



Vice President Position Description

Reporting to the President, the Vice President shall be focused on providing direction and leadership for the advancement and promotion of the Seneca Student Federation (“SSF”) within their respective campus and the Federation. The Vice President shall maintain day-to-day collaboration with and receive coaching and general oversight from the Manager, Campus Operations.

KEY RESPONSIBILITIES

Leadership

- ◆ Responsible for delivering campus-specific goals in accordance with the SSF strategic plan, BOD directives and the approved operational budget.
- ◆ Act as primary spokesperson for the campus while recognizing the President as the primary spokesperson for the SSF.
- ◆ Uphold the bylaws and other governing documents.
- ◆ Support the Coordinators with Local Branch Council (LBC) operations. Communicate regularly with all Coordinators, and review all documented updates and reports provided by the Coordinators.
- ◆ Inspire, influence and guide Coordinators. Provide specific feedback regarding job performance in a timely manner.
- ◆ Work with the President and the Manager, Campus Operations on matters pertaining to the leadership development of council members.
- ◆ Ensure that the duties of any vacant Advisor positions are re-assigned and carried out, until the position is filled.
- ◆ Attend all meetings of Central and Board of Directors (BOD) and report to the LBC on issues or decisions by the SSFC and BOD.
- ◆ Present a written Member Report at each LBC meeting and maintain an on-going Member Report file for all members.
- ◆ Promote a positive and collaborative working environment where student leaders and staff are treated with dignity and respect.
- ◆ Aid in the performance of duties resulting from a vacancy of the President until the end of the term of office, or until the position can be duly replaced.
- ◆ Lead by example and acting as a role model for other students.
- ◆ Volunteer as needed.

Student Engagement



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- ◆ Provide input and recommendations on events, activities, and services during yearly and/or semester planning period.
- ◆ Review post-mortem of events reports and make recommendations to address areas of improvement.
- ◆ Actively engage with students to promote the diversity and inclusion of students and SSF services, clubs, activities, and initiatives. Conduct classroom visits as directed.
- ◆ Support and participate in student council sponsored activities.
- ◆ Develop, maintain, and advance relationships with representatives at all levels of the Federation, community partners, and Seneca's faculty and staff.
- ◆ Encourage students to be actively involved with the Student Federation.

Advocacy

- ◆ Proactively engage with Seneca students to identify and understand their concerns and suggestions.
- ◆ Provide guidance and advice to students in a responsive and discreet manner on SSF services, non-academic, and academic issues.
- ◆ Document advocacy initiatives and follow through as needed.
- ◆ Regularly meet with the campus senior members of staff, representing the views of students.
- ◆ Provide input on governing bylaws, policies and procedures.

Financial

- ◆ Working in collaboration with the Manager, Campus Operations, monitor expenses, maintaining limits and controls under the allocated campus operating budget.

Committee Involvement

- ◆ Attend and be a voting member at the meetings.
- ◆ Call, chair and develop agendas for council meetings of the LBC. Send the approved LBC minutes (within five (5) business days after approval) to the Manager, Members Service to be uploaded on the SSF website. Post information on date, time, and place of council meetings immediately, but no less than 48 hours in advance. Maintain an archive of all council meeting minutes and attachments.
- ◆ Attend the Annual General meeting.
- ◆ Represent the SSF on the Ancillary Fees Protocol Committee
- ◆ Represent the SSF on the Alcohol Events Committee.
- ◆ Act as a student representative on at least one College committee.



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- ◆ Participate in a designated committee as requested or appointed.

REQUIREMENTS

- ◆ Act in accordance with the SSF by-laws, policies, and procedures and in compliance with College policies.
- ◆ Required twenty (20) hours per week which includes mandatory attendance for committee meetings.
- ◆ Maintain office hours between 9:00 am – 5:00 pm Monday through Friday.
- ◆ Work evenings and weekends, when necessary, occasionally travelling to attend conferences and training.
- ◆ Ensure that the Vice President-elect is oriented to their new position including but not limited to, preparation of Transition Report.
- ◆ Participate in training and development sessions offered. Submit conference report as requested to the President.

QUALIFICATIONS

- ◆ Council member on any Local Branch Council for a minimum of 2 semesters (including the current semester).
- ◆ SSF Board of Directors for a minimum of 2 semesters (including the current semester).
- ◆ A current member of the Seneca Student Federation.
- ◆ Current or cumulative GPA 2.5

LEARNING OUTCOMES

After completing the work experience gained in this role, the Vice President will be able to:

1. Analyze issues, risks and limitations and develop, implement and problem solve effective strategies to achieve mutually acceptable outcomes.
2. Recommend and develop support strategies to facilitate the integration of principles in the decision-making process.
3. Promote and assess adherence to policies, procedures, principles, and practices as they relate to best practices in student government and governance and are for the greatest good of the organization.
4. Implement strategies to support principles associated with the organization's integrative initiatives and evaluate their effectiveness.
5. Evaluate pertinent information to assess the rationale behind decision-making.

ESSENTIAL EMPLOYABILITY SKILLS



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- ◆ Respond to written, spoken, or visual messages in a manner that ensures effective communication at a management team level.
- ◆ Use a variety of thinking skills to anticipate and resolve issues and problem solve.
- ◆ Show respect for diverse opinions, values, belief systems, and contributions of others.
- ◆ Interact with others in groups or teams through collaborative leadership that contributes to effective working relationships and the achievement of goals.
- ◆ Manage the use of time and other resources to complete projects.
- ◆ Serve as a role model for leadership development.
- ◆ Take responsibility for one's own actions, decisions, and consequences.

Approved Version: December 2020