



ACCSA General Council Adult Collegiate Student Representative

Position:	ACCSA Adult Collegiate Student Representative
Term:	October 1 st , 2018– April 30 th , 2019
Reports To:	ACCSA President
Honorarium:	\$13.50/ hour, minimum 10 hours and maximum 20 hours per month

The Role

The ACCSA is run by a team of elected council members and professional staff who work together to bring services, events and support to the ACC student body. These council members meet on a bi-weekly basis and report directly to the ACCSA Executive Council while providing student feedback from their respective areas of representation. The ACCSA works with college representatives on important student and college initiatives while building real, workplace experience and community connections. You are paid for the time you contribute to the ACCSA in the form of an honorarium. Your hours will be documented monthly and approved by the ACCSA. Honorarium hours are paid in December and May.

As our Adult Collegiate (ACCAC) Student Representative, it is your job to communicate the thoughts, ideas, and perspectives of our Adult Collegiate student population. You will work closely with the administration of the Adult Collegiate, our Mature Student Representative and our International Student Representative to focus on student initiatives, ideas and events that you would like to facilitate at your campus.

Job Duties

- Attend bi-weekly council meetings, Wednesdays at 5:30PM
- Manage ACCSA bulletin boards as assigned
 - distribute and maintain relevant information on designated boards
- Seek student feedback on relevant initiatives
- Communicate ideas effectively as a team member
- Be a source of information for fellow ACC students
- Participate actively in ACCSA events and/or event preparation

- Encourage student engagement through committees, clubs, events and campus activities
- Collect feedback and ideas from Adult Collegiate students on questions related to the college, their academic programs, and the ACCSA
- Submit a year-end report outlining achievements, challenges and recommendations specific to your position
- Gather information, stories, and content for ACCSA promotional medians
- Encourage participation in ACC Athletic activities
- Support the effective function of ACCSA Clubs
- Promote ACCSA initiatives through active communication on ACCSA social media channels and website
- Document and submit monthly timesheets for honorarium payment
- Abide by ACCSA Bylaws, College policies and Code of Conduct
- Effectively contribute to the ACCAC Graduation Planning Committee
 - Fundraising, class mementos, ceremony theme, etc.

Programs at the ACC Adult Collegiate

- English as a Second Language
- Mature Student High School

Council Meetings

Our General Council meets regularly throughout the year. The council gathers to discuss relevant student initiatives, events, ideas and solutions. Council meetings are held bi-weekly on Wednesdays at 5:30pm. Meetings are approximately 1.5 hours in duration and dinner is provided.

As a representative, you are expected to prepare a brief update to present at each General Council meeting. Updates can include academic focuses, event ideas, student feedback and current events relevant to students.

Events

A large part of the ACCSA is engaging students. As a representative, we rely on you to assist with event tasks such as promoting events to other students, selling tickets, recruiting volunteers, planning games, decorating, and working at events. These events may include but are not limited to socials, club events, games, activities, and/or outdoor events.

Some examples of events you may wish to organize at the collegiate include:

- Spirit Weeks
- Family Events
- Movie Nights
- Popcorn Fridays

Resources

ACCAC Administration

- 204.725.8735
- adultcollegiate@assiniboine.net

Kate Pelletier, ACCAC Director

- 204.725.8700 ext.6123
- pelletierc@assiniboine.net

Rebecca Gray, Student Success Advisor – Adult Collegiate

- 204.725.8735 ext.6621
- grayr@assiniboine.net

Mature Student Representative

International Student Representative

Other Duties as Assigned

Many tasks and projects need to be supported through the efforts of student council members, which you will be expected to accomplish throughout the course of the year.

If at any time the duties outlined in this job description are not being performed to the satisfaction of the ACCSA, or a representative is in violation of ACCSA Bylaws, college policy or Code of Conduct, the ACCSA Executive council may take action up to and including dismissal of duties from the council.

Tulsa Labonté, ACCSA President

ACCSA Council Representative

Date

Date