

BYLAW VIII

DUTIES AND RESPONSIBILITIES OF INDIVIDUAL BOARD OF DIRECTORS MEMBERS

1. Director of External Relations

The Director of External Relations shall:

- a. be responsible for keeping the Board of Directors informed of issues arising off campus which pertain to the activities of the Students' Union;
- b. jointly with other members of the Board of Directors and staff, articulate the Students' Union's policies and positions on various issues to members, coalition partners, other organizations, government representatives and the media;
- c. act as a liaison between the Students' Union and external organizations;
- d. oversee and help coordinate the campaigns work of the Students' Union;
- e. jointly with the Federation Executive Representative, ensure local implementation of Federation campaigns;
- f. assist Constituency Representative members of the Board of Directors with advocacy work related to their respective portfolios;
- g. assist with government relations work of the Students' Union; and
- h. shall perform other duties as assigned by the Board of Directors.

2. Director of Campus Life

The Director of Campus Life shall:

- a. oversee the coordination of all Students' Union events, including but not limited to:
 - i. annual September welcome back events;
 - ii. annual January welcome back events;
 - iii. stress-buster and end-of-semester events;
 - iv. pub nights and evening social events;
 - v. regular information tabling events;
 - vi. regular events to promote Students' Union membership;
 - vii. summer events;
 - viii. such other regular events that the Students' Union may be developed;
- b. represent the Students' Union in the coordination of participation in, and sponsorship of, College events, including but not limited to:
 - i. EDGE;
 - ii. Welcome Weeks;
 - iii. International Student Orientation;
 - iv. New Student Orientation;
 - v. Mature Student Orientation; and

- vi. such other College events that may be developed;
- c. oversee creation of an annual event plan for presentation and adoption by the Board of Directors prior to August 1 of each year;
- d. ensure that the Students' Union's contribution to campus events is duly recognized through event materials and publication;
- e. oversee the recruitment, coordination and recognition of Students' Union volunteers; and
- f. perform other duties as assigned by the Board of Directors.

3. Director of Finance

The Director of Finance shall

- a. shall assist in formulating a budget for the Students' Union;
- b. shall insure that careful account is kept of all monies received and disbursed by the Students' Union;
- c. shall be responsible for keeping the Board of Directors informed of all issues which pertain to the finances of the Students' Union;
- d. ensure that an accurate inventory of all assets of the Students' Union is kept;
- e. ensure timely production of the annual audited financial statements and auditor's report;
- f. ensure the responsible management of the finances of the Students' Union, including long-term financial planning and the production of regular financial reporting to the Board of Directors per policy;
- g. oversee the operations of the Students' Union's office and building spaces, and ensure that programs and services operate in a responsible and cost-effective manner;
- h. oversee the maintenance of the records of the Students' Union, and ensure that accurate records are kept of all Board, General and other meetings;
- i. oversee and help coordinate the operations of the Students' Union club system;
- j. oversee distribution of funds from the Performing Arts Fund upon recommendation for the appropriate Students' Union Committee.
- k. perform other duties as assigned by the Board of Directors.

4. Director of College Relations

The Director of College Relations shall:

- a. be responsible for keeping the Board of Directors informed of issues arising within the College which pertain to the activities of the Students' Union or the well-being of students;
- b. coordinate Union representation on all College committees;

- c. ensure that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, senior management group, and appropriate sub-committees thereof;
- d. assist in supporting the Students' Union's ombudsperson service, and ensure that student appeal committee positions are appropriately filled at all times;
- e. ensure that the Board of Directors is appropriately informed of academic governance and post-secondary education governance issues occurring provincially, nationally and globally that could affect the education delivered at Douglas College; and
- f. shall perform other duties as assigned by the Board of Directors

5. Director of Membership Development

The Director of Membership Development shall:

- a. assist with the implementation and operation of membership awareness initiatives of the Students' Union;
- b. assist with the preparation for annual general meetings, special general meetings and other membership participation elements of the Students' Union;
- c. assist with the preparation of Students' Union membership publications;
- d. assist with the regular review of the Students' Union bylaws and policies;
- e. jointly with the Director of Campus Life, oversee the recruitment, coordination and recognition of Students' Union volunteers;
- f. assist Constituency Representative members of the Board of Directors with advocacy work related to their respective portfolios;
- g. promote federation services at the Local;
- h. perform other duties as assigned by the Board of Directors; and
- g. work mainly out of the Coquitlam campus.

6. Campus Representatives

The Campus Representatives shall:

- a. assist the Executive directors in fulfilling their duties,
- b. assist with the implementation of campaigns, events, and membership awareness initiatives;
- c. regularly promote the work of the Students' Union to members across all programs and campuses by resourcing information tables and participating in membership outreach work during new student orientation, campus-wide events, and Students' Union events;
- d. assist with volunteer training;
- e. complete the functions assigned to their respective Campus Representative portfolio per Bylaw IX; and

- f. perform other duties as assigned by the Board of Directors.

7. Women Students' Representative

The Women's Students' Representative shall:

- a. present a women's/feminist perspective to the Board of Directors and ensure that the Board of Directors is informed about women's and gender issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Women Students' Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union;
and
- e. perform such other duties as assigned by the Board of Directors.

8. Indigenous Students' Representative

The Indigenous Students' Representative shall:

- a. present an Indigenous perspective to the Board of Directors and ensure that the Board of Directors is informed about Indigenous issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Indigenous Students' Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union;
and
- e. perform such other duties as may be assigned by the Board of Directors.

9. Pride Representative

The Pride Representative shall:

- a. present the perspective of a diversity of gender and sexuality constructions and/or orientations to the Board of Directors and ensure that the Board of Directors is informed about gender and sexuality issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Pride Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union;
and

- e perform such other duties as may be assigned by the Board of Directors.

10. Accessibility Representative

The Accessibility Representative shall:

- a. present the perspective of people living with disabilities to the Board of Directors and ensure that the Board of Directors is informed about ability issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Accessibility Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union;
and
- e. perform such other duties as may be assigned by the Board of Directors.