



Executive Committee Job Description

Vice President Services

06/06/06, 23/11/07, 04/06/10, 30/5/11

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- Term of Office:** September 30 (or date of election) to April 30
- Reports to:** NSCC Student Association Students' Council and its Executive Committee
- Supervises:** Student Lounge Coordinator (if required), Food Bank Coordinator (if required)
- Description:** The Vice President Services is primarily responsible for ensuring that the Student Association services are meeting the needs of the student body and encouraging students to become actively involved in all Students' Council subcommittees as well as other campus clubs, committees and organizations. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Students' Council.

Key Responsibilities:

1. Management of Chartered Organizations, Clubs and Societies:
 - a. Support and recruit student societies, and/or student clubs.
 - b. Ensure that all are properly chartered and that all activities/work meets the guidelines set out in their respective terms of reference.
 - c. Liaise with chairs and/or leaders of chartered clubs and societies to ensure that they are following Student Association policies and procedures.
 - d. Meet regularly with societies and clubs to ensure that they are functioning successfully and that required records are being kept.

2. Campus Services:
 - a. Oversee the effective delivery of Student Association services (i.e. peer tutoring program, graduation photography, yearbook, food bank, etc.)
 - b. Replenish the Student Food bank with the aid of a Food Bank Coordinator, as necessary. If the Student Association does not operate a campus based food bank, the VP Services shall be responsible for the development and coordination of community food drives and/or other food bank initiatives.
 - c. In collaboration and cooperation with members of the Executive committee, identify, develop and implement new services in support of the student membership.
 - d. Liaise regularly with campus staff to identify potential new services and build service partnerships within the college.

3. Fundraising and Volunteer Management:
 - a. Recruit volunteers to assist in activities and events offered by the Student Association, its committees and chartered clubs/societies.
 - b. Develop a database containing student volunteer information as well as a comprehensive listing of all SA volunteer opportunities open to students on campus.
 - c. Develop and coordinate volunteer appreciation and recognition protocol which may include such initiatives as "Volunteer of the Month" and/or "Volunteer of the Year" awards and/or a volunteer rewards program.
 - d. Communicate with internal/external organizations looking for fundraising assistance and coordinate any fundraising activities on campus with the help of a fundraising committee.



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4. Administrative Duties:

- a. Participate as a voting member of the Student Association Students' Council except where a conflict of interest exists.
- b. Report on activities monthly to the Student Association Students' Council.
- c. Keep an accurate record of all correspondence on matters related to the position.
- d. Complete year end Executive report by no later than April 30th.

Requirements of Position:

1. Adherence to the Executive Committee Terms of Reference.
2. Completion of job responsibilities as outlined above.
3. Knowledge of NSCC SA internal services.
4. Excellent organizational and time management skills.
5. Excellent written and verbal communication skills.
6. Ability to work well with others.
7. Ability to identify problem areas within the organization and develop and implement effective strategies for change.