



Board of Directors Position Description

The Seneca Student Federation (SSF) is a registered Not-For-Profit corporation operating in the Province of Ontario. The Board of Directors has corporate legal responsibility for the SSF's management and is accountable to the membership of the Federation.

The SSF Board of Directors members hold significant influence on a Seneca student's life and are required to conduct Board affairs in the most effective and ethical manner possible. Directors are required to act honestly, in good faith and in the best interest of the Corporation.

BOARD KEY RESPONSIBILITIES
Governance
<ul style="list-style-type: none"> ◆ Oversee and monitor SSF's mission, vision and values, and strategic planning process and direction. ◆ Develop and approve by-laws covering such topics as the selection of officers, committee structure, meetings and voting procedures, and standards of conduct. ◆ Maintain a clear separation between the strategic and policy role of the Board (governance) and the operational responsibilities of the Seneca Student Federation's President and Executive Director. ◆ Monitor and evaluate the performance of the SSF's President, Executive Director, and all Board committees. ◆ Set and monitor the SSF's annual performance objectives. ◆ Monitor and evaluate the progress of SSF's activities and services, on an ongoing basis to ensure that they continue to meet the needs of the Seneca community in the best manner possible within available resources. ◆ Assess the Board's performance and the performance of its standing and advisory committees. ◆ Report on all Board and SSF matters to the general membership on at least an annual basis in accordance with the SSF By-Laws. ◆ Demonstrate a commitment to ethical standards and the ability to practice good governance. ◆ Conduct all actions with SSF staff, students, and the public in accordance with the Board's standard of conduct. ◆ Participate actively and attentively at Board and committee meetings. ◆ Keep appropriately informed about major events and activities within Seneca College and the post-secondary sector. ◆ Meet legal and corporate responsibilities as set out in the Ontario Corporations Act. ◆ Establish processes for monitoring good governance practices in order to evaluate board performance. ◆ Enforce rules of conduct as they apply to the Board and its individual members in accordance with Robert's Rules of Order.



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<ul style="list-style-type: none"> ◆ Read and thoroughly understand the SSF By-Laws and all relevant governing documents.
Financial
<ul style="list-style-type: none"> ◆ Review and understand SSF's financial reports, status and overall financial situation ◆ Approve Auditors to be forwarded for member approval at the annual general meeting

Within the Board of Directors, Chair, Vice Chair and Treasurer roles exist and encompass additional duties, responsibilities, and monthly time commitments.

CHAIR KEY RESPONSIBILITIES	
Leadership	
<ul style="list-style-type: none"> ◆ Call and chair all meetings of the Board of Directors. ◆ Provide leadership to the board enabling it to function as the highest decision-making body within SSF. ◆ Ensure that SSF's mission, vision and values are being fulfilled by acting as a link between the board, President and Executive Director. ◆ Monitor progress and remain well-informed regarding the advancement of tasks, information and deliverables from the President and Executive Director. ◆ Update and keep Board members informed of relevant news and information. ◆ Participate in the preparation of the Board's meeting agenda and review meeting minutes. ◆ Ensure the effectiveness of governing committees. ◆ Serve as spokesperson for the Board of Directors. ◆ Dedicate an additional (8- 15) hours per month for necessary duties and responsibilities. 	
VICE CHAIR KEY RESPONSIBILITIES	
Leadership	
<ul style="list-style-type: none"> ◆ In circumstances where the Chair is unable to fulfill their duties, the Vice-Chair will assume all Chair duties as required 	



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TREASURER KEY RESPONSIBILITIES

Financial

- ◆ Ensure thorough knowledge and understanding of SSF's financial reports and status by working hand in hand with the finance and accounting team.
- ◆ Translate, explain, and clarify financial concepts, reports, and information for all Board members to understand.
- ◆ Review and ensure that the budget priorities and decisions reflect and support SSF's intentions and goals.
- ◆ Participate in preparing the operating budget alongside the finance and accounting team and convey information to the Board.
- ◆ Provide updates regarding financial events, trend concerns and overall fiscal health of SSF.
- ◆ Review budgetary spending of operation and capital projects with Director and related project managers.
- ◆ Dedicate an additional (8-15) hours per month for necessary duties and responsibilities.

REQUIREMENTS AND TIME COMMITMENT

- ◆ Orientation and Transition retreat, approximately 4 days in May
- ◆ Minimum twelve Board meetings per year, may include evenings, 2-4 hours per meeting
- ◆ Attend Special Meetings as scheduled, 1-2 hours per meeting
- ◆ Participation on Board sub-committees as required, 1-hour meeting
- ◆ Preparation time for Committee and Board meetings, 1-hour meeting
- ◆ Active communication, follow up and discussions with necessary parties, - hour per meeting
- ◆ Attendance at all meetings of the General Membership
- ◆ Attendance at SSF recognition events, including Clubs and council recognition
- ◆ Professional development/training, 2 hours per session
- ◆ Participate in and complete all Board transition requirements
- ◆ Prior to the May 1 start date, there is a transition period with an expectation to complete up to 15 hours of work, during the months of March and April and/or transition in advance. {depending on the elections date}



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QUALIFICATIONS

- ◆ A current Seneca full-time student.
- ◆ Minimum 3.0 GPA

LEARNING OUTCOMES

- ◆ After completing the work experience gained in this role, a Board of Director member will be able to:
- ◆ Identify, evaluate, and apply organizational principals and strategic opportunities that support best practices in good student government and governance and are specific, measurable, achievable, realistic, and timebound.
- ◆ Prepare and present a strategic and operational plan whereby the concepts of a global vision, strategic planning and operations are applied.
- ◆ Champion and implement effective management processes through assessment, challenge, support, and feedback.
- ◆ Examine and propose how to link a broad global vision to a long-term strategy and a practical short-term action plan, applying the recognized characteristics of leadership to management challenges in a not-for-profit social enterprise.
- ◆ Lead by setting an example and nurture the next generation of leaders by placing values at the heart of every action.

ESSENTIAL EMPLOYABILITY SKILLS

- ◆ Respond to written, spoken, or visual messages in a manner that ensures effective communication at a senior management leadership team and organizational level.
- ◆ Use a variety of high-level thinking skills to anticipate and solve problems.
- ◆ Show respect for diverse opinions, values, belief systems, and contributions of others.
- ◆ Interact with others in groups or teams through executive leadership in ways that contribute to effective working relationships and the achievement of goals through collaboration and consensus-building.
- ◆ Manage self and coordinate group use of time and other resources to complete projects.
- ◆ Guide others.
- ◆ Take responsibility for one's own actions, decisions, and consequences.