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**Georgian College Students’ Association VP Internal Relations**

**Department:** Student Leadership and Transition Services **Campus:** Barrie

**Honorarium:** $1248 (Before taxes, to be paid out monthly after a review is completed) **Term:**  May 1, 2017 – April 30, 2018

**Staff Advisor:** Manager, Student Leadership and Transition Services **Hours/ week:** minimum 24 hours

**GCSA Barrie’s Vision:** The Georgian College Students’ Association (Barrie Campus) will be a recognized and engaged executive council that promotes the rights of students, heightens student engagement, and enhances the quality of student life. We will prepare confident leaders of tomorrow, while respecting the diversity and strength of all. We will continuously assess, adapt, and grow to fit the needs of our increasingly diverse student body.

**GCSA Barrie’s Mission:** We advance the general welfare of all Georgian College students and to that end we:

* Serve as a resource for students;
* Serve as a resource for faculty and staff;
* Act as liaisons to and from the student Body and the College administration;
* Remain a major source of information to and from the Student Body;
* Recruit and develop Student Leaders within a professional culture to benefit the larger community; and engage in purposeful community service.

**In order to be considered for a role you must be:**

* Be available within the GCSA office for a minimum of 24 hours a week during which time they will be open to hearing student issues and concerns
* Keep Outlook calendar up-to-date as well as respond to work emails and messages in a timely manner (i.e. less than 24 hours)
* Participate in ongoing professional development which will include irregular hours (with advanced notice)
* Attend all meetings of the executive, directors and Student Executive Conference (SEC) including in-service and team building activities
* Assist with general office duties and inquires (for example: insurance questions) as well as provide coverage at the GCSA front desk as required
* Respect, adhere to and continually review GCSA policies, procedures, by-laws, and constitution
* Adhere to all college policy and procedures, modelling exemplar student behaviour
* Participate in an annual review of all student ancillary fees and budget review (usually at SEC)
* Be available to meet regularly (minimum of monthly) with the Manager, Student Leadership & Transition Services
* Work within the budget attributed to your portfolio, and presenting your budget updates upon request
* Work with the Manager, Student Leadership & Transition Services on the procurement of goods and services for GCSA (e.g. SWAG)

**Part of all GCSA executive roles include supporting the onboarding of your incumbent by;**

* Maintaining all GCSA documents and records in an organized fashion, relinquishing all those documents or records in their care to the successful incumbent at the end of the term
* Prepare a transition binder and year-end report for your incumbent and the Manager, Student Leadership & Transition Services
* Participate in the orientation and training of your successor at change-over
* Present succeeding budget to council for approval

**Specific to the GCSA Internal Relations role you will:**

* Be responsible for informing the VP admin of internal (GCSA) requests or agenda items
* Work with internal groups on funding requests that need to go to council
* Keep accurate records of revenues and expenses for clubs and associations
* Maintain club and association files (keep them accurate and up to date)
* Be available to sit on selection committees for part time student positions within the GCSA office
* Attend college meetings as requested by the GCSA president and/or college officials
* Act as the liaison for student clubs and associations in order to ensure they are organized, well executed and representative of the values and diversity of Georgian College
* Review and update the club and association application package and the constitution that governs clubs and associations
* Approve all payment authorization forms by clubs and associations (working with financial officer when required)
* Oversee the food locker program, including, but not limited to sitting on the food locker committee, promoting the program, planning for sustainability, overseeing the Meal Exchange coordinator, and sit on the hiring panel of the Meal Exchange Coordinator

**Qualifications**

* Previous student leadership experience an asset
* Previous GCSA leadership experience (i.e. Director and/or volunteer) highly recommended
* Excellent interpersonal, customer service and communication (written / oral) skills
* Proven technical, analytical, problem solving and project management skills
* Self-directed with the ability to take initiative, work independently as well as within a team environment
* Demonstrated organizational and time management skills with the ability to prioritize effectively in a fast-paced deadline driven environment juggling multiple projects to ensure timelines are met
* An understanding of financial management principles
* An awareness of different leadership styles and an emerging personal leadership philosophy