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**Georgian College Students’ Association VP External and Equity**

**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:**

* A registered, fee paying student in good academic standing throughout your tenure in GCSA
* Willing and able to attend off campus training and weekend conferences such as the Student Executive Conference
* Willing and able to complete online training such as Health and Safety

**In efforts to promote a culture of student engagement and social integration all GCSA executives will:**

* 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 present 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
* Preparing a transition binder and year-end report for your incumbent and the Manager, Student Leadership & Transition Services
* Participating in the orientation and training of your successor at change-over
* Presenting succeeding budget to council for approval

**Specific to the VP External and Equity role you will:**

* Develop collaborative partnerships with community stakeholders to create and deliver educational information, workshops, events and materials that help to raise awareness of social justice, inclusive leadership, equity, and diversity among Georgian College and the Barrie community
* Be the Barrie Campus representative for the Diversity committee and campaign
* Maintain the general GSCA office area, ensuring the information about services offered through the GCSA and Georgian College are accessible to students through our offices
* Represent the interests of students on marginalized and disenfranchised college and community initiatives
* Ensure all executives and directors receive diversity and ally training (LGBTQ2), are informed on equitable definitions and services that the GCSA and Georgian College has to offer
* Work as a Liaison between Student Services and the Senior Leadership Team on maintaining an equitable environment for students at Georgian College
* Maintain and update as needed the Georgian for Equity handbook; and create and continuously develop and uphold equitable innovation campaigns under its initial intentions to serve students
* Work a number of required honorarium hours in the Equity Centre (virtual or physical)
* Work with College Departments to create/maintain sexual violence and harassment workshops/campaign
* Attend college meetings as requested by the GCSA President or a college official
* Responsible for the promotion of Municipal, Provincial, and Federal elections (In non-election years provide opportunities for Government officials to come answer questions and present new projects to students and faculty)
* Assist students in advocating for their rights
* Assist with planning for annual leadership conferences, training retreat, and awards banquets
* Actively recruit new volunteers to participate in internal and external community events
* Co-ordinate charitable donations from community partners and businesses
* Assist with the coordination and planning of an annual philanthropic event for the students on Barrie campus (with proceeds benefiting the Barrie community and/or international community)
* Procure Community Partnerships
* Collaborate with VP Student Engagement and consult with the Georgian College Marketing department on press releases
* Take minutes in the absence of the VP admin and speak in the absence of the president
* Chair any GCSA endowment, scholarship and/or awards committee (for example GCSA appreciation banquet)

**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