



POLICY TYPE: **Job Description**  
POLICY TITLE: **Vice President External**  
APPROVED: **September 1, 2009**

**3.2.1**

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 assume the duties of the President in their absence.
6. Shall sit as the official SUCCI representative on the Oshki-Anishnawbeg Student Association (as SUCCI Rep).
7. Shall sit on any committees pertaining to Special Events, Community Outreach and Fundraising.
8. Shall be responsible for the organization and co-ordination of student issue campaigns and charity fundraising on campus, including Shinerama and CSA campaigns as directed by the Board.
9. Shall be a signing authority in accordance with the authorized signing authority of the Board.
10. Shall participate on the SUCCI Budget Committee.
11. Shall maintain regular communication with all Directors, including holding a brief monthly meeting with each Director to go over their performance and offer feedback.
12. Shall administer in conjunction with the VP Internal an evaluation of the President from the Board of Directors.
13. Shall submit a written report (as per Conference Report Policy) on the conference attended and benefits to SUCCI.
14. 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 8:00 a.m. and 5:00 p.m. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.



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15. At the request of the President, may have the option of full-time summer employment in the SUCCI Office provided you qualify through the College Summer Employment Program at the established student summer rate of pay. If employed during the summer:
  - a. Shall produce a monthly written summer report via email to the Board of Directors, which shall indicate work in progress and communicate to the board members current SUCCI business, summer projects, and tentative plans for the academic year.
  - b. Shall work closely with the President with creating goals and implementing them through direction from the Board of Directors.
  - c. Shall attend the CSA July General Assembly.
16. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
  - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.