

## **Assiniboine Community College Students' Association ACCSA Communications Representative, Parkland**

**Position:** ACCSA Communications Representative, Parkland  
**Term:** October 1, 2018 – May 3, 2019  
**Report To:** ACCSA VP Parkland and Executive Council, ACCSA staff

### **Position Summary:**

It is the primary responsibility of the ACC Students' Association (ACCSA) Communications Representative of Parkland to create, distribute and promote pertinent ACCSA information to the Parkland student body including, but not limited to; student activities, club information, event promotion, volunteer recruitment, graduation information, etc.

You are also to support the collective goals of the ACC Students' Association (ACCSA) by actively working to put on and promote events, programs, and services provided by the ACCSA as well as provide suggestions and feedback on improvements through council meetings and reports.

### **The ACCSA Communications Representative of Parkland shall:**

- a. Be elected in the fall and hold the position for the period beginning October 1st and ending in May of each calendar year.
- b. Work with the ACCSA staff, and Executive Council to enforce and maintain the ACCSA policies for effective and efficient administration of the ACCSA.
- c. Perform, to the best of their abilities, all duties necessary or as provided for in the ACCSA policies for the effective administration of the ACCSA and the betterment of its members.
- d. Provide the ACCSA with the leadership and initiative necessary for the efficient control and operation of the ACCSA affairs and to provide continuous planning and preparation for the present and future needs and objectives of the ACCSA.
- e. Place the best interests of the members of the ACCSA ahead of the interests or wishes of any specific group or individual.
- f. Be familiar with both ACCSA and ACC policy.
- g. Sit on ACC college and or community committees as requested.

### **Specific job duties include:**

- a. Create, print and distribute accurate promotional material for all ACCSA events including; posters, banners, flyers, handouts, etc.
- b. Ensure ACCSA bulletin boards are updated regularly
- c. Submit current ACCSA event information to the ACCSA staff member to post on the ACC Cougars Corner\* (student intranet)
- d. Submit a quarterly update to the ACCSA staff member to be included in the Student Focus\* Newsletter. This may include:

- o Relative information on upcoming or past events.
- o Pictures.
- o Council information, biography's
- o Student profiles.
- o Etc.
- e. Support the ACCSA Parkland Events Representative as needed.
- f. Be responsible for active communication with the ACCSA staff in any business affairs regarding the ACCSA.
- g. Guide entire council and membership toward establishing long and short-term goals.
- h. Facilitate and promote participation of the ACCSA in any external organizations deemed beneficial to the ACCSA or its members by the PSAC.
- i. Prepare an end-of-term report for ACCSA covering the accomplishments of his/her term of office and the state of the ACCSA. The end-of-term report is to be submitted the first Friday in May.
- j. Be responsible for all off campus events put on by the ACCSA.
- k. Ensure that all College regulations and the regulations under the *Liquor Control Act, RSM 1988, c.L160* and all others there under are adhered to for all social events of the ACCSA.

**Communication:**

In order to help facilitate strong communication within the Association, it is your duty to stay in close contact with your fellow council members and the staff of the Students' Association. Please check your email account daily (most communication between meetings will be sent by email).

**Meetings:**

PSAC members are required to attend PSAC meetings. Three (3) consecutive meetings missed by an SAC member, with or without notice, may result in removal of the PSAC member at the discretion of the Executive Council.

Advance notice of absence must be given to an ACCSA staff member.

Any PSAC member in conflict with the above shall have his/her position reviewed by Executive Council to determine whether or not the absence constitutes removal. A SAC member is said to have been in attendance if he/she is present for at least 75% of the SAC meeting.

**Events:**

The ACCSA hosts many events both on and off campus. It is expected that council members will do their best to attend as many of these events as possible as a representative of the council and help with duties. If you are on the event committee for the event you must be present and taking an active role in the event.

Please keep in mind that your studies will always take precedence over events and the Students' Association has the right to monitor your progress in your program. If your involvement with the Council is putting you at risk of not successfully completing your studies, then you may be removed from your position.

**Reports:**

As a member of the PSAC you are required to give regular reports at council meetings related to your areas of responsibility and or external committees you are a member of.

Near the completion of your term on council you are also required to submit a summary report documenting accomplishments, ideas and advice for those that follow after you. Your final honorarium will be paid once this report is submitted.

**Honorarium:**

As a member of the General Council you are eligible to receive an honorarium (gift of money in exchange for service). This honorarium is intended to help compensate you for the time you'll spend in this elected role serving your fellow students. **You will be compensated \$13.50 per hour.**

Payments will be made twice throughout the academic year. Any unearned honorarium hours may be carried forward into the next payment term provided you have been keeping up with work that was required. If you work more hours (that are approved) than are allowable for the honorarium for your position and fellow council members have unearned hours left, you may be eligible to be paid out for additional time from unused hours by fellow council members at the end of your term.

Council members will keep track of time worked using a standard time sheet and submit them for review by ACCSA staff regularly. Honorariums will be reviewed and approved at the Executive meetings on a regular basis. The Executive may decline or reduce the amount of a council member's honorarium if they feel that commitments have not been fulfilled as expected.

It is up to you to make sure you aren't over extending yourself and to talk to an ACCSA Staff member if you feel that you have too much to do to keep up and be a successful student.

