



ACCSA Vice President of Events & Marketing, Executive Council

Position:	ACCSA Vice President of Events & Marketing
Term:	May 6, 2019 to April 30, 2020
Reports To:	ACCSA President, Executive Committee and General Membership
Wage:	\$15.50 per hour

The Role:

It is the primary responsibility of the ACC Students' Association (ACCSA) Vice President of Events & Marketing to encourage student engagement through events and initiatives that encourage wellbeing, social awareness and community engagement.

Job Duties:

- Work closely with ACCSA Staff to plan, execute and oversee ACCSA events and activities.
- Lead the planning and execution of annual ACCSA events including:
 - ACC RoadBash
 - Multicultural Initiatives
 - Mental Health Initiatives
 - ACCSA Socials
 - Wellness Wednesdays
 - Popcorn Fridays
 - Welcome Week Activities
 - Other
- Seek student input on relevant event feedback.
- Work with the Vice President of Finance to create accurate event budgets.
- Provide regular reports for the Student Focus Newsletter.
- Ensure regular events are planned at all ACC Campuses.
- Ensure ACCSA bulletin boards are updated regularly as per the ACC Bulletin Board Policy.
- Act as a signing authority on ACCSA bank accounts and official documents (1 of 5 signing officers).
- Actively serve on ACCSA and ACC boards and committees within the college community including:
 - The Assiniboine Community College Alumni Association
 - <http://assiniboine.net/about/alumni>
- Support the ACCSA President in the management of Council tasks, committees and club engagement.

- Prepare an end-of-term report specific to your position, outlining your accomplishments, challenges and recommendations from your term in office.

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 Events & Marketing Coordinator, Karleigh Paul

- ACCSA Office, Room 413 Victoria Ave. East
- accsa@assiniboine.net, paulk7121@assiniboine.net
- Phone: 204.725.8700.ext. 6644

ACC Athletics Manager, Beth Clark

- Athletics Office, Room 235 Victoria Ave. East
- athletics@Assiniboine.net
- Phone: 204.725.8700. ext. 6340

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 Vice President of Events & Marketing
 - i. 18.75 hours per week, Monday to Friday (schedule to be confirmed).
- 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 Vice President of Events & Marketing

ACCSA Director

Date

Date