



ACCSA President, Executive Council

Position:	ACCSA President
Term:	May 6, 2019 to April 30, 2020
Reports To:	ACCSA Director, Executive Committee and General Membership
Wage:	\$17 per hour

The Role:

It is the primary responsibility of the ACC Students' Association (ACCSA) President to provide leadership, engagement and awareness to the Council and the student body. The ACCSA President represents the voice of ACC Students from all of our campuses. It is your responsibility to represent the organization and the student body at large with integrity, professionalism and respect.

Job Duties:

- Work with the ACCSA Director to ensure the effective operation of the ACCSA Organization.
- Establish a strong understanding of the ACCSA Bylaws and Policies.
- Oversee the management of ACCSA Executive Council, General Council Members and Parkland Council Members with support from the ACCSA Director.
- Listen and share ideas on opportunities of growth.
- Work closely with your Executive Council and Staff to lead the organization in strategic planning and engagement initiatives that best serve our students.
- Act as a signing authority on ACCSA bank accounts and official documents (1 of 5 signing officers).
- Provide regular reports for the Student Focus Newsletter.
- Serve as an ex-officio member of all ACCSA committees, clubs, and sub-organizations.
- Represent the ACCSA in active media, press relations, and other various communication medians.
- Schedule weekly Council meetings for Executive and General Councils, Wednesdays @ 4:30PM

- Ensure accurate meeting minutes and agendas are documented and distributed according to ACCSA Policy.
- Actively serve on ACCSA and ACC boards and committees within the college Community including:
 - The Assiniboine Community College Board of Governors
 - <http://assiniboine.net/about/board-of-governors>
 - College Accessibility and Student Right Committees
 - Student Policy on academic rights and wellbeing
- Organize the Annual Council Retreat in October.
- Prepare an end-of-term report specific to your position, outlining your accomplishments, challenges and recommendations from your term in office.

Leadership & Team Building:

- Encourage student engagement and support amongst council members.
- Acknowledge team accomplishments and failures with a solution-focused attitude.
- Pursue active engagement opportunities for Council representatives.
- Promote an environment of diversity, inclusion and respect for all.
- Encourage positive reinforcement for all Council members
- Address accountability concerns in a respectful manner according to ACCSA Policy.
- Promote inclusive activities focused on involving team member strengths.
- Encourage a team dynamic of support and understanding.
- Encourage individuality and discovery of self.
- Embrace diversity amongst ideas and perspectives.

Communication:

- Engage effectively within the ACCSA organizational structure and communication guidelines.
- Encourage direct and constructive conversations amongst team members.
- Ensure timely and accurate communication through college email, phone and regularly scheduled meetings.
- Ensure your daily schedule is kept up to date and actively shared with your Executive Council and Staff.
- Engage in active communication with Council Members.
- Address achievements and challenges with positive problem solving skills.

Resources:

ACCSA Director

- ACCSA Office, Room 413 Victoria Ave. East
- accsa@assiniboine.net
- Phone: 204.725.8700 ext. 7213

ACCSA College Liaison, Lisa Huston

- o Room BH 213, MICA
- o hustone@assiniboine.net
- o Phone: 204.725.8700 ext. 7124

Summary of Employment:

This role is an elected position and runs throughout the upcoming academic year, from May to April 2020. As an Executive Council Member, your 12-month term is divided into two (2) parts;

1. Summer Employment (May to August)

- a. ACCSA President
 - i. 36.25 hours per week, Monday to Friday.

2. Academic Honorarium (September to April)

- a. 60 hours per month, hours are flexible based on scheduling and current projects, approximately 15 hours per week.

Payments will be made on a biweekly basis 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 than your monthly maximum, you may be eligible for additional time based on unused hours within the honorarium budget. Any additional hours outside of the monthly maximum must be approved and will be paid out at the end of your term.

Parking Space:

You will be provided with one assigned electrical parking spot for the 12 months of your contract.

Health & Dental Insurance:

As part of our Executive Council you will receive 365 days of insurance coverage on the ACCSA Staff Division of the Student Health & Dental Plan, 100% employer paid.

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 ACCSA 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:

Students require a 3.0 GPA to run for Executive council. Once elected, an Executive Council Member must maintain a minimum 2.5 GPA throughout their term in office. The ACCSA will monitor your academic standing and grade point average to ensure your academic commitments are being met. Any Executive Council Member who is not maintaining a 2.5 GPA may be put on probation from the ACCSA until their academic responsibilities are satisfactory.

Other Duties as Assigned:

There are many projects and initiatives throughout the year that require the full support of all Executive Council Members. Your full participation is expected and at any time if the duties outlined within this job description are not being performed to the satisfaction of the ACCSA Executive Committee, accountability actions may be pursued according to ACCSA Policy.

ACCSA President

ACCSA Director

Date

Date