



Executive Committee Job Description

Vice President Activities

06/06/06, 23/11/07

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- Term of Office:** May 1 to April 30
- Reports to:** NSCC Student Association Students' Council and its Executive Committee
- Supervises:** Social Coordinator (if required)
Sports & Recreation Coordinator (if required)
- Description:** The Vice President Activities is primarily responsible for the development and delivery of student programming at the campus level, including social, awareness, cultural and other special events as well as sports, recreational and wellness activities. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Students' Council.

Key Responsibilities:

1. Sports, Recreation and Student Wellness Activities
 - a. Develop and provide recreational programs and services for students.
 - b. Organize and offer a variety of team-based club sport opportunities for students including both competitive and intramural options.
 - c. Manage the purchase and use of Student Association athletic inventory.
 - d. Recognize and address student concerns surrounding wellness and balanced living by developing programs to encourage student health and wellness.
 - e. Oversee the general operation of any campus fitness facilities provided by the Student Association.
 - f. Ensure Risk Management and operational guidelines are being followed with respect to all sports and recreation activities.
2. Social and Awareness Programming
 - a. Responsible for the development, planning, and delivery of Student Association-sponsored social and awareness activities.
 - b. Appoint and chair a social committee to assist in the planning and delivery of campus social and awareness events. Adhere to the Social Committee Terms of Reference.
 - c. From time to time, create ad hoc committees to organize campus special events such as winter carnival, graduation activities, etc.
 - d. Liaise with Student Services on the joint delivery of awareness programming for students.
 - e. Ensure Risk Management and operational guidelines are being followed with respect to all social and awareness programming.
3. Management:
 - a. When necessary, appoint and provide supervisory support to a Social Coordinator and/or a Sports and Recreation Coordinator to assist in the development, planning and delivery of Student Association-sponsored events and activities. These positions report directly to the Vice President Activities.
 - b. Co-chair both the Social and Sports and Recreation committees (with each of the respective Coordinators, should they be appointed) and support their work.
 - c. Keep records of any/all information pertaining to event planning such as pertinent contacts, negotiated contracts, financial costs, and event attendance statistics.



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4. Administrative Duties:

- a. Responsible for the administration, reporting and reconciliation of the Student Association social and sports budgets, as approved by the Student Association Students' Council and in regular consultation with the Vice President Finance.
- b. Develop preliminary events/activities schedule, to be reviewed by Executive Committee.
- c. Participate as a voting member of the Student Association Students' Council except where a conflict of interest exists.
- d. Report on activities monthly to the Student Association Students' Council.
- e. Train and advise the incoming NSCC Student Association Vice President Activities.
- f. Keep an accurate record of all correspondence on matters related to the position.
- g. 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 operations.
4. Excellent organizational and time management skills.
5. Excellent written and verbal communication skills.
6. Good organizational skills.
7. Good knowledge of event planning processes and procedures.
8. Ability to work well with others.
9. Ability to identify problem areas within the organization and develop and implement effective strategies for change.