



Student Association of George Brown College

Board Of Director Opportunity – Election Posting Director of Communication and Internal

Notice to Study Permit Holder

You are required to read and sign “The Notice and Acknowledgment for Study Permit Holders Seeking Executive Positions” which outlines the legal requirements for all study permit holders while seeking election, please read and review this information carefully, as a nomination cannot be validated without the information required on the notice.

Position Overview:

The Director of Communications and Internal:

- is the official spokesperson of the Student Association to the general public, George Brown College, campus groups, and at college functions and monitor all Board of Directors personnel files and related HR documents at the head office of the corporation.
- is a signing officer for cheques and contracts for the Student Association; and
- coordinates the work of the Board of Directors and the Annual General Meeting.

Summary of Role of the Board of Directors as per VDAM:

In Accordance with the By-Law 4, Section 1, and Section 2,
General Duties - Directors

1. Every Director in exercising their powers and discharging shall:

a) act honestly and in good faith with a view to the best interests of the Corporation; and

b) exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

Duties – Director of Communications and Internal

2. Director of Communications and Internal shall: a) Be the official spokesperson of the corporation to the general public, George Brown College, campus groups, and at college and external functions where a representation of the corporation is required.



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- b) Oversee the keeping of records of meetings, policies, membership, and any other records required by law.
- c) Receive remuneration of \$17 per hour and meet the obligations of a 28--hour work week during their term of office.
- d) Perform all duties as outlined in the Voting Director's Accountability Manual.

Governance Oversight:

1. Must complete all mandatory onboarding requirements and attend all mandatory trainings during the SA Board orientation period. Failure to full fill these requirements will activate the board mediation committee.
2. Shall be the official spokesperson of the corporation to the general public, George Brown College, campus groups, and at college functions and monitor all Board of Directors personnel files and related HR documents at the head office of the corporation.
3. Serve as a signing officer of the Student Association. Contracts, cheques, and other documents to be executed by the corporation must be physically signed by the signing officer, or otherwise.
4. Work with the General Manager and Executive Committee in the creation and removal of positions within the organizational structure of the staff and ensure the viability of the organizational structure of the corporation.
5. Learn and understand current legislation and governing policies of the corporation and ensure that the Board adheres to its own rules and those that are legitimized by statute, regulation and address any deviations from the By Laws by its directors.
6. Responsible for calling at least one (1) in office General Meeting of the Members, and minimum monthly in office meetings of the Board of Directors.

Board Accountability:

7. Work with the Director of Operations to monitor the performance of voting Directors to ensure adherence to the Constitution and By-Laws, Voting Director's Accountability Manual, Director Remuneration Policy, Policies and



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Procedures Manual, Voting Director's Code of Conduct and Conflict of Interest Policy, and other subsequent governing documents.

Develop, implement, and improve methods of evaluating voting Directors performance based on the information provided within the monthly Board Reports, Board Accountability Report, and direct feedback from directors.

8. Assist with training of all appointed board members and board members elected during Fall By-Elections and shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of the corporation.

9. Provide written report on work and future work to Board of Directors monthly using the approved Board report template.

10. Complete a transition report summarizing the year's deliverables, key contacts, and works in progress and present the report to the General Manager and incoming Directors of the same position during the mandatory transitional training.

11. Receive a remuneration of \$17 per hour by meeting the obligations of 28 hours work week, and is available to work in office, a minimum of 24 hours during regular office hours of the corporation on a consistent and predictable basis. The remaining hours reported through work plan, student engagement, and conferences.

*The remuneration shall be adjusted each year based on CPI increases.

Communication Oversight:

12. a) In conjunction with Marketing and Communications Committee and Operations Manager, plans an advertising strategy for activities and events, develops marketing and public relations strategies and reviews monthly newsletter to ensure its presentable and contains all relevant information for students and circulated in a timely manner.

b) Plans and makes recommendations on updates for Website, social media, and publications.

c) Works in an advisory capacity with The Dialog and ensures The Dialog is operating within the outlines of the corporation's mission and mandate.

13. Collects monthly content from directors for publications of the corporation.



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14. In conjunction with the Director of Student Experience, serve as a primary representative for encouraging student participation in elections of the Board of Directors, activities, and events.

15. In conjunction with the Director of Education & Equity, develop political and equity-based campaigns.

Committees:

16. a) Act as a Chair of and coordinate in office committee meetings, Internal Policies & Procedures Committee, Executive Committee, Board Mediation Committee, and Co-chair of Marketing and Communications Committee.

b) Act as a Chair at meetings of the Board where an externally appointed Chairperson is unavailable and coordinate in office meetings of the board.

c) Actively participate in person and online in any other committees or ad hoc working groups external to the corporation, as determined by the Board of Directors or Executive Committee.

d) Serve as a member and attend appropriate hiring committees.

Term of Office:

May 1, 2025 – December 31, 2025

Requirements for Office:

- Cannot take a course load of no more than fifty percent of the normal course load of a student in your program throughout their course of study.
- Students completing their course of studies in the winter of 2025 or beyond are eligible for this position.
- Must have at least a 3.0 Grade point average.
- Must submit a letter of reference during the elections process.
- Cannot have election or employee discipline on file in previous elections, as a member of the Board of Directors, or as a staff member of the Student Association.



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- Must pass a test based on session provided by the Chief Returning Officer on the structure of the Student Association and the duties of the position.
- Cannot be employed by the College during their term of office.

How to apply for this position:

To apply to Director of Communications and Internal fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **March 3-10, 2025**.

The position receives a remuneration of \$17 per hour for a 28-hour work week.

Mission Statement

We are committed to supporting each other and the Students of George Brown College in the struggle for students' rights, the pursuit of quality education, and the provision of services, in a safe, accessible, and equitable environment.