

Board Of Director Opportunity – Election Posting **Director of Operations**

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 Operations:

- reviews financial information including the monthly financial statement of the corporation, the annual budget, the annual audit and makes recommendations to the Board of Directors on those documents as appropriate.
- reviews sponsorship requests and makes recommendations to the executive on those requests; and
- is a signing officer for cheques and contracts for the Student Association

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

In Accordance with the By-Law 4, Section 1, and Section 3,

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 Operations

3. Director of Operations shall:
 - a) Oversee and disburse the funds of the corporation under the direction of the executive committee and will report at each meeting of the board and meeting of members on their transactions as director of operations and on the financial position of the corporation.
 - b) Receive remuneration of \$17.60 per hour and meet the obligations of a 28--hour work week during their term of office.
 - c) Perform all duties as outlined in the Voting Director’s Accountability Manual.

Operations & Finance:

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. Must be present on campus to review monthly financial statements. Be informed on the financial position of the SA and provide a report of financial position of the Corporation, at bi- monthly Board Meetings or as otherwise required.
3. Serve as a signing officer of the corporation. Contracts, cheques, and other documents to be executed by the corporation must be physically signed by the signing officer, or otherwise.
4. Chair the Operation Committee and coordinate in-office meetings of the committee.
5. In conjunction with the Finance Coordinators and Operations Committee, review the annual budget for presentation to the Board of Directors and presents budgetary updates and issues, any proposed changes to ancillary fees and capital expenditures to the Operations Committee.
6. Make recommendations to the Board of Directors regarding auditor appointment and the presentation of the audited financial statements at the Annual General Meeting.
7. In conjunction with the Executive Committee, monitors board & event budget and adhere to budgetary limitations.

Board Accountability:

8. In conjunction with the Director Communications & Internal, collects and reviews board reports and presents a Board Accountability report to the Board of Directors at monthly Board Meetings. 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.
9. Work with the Director Communications & Internal 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 Procedures Manual, Voting Director's Code of Conduct and Conflict of Interest Policy, and other subsequent governing documents.
10. 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.

11. Receive complaints regarding Directors in the absence of the Director of Communications and Internal.
12. In conjunction with the Director Communication and Internal, review applications for co- sponsorship and make financial recommendations to the Executive Committee for approval.
13. 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.
14. Provide written report on work and future work to Board of Directors monthly using the approved Board report template.
15. 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.
16. Receive a remuneration of \$17.60 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.

Committees:

17. As a member of the Health Plan Committee, reviews Domestic, International, and ESL health and dental student insurance plans on a semi-annual basis and makes recommendations to the Board. In addition, ensures student needs are addressed in health plan negotiations.
18. a) Serve as a member of and actively participate in person and online the Committee meetings in office or stated otherwise, Labour Relations Committee, Executive Committee and Board Mediation Committee.

b) Serve as a member of and attend appropriate hiring committee.

c) Serve as a member of an ad hoc groups, and any other external committees as determined by the Board of Directors or Executive Committee. In addition, represent the organization by serving both in person and online on relevant

GBC Committees and task forces related to the uses of GBC Building space, security, and admissions.

Term of Office:

January 1, 2026 – December 31, 2026

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 Fall 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.
- 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 Operations fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **November 10-14, 2025.**

The position receives a remuneration of \$17.60 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.