Board of Director Opportunity - Election Posting

Director of Operations

Notice to Study Permit Holders

Study permit holders seeking an elected executive position must review and sign the **Notice and Acknowledgment for Study Permit Holders Seeking Executive Positions.** The notice addresses potential immigration and work authorization considerations. A nomination cannot be validated without the required acknowledgment. This notice does not constitute immigration or legal advice.

Position Overview:

The Director of Operations is an elected Executive Member of the Student Association of George Brown College (SAGBC) Board of Directors. The Director chairs and plays a leadership role on the Finance and Operations Committee to oversee the Association's finances and operations, reports to the Board as needed regarding the Association's finances and budget, represents and advocates for the interests and priorities of its student membership, and plays a leadership role on the Board.

General Duties of Board Members

In accordance with By-law 4 and the Voting Directors' Accountability Manual (VDAM), all Board Members shall:

- Act honestly and in good faith with a view to the best interests of the Corporation.
- Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
- Review the Association's bylaws, policies and procedures, including the VDAM and its Code of Conduct, and comply with them at all times.
- Complete all mandatory onboarding requirements and attend all mandatory training sessions during the SA orientation period. Board Members receive their honorarium payments, pro-rated if applicable, during any training or onboarding/orientation period.

Duties of the Director of Operations

Chair and work with the Finance and Operations Committee to oversee the Association's finances and operations by:

- Receiving reports and updates from the General Manager and other management staff regarding the Association's operations and finances.
- Reviewing the Association's monthly financial statements and the draft annual budget presented by the Association's management staff.
- Playing a leadership role on the Finance and Operations Committee and ensuring that the Committee makes appropriate recommendations to the Board, based on the reports and information provided by management, regarding the Association's finances, operations and budget, in accordance with the VDAM.

  - Working with the Finance and Operations Committee and the Association's management staff to ensure that the Board is updated as needed regarding any issues with the Association's budget, finances or expenditures.
  - Presenting accountability reports to the Board, as needed, in conjunction with the Director of Communications and Internal.
- Represent and advocate for the interests and priorities of the Association's student membership.
- Work with the Executive Committee and the Board to identify key goals and priorities for the Board's term.
- Play a leadership role on the Board and work cooperatively with other Board Members to build consensus to achieve the Board's goals and priorities during the term.
- Work with the Executive Committee to oversee and receive reports from the General Manager on the implementation of the Board's goals and priorities.
- Serve as a signing officer of the Corporation.

Meetings and Governance

- Attend and participate at all Board and Members' meetings.
- Be prepared to provide updates and reports as needed at each Board, Committee or Members' meeting on the status of any agenda items falling within the Director's area of responsibility.

Committees

Sit on and attend all meetings of the following Committees, and any other Committees to which the Director is appointed by the Board:

- Executive Committee.
- Finance and Operations Committee (Chair).
- Collective Bargaining Committee.

Call meetings and prepare agendas for any Committees that the Director chairs.

Perform all duties described in the VDAM.

Term of Office and Remuneration

Term: January 1, 2027 to December 31, 2027.

Hours: Effective January 1, 2027, work no more than 28 hours per work week during the term of office.

Remuneration: Effective January 1, 2027, receive a fixed, monthly honorarium calculated based on 28 hours/week at the rate of the Ontario Minimum Wage plus $2.00/hour, less applicable deductions. The rate increases as the Ontario Minimum Wage increases.

Training: Each newly elected Director is expected to attend mandatory training within two weeks from the commencement of their term, in addition to the mandatory onboarding and orientation requirements set out above.

Candidate Eligibility and Conditions of Office

Candidates must meet all applicable requirements under By-law 3, By-law 12 and the governing election rules. Under the approved By-law 3, the following requirements apply to this Executive position.

Membership and Legal Eligibility

- For the duration of the term, be a member of the Corporation in accordance with By-law 1; be at least 18 years of age as of the date of ratification; and be otherwise eligible to be a Director under the Canada Not-for-Profit Corporations Act. This includes not having been found incapable of handling property under the Substitute Decisions Act or the Mental Health Act, and not having an undischarged bankruptcy under the Bankruptcy and Insolvency Act.
- Be lawfully able to work and receive payment in Ontario as a Board Member of the Corporation.

Academic Standing and Reference Letter

- Be currently enrolled and in good academic standing for their program at the College in order to be nominated, elected and/or appointed.
- Executive Board Members and candidates seeking nomination for an Executive position must have at least a 3.0 grade point average and have been in good academic standing during their most recent academic term.
- Submit a letter of reference from a professor, employer or other supervisor confirming the candidate’s critical thinking and leadership skills. This criterion is met upon submission of a letter meeting these requirements; the Chief Returning Officer has no further authority to reject a nomination based on the contents of the letter.

Conduct and Term Limits

- Not have been found guilty of serious misconduct of any kind following an investigation by the Association (in a formal investigation under the applicable Employment Human Resources Policy), the Board Mediation Committee, the Review Officer, or any investigator acting on any of their behalf. Serious misconduct includes discrimination or harassment; threats or violence of any kind; dishonest, intentional and/or bad faith misconduct; unlawful reprisals; and any other misconduct determined to be serious misconduct by the investigating entity.
- Not have been disqualified as a candidate due to being found guilty of serious misconduct in an investigation in a Student Association election during the previous three years.
- Observe the maximum of three Board terms in total, whether consecutive or non-consecutive, and no more than two consecutive terms in an Executive position or two consecutive terms in a Non-Executive position.

Employment and Other Obligations

- Executive Board Members must not be currently employed by the Corporation or the College in any role. Before taking office, the Director must resign from any such employment and must not apply for or accept such employment during the term. The role of Board Member is not considered employment for these prohibitions.
- Review and agree in writing to abide by the Directors' job descriptions and Code of Conduct. Signed agreements are collected during candidacy at the All Candidates Meeting.
- During the term, take no more than the mandatory full-time course load for their program.
- Before the term begins, receive the VDAM and declare any Corporation or College employment. Disclose on an ongoing basis all interests that might create an actual or perceived conflict of interest, including personal, financial or employment interests.

Review the official nomination package for complete election requirements and required documentation.

Commitment to Equity and Representation

SAGBC is committed to fair, accessible and democratic student representation. Eligible students from diverse backgrounds and traditionally underrepresented communities are encouraged to run for election. For election details and nomination information, visit: elections.studentassociation.ca.