsible to: Students in Representing School
OCSA Executive
and students at large

II. OBJECTIVES

To ensure that the students in the School being represented are kept informed of issues and events concerning them and that their voice is heard by the Students' Association Executive Council and Olds College.

III. TASKS AND RESPONSIBILITIES

A. Primary Tasks

1. Representation.

- a) Ensure the students in your School are aware of who you are and how to contact you.
- b) Act as a liaison between the Students' Association and your area of representation by:
 - i) Bringing student issues and concerns to the Students' Association Executive and following through to ensure they are being addressed in a timely manner.
 - ii) Informing students of issues that the Students' Association Executive Council is dealing with that may affect them.
 - iii) Informing students of upcoming events.
 - iv) Ensuring that your students are aware of the Students' Association Executive and their roles and how to contact them.
- c) Attend all Student Board of Directors meetings with a prepared report and actively participate.
- d) Submit articles monthly to the Grass Roots about what's going on in your area of representation.
- e) Place the best interest of the Students' Association, Olds College, and all Students' Association members ahead of the interest or wishes on any single group or individual.

2. General Duties

- a) Check in at the Students' Association Office a minimum of two (2) times per week to ensure that current information is available to the student body.
- b) Ensure that students are informed by picking-up and distributing Grass Roots, posters of upcoming events, other magazines, etc.
- c) Assist at the Students' Association sponsored functions as needed.
- d) Volunteer for SBOD subcommittees as schedule and interest allows.
- e) Be a positive role model for the students of Olds College.
- f) Hold co-counselors and executive accountable.

B. Responsibilities

1. Ensure that all information released is current and accurate.
2. Maintain confidentiality on all sensitive information.
3. Maintain a courteous rapport with team members and students.

IV. KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates an interest in and knowledge of student leadership.
- Demonstrates excellent interpersonal and communication skills.
- Demonstrates good reasoning and decision making skills.
- Demonstrates good organization, time and stress management skills.
- Must be an Olds College Student in a full-time program.
- Will achieve and maintain a cumulative GPA of 2.0.