



**Sir Sandford Fleming College
Student Administrative Council
Job Description**

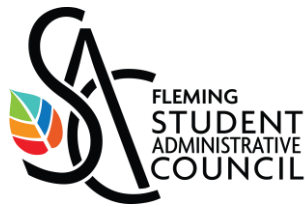
Job Title:	Board Chair
Appointment type:	Contract
Location:	Fleming College Sutherland Campus
Reports to:	Board of Directors
Hours of Work:	37.5hrs/week
Pay Scale:	Salary \$42,000 (plus benefits)

Position Summary:

The role of the Board Chair is to ensure the integrity of the Board's process. The Board Chair shall be a graduated member of the Fleming SAC within the past two academic years. The Board Chair shall see that all orders and resolutions of the Board and Executive are carried into effect. The Board Chair shall provide leadership to the Board for the advancement and promotion of the objectives of the Fleming SAC and ensure that the Board of Directors participates fully in meetings, decisions, and actions of the Board. The Board Chair shall fulfil and perform those duties as may be required or necessary to achieve the purposes or objectives of the Fleming SAC.

Major Duties and Responsibilities:

- Ensure that the Board behaves consistently with its own policies and those legitimately imposed upon it by legislation.
 - The Board Chair will provide leadership to the Board
 - The Board Chair is responsible for setting the agenda of each meeting based on the Board's annual governance plan. The Board Chair will work with the General Manager and Secretary to get the agenda set. Agendas will be timed.
 - The Board Chair will ensure that meeting discussion content is based on the annual plan and Board policies, and is truly the Board's work, not work delegated to the General Manager.
 - Preside at all Fleming SAC Board meetings and Meetings of the Members
 - Submit written compliance reports to the Board of Directors at monthly meetings
 - The Board Chair will ensure that discussion and deliberation will be fair, open, and thorough, but also timely, orderly and kept to the point, and that meetings will begin on time, stick to a timed agenda and end on time, unless agreed upon by the majority of the Board through a motion.
 - Present an annual written report to the Board before end of term.
- The authority of the Board Chair consists in making decisions that fall within the topics covered by board policies in the categories of Board Process and Board-Management Delegation, with the exception of employment or termination of the



- General Manager, or where the board specifically delegates portions of this authority to others. The Board Chair is authorized to use any reasonable interpretation of the provisions in these policies.
- The Board Chair is empowered to chair board meetings with all the commonly accepted power of that position, e.g. ruling, recognizing.
 - The Board Chair has no authority to make decisions about policies created by the board within Strategic Priorities or Executive Limitations policy areas. Therefore, the Board Chair has no authority to supervise or direct the General Manager.
 - The Board Chair may delegate this authority but will remain accountable for its use.
- Be the representative and voice of the Board to the public.
 - Represent Fleming College Students and advocate:
 - for the interests of students in all internal non-academic issues at Fleming College
 - for related interests and needs of students to different levels of government
 - with external parties regarding advocacy objectives
 - for the needs of students on Fleming College Committees
 - with provincial advocacy organizations that support the needs of students.
 - Minimum of five classroom visits per month to discuss issues related to students.
 - Be prepared to work outside the normal contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training
 - Ensure that there is an annual governance plan and board calendar and that it is adhered to.

Executive Responsibilities:

- Serve as a primary contact person for Fleming SAC's legal counsel regarding legal matters.
- Represent the Board on hiring committees for all full-time staff positions of Fleming SAC
- Informally evaluate the effectiveness of the Board of Directors as a whole
- Monitor financial planning and financial reports with the Board Treasurer and General Manager.
- Negotiate student ancillary fees between Fleming SAC and Fleming College

Accountabilities:

- Liaise between:
 - Fleming SAC and other college student associations in Ontario
 - Fleming SAC and Membership about programs and initiatives
 - Fleming SAC and Fleming College administration



- Present a written annual report to the membership at the Annual General Meeting.
- Chair organizational Committees as a non-voting member and sit on external Committees as required
- Comply with the Fleming SAC Bylaw and all governance and operating policies and procedures.
- Strive to accomplish all Board approved advocacy objectives within each term.
- Act on behalf of the Board of Directors when immediate actions are required and report actions at the next Board meeting.
- Complete other duties as assigned by the Board of Directors of Fleming SAC relating to advocacy efforts.