



## ACCSA General Council International Student Representative

<b>Position:</b>	ACCSA International Student Representative
<b>Term:</b>	October 1 <sup>st</sup> , 2018 – April 30 <sup>th</sup> , 2019
<b>Reports To:</b>	ACCSA President
<b>Honorarium:</b>	\$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 International Student Representative, it is your job to communicate the ideas and perspectives of our International students here at the college. You will work closely with the ACCSA to help foster engagement with your fellow students.

### 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 sports or activities of preference
- Communicate ideas effectively as a team member
- Be a source of information for fellow ACC students
- Participate actively in ACCSA events/or event preparation
- Encourage student engagement through committees, clubs, events and campus activities

- Collect feedback and ideas from international students related questions including 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 and social media
- Document and submit monthly timesheets for honorarium payment
- Abide by ACCSA Bylaws, College policies and Code of Conduct
- Encourage cultural awareness on campus

### Students that you Represent:

- All ACC International Students

### 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.

### Resources

Anne Bridge, International Student Advisor

- 204.725.8700 ext.6640
- Email: [bridgea@assiniboine.net](mailto:bridgea@assiniboine.net)

## 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, Executive council may take action up to and including dismissal of duties from the council.

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