



Board Member Job Descriptions

2024

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PRESIDENT

The Student Government President is responsible for representing the student body, serving as the official spokesperson for the Student Government, and implementing the strategic vision annually. They oversee the administration of the Student Government Constitution, coordinate board responsibilities, track schedules, and act as a liaison to the Loyalist College President & CEO and college executive. Additionally, the role involves approving financial transactions, ensuring student representation on various councils and committees as well as developing continuity plans for incoming Board Members. The President will have the opportunity to work full-time from May to August and shall be allotted payment for 35 hours per week.

You are perfect for this role if you:

- Have strong people skills
- Enjoy meeting/working with a diverse group of people
- Have strong organizational skills
- Have good time management skills and can multitask
- Enjoy learning new things
- Are looking to grow, personally and professionally
- Are flexible
- Enjoy having a dynamic working environment
- Have a passion for helping others and advocacy
- Enjoy planning and participating in a wide range of events and activities
- Consider yourself an 'out of the box' thinker
- Enjoy improvement projects
- Are personable
- Love or can learn to love public speaking
- Can look at the big picture and see the little details that make it happen
- Enjoy working as part of a team
- Have some leadership experience
- Are comfortable, or can become comfortable, with difficult conversations and delegating tasks

Responsibilities:

- Advocate for students' needs, daily
- Answer and draft emails, daily
- Coordinate meetings, weekly or monthly
- Attend meetings, weekly
- Schedule and plan, weekly and monthly
- Possibly be interviewed by various medias, periodically
- Be stopped in the hall for spontaneous chats, daily
- Create a strategic plan for the year
- Be flexible and open to change

STUDENT VICE-PRESIDENT, ACADEMIC

The Student Vice-President, Academic is responsible for maintaining communication with Class Leaders, addressing student concerns, and ensuring feedback is discussed with School Deans or Associate Deans. They act as a primary liaison between students and the Senior Vice-President, Academic, while also promoting Student Government and College services to encourage student engagement. Additionally, the role involves attending Dean's Committee Meetings, scheduling, and leading events for Class Leaders, and performing other duties as assigned by the Board.

You are perfect for this role if you:

- Have strong people skills
- Love meeting/working with a diverse group of people
- Have excellent communication skills
- Have a passion for advocating student needs
- Have good time management skills
- Have an interest in planning events and meetings
- Enjoy working in a dynamic environment
- Enjoy helping others
- Enjoy forming connections and collaborating with different departments
- Enjoy learning new things
- Are looking to grow, personally and professionally

Responsibilities:

- Host and run Class Leader meetings, monthly
- Attend Dean's committee meetings, monthly
- Answer and draft emails, daily
- Bring forward any academic related concerns
- Advocate for students' academic needs
- Formulate systems that better support students
- Organize academic or career related events or activities
- Actively keep communication flowing between Class Leaders, Student Government and Deans
- Ensure Class Leaders have a thorough understanding of their role
- Ensure Class Leaders are aware of their support systems
- Attend Academic Appeal Committee meetings

STUDENT VICE-PRESIDENT, STUDENT LIFE

The Student Vice-President, Student Life's responsibilities, in collaboration with the Student Experience and Engagement Team include administering Club Policies and the Club Application process including bringing club proposals to the Board, creating opportunities to bring awareness to the clubs and groups on campus, maintaining regular contact with Club Leaders to provide support with their club events and activities, requesting Club Reports periodically and presenting them to the Student Government Board, and ending clubs if they are inactive. The Student Vice-President, Student Life will take an active role to support the Student Life cycle directly related to residence, athletics, campus recreation, Student Experience and Engagement, and other departments as needed.

You are perfect for this role if you:

- Have strong people skills
- Love meeting/working with a diverse group of people
- Are organized
- Have good time management skills and ability to multitask
- Enjoy connecting with others
- Enjoy planning interactive events and activities
- Enjoy participating in interactive events and activities
- Are personable
- Have a base understanding of the importance of clubs and social groups
- Have a base knowledge of reading and understanding reports
- Be comfortable with, or be open to some public speaking
- Enjoy a dynamic working environment
- Have an interest in helping others
- Enjoy curating specialized playlists for events and activities
- Enjoy learning new things
- Are looking to grow, personally and professionally

Responsibilities:

- Meet with Club Leaders, periodically
- Review reports, periodically
- Review and approve schedules, monthly
- Present club updates to the Student Government Board at Board meetings, monthly
- Apply unique ideas to create fun and interactive events and activities, often
- Participate in and help promote events and activities around the College, weekly
- Plan Club recruitment opportunities, periodically
- Facilitate succession planning, periodically
- Organize philanthropic endeavours for the Student Government
- Liaise between departments to encourage student development
- Meet regularly with the Residence Council Leader and the Student Experience and Engagement team

STUDENT VICE-PRESIDENT, MARKETING AND COMMUNICATIONS

The Student Vice President, Marketing and Communications collaborates with the Student Life Marketing Officer to coordinate promotions and communications, maintains the Student Government image on social media and ensures accurate recording and distribution of Board Meeting minutes. They serve as the Board Secretary, summarizing deliberations and promptly sharing minutes with the Board for review, while also overseeing the posting of approved minutes on the Loyalist Life website. Additionally, the role involves co-leading the print communication strategy for Student Government areas across all campuses in collaboration with the Loyalist College Marketing and Communications (Marcom) team.

