



Students' Association Council M.I.C.A Representative

Position:	Manitoba Institute for Culinary Arts (M.I.C.A.) Representative
Term:	October 14 th , 2019 – April 30 th , 2020
Reports To:	ACCSA President
Honorarium:	\$13.50/ hour, minimum 10 hours and maximum 20 hours per month, with a yearly cap of \$1,500

About the M.I.C.A. Representative Position

The M.I.C.A. Representative is a voting position on the Student's Association Council, and is ultimately responsible for representing and advocating for the interests of all students from programs in the School of M.I.C.A.

The M.I.C.A. Representative is required to communicate the ideas and perspectives of all School of M.I.C.A. students at the college to the Assiniboine Community College Students' Association. They will work closely with the ACCSA staff and Council Members to help foster engagement with fellow students.

Job Duties

- Attend all Students' Association Council Meetings & Committee Meetings
- Seek feedback on all relevant initiatives and campaigns of the ACCSA from students in the School of M.I.C.A.
- Communicate ideas effectively and appropriately as a team member to ACCSA Staff and Council Members
- Be a source of information for fellow ACC students
- Participate actively in ACCSA events and/or event preparation as needed
- Encourage student engagement and participation through committees, clubs, events and campus activities
- Collect feedback and ideas from M.I.C.A. students on questions related to the college, their academic programs, and the ACCSA
- Gather information, stories, and content for ACCSA communications
- Promote ACCSA initiatives through active communication and ACCSA social media
- Document and submit monthly timesheets for honorarium payment

- Submit a year-end report outlining achievements, challenges and recommendations specific to your position
- Other duties as determined by the ACCSA Student Association Council and ACCSA Bylaws.
- Abide by all ACCSA Bylaws, Policies, and Code of Conduct

Benefits

On top of the leadership & work experience gained from this position, the M.I.C.A. Representative will receive:

- Professional Development Opportunities, including an ACCSA Orientation, as well as occasional sessions and conferences as they come available
- An honorarium, paid out bi-annually as compensation for the time spent at ACCSA Council Meetings, ACCSA events, and other activities as deemed eligible by the ACCSA from time to time
- A reference letter from the ACCSA Director at the end of their term, upon request, detailing their experiences and efforts while serving as the M.I.C.A. Representative

Eligibility Requirements

In order to be eligible to run for the M.I.C.A. Representative position, a student must:

- Be enrolled in an applicable program at ACC as a full-time student
- Have a Grade Point Average of at least 2.5 (First year students are exempt from this requirement)
- Maintain a Grade Point Average of 2.5 for the duration of the term
- All other requirements as outlined in the ACCSA Election Policy sections 4.1, 4.2, and 4.3.

Applicable ACC Programs

Students in programs in the School of M.I.C.A. are eligible to run for this position. This includes, but not necessarily limited to:

- Culinary Arts
- Hotel & Restaurant Management
- Food Processing
- Horticultural Productions
- Sustainable Food Systems

If any student is unsure of their eligibility to run for this position, they are encouraged to contact an ACCSA Staff Member or the ACCSA President.

All interested candidates must submit their nomination package to the ACCSA Office no later than 4:00pm on Friday, September 20th, 2019. Please contact the ACCSA Office with any questions or concerns about the ACCSA Election.