



POLICY TYPE: **Job Description**
POLICY TITLE: **Vice President**
APPROVED: **July 26, 2006**

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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 assist the membership with problems which involve academics or college administration. The Vice-President is responsible for building a resource file containing literature on the academic issues and services provided at the college. They must also become familiar with the procedures for filing a formal complaint, whether it is against an instructor, department, student or staff.
7. Shall become a member of, or appoint a designate to become a member of any committee dealing with academic concerns. These committees include the Information Technology Fee Committee, Bookstore Advisory Committee, College Services Fee Committee, Academic Council, and Oshki-Anishnawbeg Student Association (as SUCCI Rep).
8. Shall monitor the faculty evaluation and program evaluation process.
9. Shall monitor all aspects of the financial position of the corporation in consultation with the Executive Director and the President. This person shall sign all purchase orders of the corporation.
10. Shall be a signing authority in accordance with the authorized signing authority of the Board.
11. Shall be responsible for the preparation of the draft annual budget in consultation with the Executive Director and the President.
12. Shall calculate the monthly honorariums for each SUCCI Board member and prepare and administer the monthly evaluation to each SUCCI Board member.
13. Shall administer evaluation of the President from the Board of Directors.



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14. Shall not be eligible for Work Study.
15. Shall submit a written report (as per Conference Report Policy) on the conference attended and benefits to SUCCI.
16. This position will require a minimum of twelve 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.
17. Shall be responsible for monitoring the activity of the SUCCI Board of Directors' Senators. This includes the Class Representative Program, Senators' contact with Deans, and activity throughout the College.
18. Has the option of full-time summer employment in the SUCCI Office through the College Summer Employment Program at the established student summer rate of pay. If employed during the summer:
 - a. Shall produce a monthly 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.
19. 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.