**Event Admission:**

As a member of the council you will be given free access to most ACCSA events including beer bashes, socials etc. There may be some exceptions to this depending on availability (e.g. bus trip to football game).

**ACC STUDENTS' ASSOCIATION POLICIES CODE OF CONDUCT:**

To ensure an environment within the ACCSA that promotes success, respect for self, respect for others, personal safety, and safeguarding of property.

**All representatives shall:**

- 1.1 Ensure the environment within the ACCSA promotes success, respect for self, respect for others, personal safety, and safeguarding of property.
- 1.2 Appropriate college policies will be mirrored and superseded by any change in policy by Assiniboine Community College Students' Association. Any new changes in policy by the College will take precedent unless otherwise specifically noted in the ACCSA Bylaws.
- 1.3 This code of conduct is a preventative and proactive tool that is designed to foster freedom and individuality. It increases freedom by defining and clarifying expected personal conduct.
- 1.4 All SAC members are expected to follow these guidelines while performing any association duty.

**All representatives shall:**

- i. Be responsible for knowing and abiding by the ACCSA policies
- ii. Be responsible for keeping up with all changes and reforms.
- iii. Maintain the integrity, confidence and dignity of the position they hold.
- iv. Use the ACCSA policies in the best interests of the ACCSA.
- v. Be conscientious in the preparation and presentation of self and subject matter for all representative functions according to the standards of the specific function.
- vi. Consider the mission statement of the ACCSA as the primary factor influencing the planning, implementation and evaluation of a directive.
- vii. Respect and maintain confidentiality regarding ACCSA matters.
- viii. Encourage constructive criticisms and suggestions for improvement.
- ix. Discourage destructive criticism from any source.
- x. Utilize approved procedures and channels of communications within the organization where policy or procedural change is sought.
- xi. Abide by the rules and decisions of the chairperson (of a meeting, committee, or event) as to appropriate language and behavior.
- xii. Not be under the influence of alcohol while performing any ACCSA duty. If attending a function where consumption is appropriate, be conscientious in how you present yourself.
- xiii. Not use the consumption of an intoxicating substance as a justifiable excuse when a breach of the code of conduct occurs.

1.6 While representing the ACCSA it is our duty to encourage ethical behavior and to lead by example.

**1.7 Improper conduct will include:**

- i. Engaging in any activity or encouraging any activity that is physically, socially or psychologically traumatic to a person or group of persons. This includes but is not limited to, bullying, hazing, teasing, violence and inappropriate social contact.
- i. Continuing social contact with a person when the person has rejected such contact.
- ii. Damaging or destroying the equipment of the ACCSA.
- iii. Removing property from the ACCSA without proper authorization.
- iv. Indecent statements harmful to personal dignity.
- v. Discriminatory activities, statements, behaviors of any kind based on age, sex, race, colour, national origin, religion, sexual orientation, marital status, physical or mental ability.

1.8 The ACCSA Code of Conduct does not supersede the criminal code of Canada or provincial and municipal law.

1.9 The ACCSA Code of Conduct does not supersede ACC policies or other existing association policies.

1.10 Any violation will be rectified as fairly and expediently as possible.

***Alcohol Consumption:***

Executive council members cannot be under the influence of alcohol while performing any ACCSA duty. If attending a function where consumption is appropriate, be conscientious in how you present yourself.

Once a person has been relieved of their duties they may consume alcohol as long as all ACCSA attire is no longer visible. A minimum of one representative must stay completely sober if the event or business is still going on (e.g. social). A minimum of two representatives/supervisors are required where the ACCSA holds the alcohol permit.

***Reimbursements / Expenses:***

The ACCSA shall pay for necessary and approved expenses, which are deemed to be of benefit to the ACCSA. Receipts and a completed cheque requisition must be submitted to the SA staff member for reimbursement. When traveling by private car the individual shall be reimbursed 0.45 cents per kilometre and the ACCSA is not responsible for fines or parking tickets received while traveling on ACCSA business.

***Grade Point Average:***

Although a student needs a 3.0 grade point average to run for Executive council; once elected, an Executive member must maintain a 2.5 grade point average during his/her term in office. The College Representative will have access to your academic files to monitor your grade point average. Any Executive Council member who is not maintaining a 2.5 grade point average may be put on probation and may be removed from Council.

### ACCSA Mission Statement

***“Our mission is to encourage student success by being the voice of the students while enhancing the student life experience.”***

The ACCSA pledges to provide you with a professional and enjoyable opportunity to participate in student government at ACC. We will work to foster an environment of learning, accountability, sharing, support, and fun.

When you have succeeded as an individual we have succeeded as a team!

I \_\_\_\_\_, have read through my ACCSA Council Contract and I have clarified any questions or concerns I may have had regarding it before I sign below.

I pledge to do everything in my power to fulfill my responsibilities as outlined above and I will seek guidance and support from fellow ACCSA Council or staff if I find myself in a position where I will have difficulty meeting my obligations with the ACCSA. I also understand that if I am not able to fulfill the majority of my position's responsibilities I may be removed, by vote of council, from my position.

\_\_\_\_\_  
ACCSA Parkland Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
ACCSA Staff

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
ACCSA President

\_\_\_\_\_  
Date Signed