You are perfect for this role if you:

- Have strong people skills
- Love meeting/working with a diverse group of people
- Have a passion for designing marketing materials
- Have innovative ideas
- Are passionate about bringing ideas to life
- Enjoy creating content for social media
- Have good communication skills
- Can multitask
- Enjoys working on a variety of different projects
- Enjoy collaborative work
- Take pride in creating powerful and useful marketing materials
- Enjoy being creative
- Enjoy planning and running events and activities
- Enjoy learning new things
- Are looking to grow, personally and professionally

Responsibilities:

- Create dynamic and eye-catching marketing materials, weekly
- Plan future projects, monthly
- Meet with the Marcom team, periodically
- Collaborate with multiple departments
- Help bring ideas to life
- Create social media posts that aim to increase engagement
- Take and edit photos and videos at various events and activities
- Understand College policies and procedures for marketing and communications

STUDENT VICE-PRESIDENT, EQUITY, DIVERSITY, AND INCLUSION

The Student Vice-President, Equity, Diversity, and Inclusion (EDI) ensures that Student Government processes and decisions prioritize equity, diversity, and inclusion. Responsibilities include creating awareness on campus, fostering an inclusive culture among Student Government members, and actively supporting student belonging. The role involves serving as a liaison to the Executive Director, Equity, Diversity, and Inclusion, representing Student Government on the Loyalist College EDI Committee, and addressing the needs of International Students, Country Leaders, students with disabilities, and other groups around the College.

You are perfect for this role if you:

- Have strong people skills
- Love meeting/working with a diverse group of people
- Are passionate about advocacy
- Have great communication skills
- Are a good listener
- Understand the importance of inclusivity
- Are comfortable with, or can become comfortable with public speaking
- Are passionate about making a difference
- Can multitask
- Can take on multiple projects at once
- Have a general knowledge of some barriers students may face
- Have an open mind
- Enjoy learning new things
- Have lived experience
- Are looking to grow, personally and professionally

Responsibilities:

- Attend the EDI Committee meetings
- Share students' experiences and needs
- Engage with students to hear their stories
- Review projects and plans to ensure they meet EDI requirements
- Ensure all Student Government run events meet EDI requirements
- Learn about the services offered at the College and be prepared to recommend them based on students' needs
- Create awareness and make recommendations for improvements around campus surrounding a variety of EDI-related causes
- Actively speak out against any injustices witnessed

BOARD OF GOVERNORS, STUDENT REPRESENTATIVE

The Student Governor represents the student body and provides students' perspective and knowledge to the Loyalist College Board of Governors, contributing to the college's strategic and policy direction, and broad decision at the Board level. Responsibilities include attending all board meetings and retreats, representing student interests, providing the student voice on strategic direction and goals, and agenda items including finance as presented at the Board meetings. While Board of Governors members serve as volunteers, the Student Governor may receive compensation for fulfilling responsibilities as a Student Government Board Member.

You are perfect for this role if you:

- Have strong people skills
- Love meeting/working with a diverse group of people
- Have a passion for advocating for students
- Are interested in working in a dynamic environment
- Like to plan for the future
- Are interested in professional development
- Enjoy being in professional environments
- Enjoy learning new things
- Are looking to grow, personally and professionally

Responsibilities:

- Engage with CET (College Executive Team) members
- Ensure the student voice is heard
- Attend Loyalist College Board of Governors meetings
- Attend development retreats

INDIGENOUS LEADER

The Indigenous Leader (proposed new title is Student Vice-President, Indigenous Initiatives) shall identify as First Nation, Inuit, Metis, or have Indigenous ancestry. The Director, Indigenous services will appoint an Indigenous Student Council member as the Student Government's Indigenous Leader. The Indigenous Leader serves as the primary liaison between Student Government and Indigenous Students. Duties of the Indigenous Leader include, but are limited to engaging with and providing advocacy for the needs of Indigenous students, bringing Indigenous students' perspective and knowledge to the Board, creating opportunities for Indigenous cultural awareness on campus, informing Indigenous students about Student Government and college services as well as campus activities to encourage student engagement, participating on the Indigenous Student Council and bringing forward feedback to the Board and vice-versa, as well as other duties determined by the Board and by Indigenous Services.

You are perfect for this role if you:

- Meet the identity requirements set by Indigenous Services
- Are passionate about Indigenous advocacy
- Enjoy making connections
- Enjoy building and maintaining a sense of community

Be prepared to:

- Represent Indigenous students in Board settings
- Advocate for Indigenous students
- Organize and run Indigenous centered activities and events