

## Council Member Job Description

Purpose: To define the requirements of ASA Council members.

Policy:

### General Requirements

- Commitment to the mission and vision of the ASA
- Attendance at all Council meetings
- Attendance at all annual retreats, workshops, and special meetings
- Attendance at all ASC Committee meetings
- Attendance at both Annual General Meetings
- Support of special events and participation in fundraising events
- Attendance and operation of major events (First/Last Class Bash, Formal) for one hour or more
- Must sit on one ASC standing committee for the full academic year (APC, BRC, Activities and Awareness – committee roles outlined in policy #2.3.2)

### General Duties

- Informed on organizational matters and prepared to make decisions in the best interest of members.
- Monitor, review, and recommend changes to Bylaws and Policies.
- Ensure the organization is functioning consistent with short and long term ASA goals strategic and five year plans.
- Assist in developing and maintaining positive relations between the ASA, committees, and the external community to enhance the ASA's mission.
- Ensure effective communication between the Executive, Executive Director, standing committees, and Student Council.

### Requirement

1. Shall set office times of no less than 1 hour a week for the purpose of:

- being available for constituents,
- keeping informed with current issues, and
- being available to aid council and executive.

2. Shall submit a mid-term and year-end report as outlines in policy 2.3.11 detailing the following:

- committees served upon,
- description of council meetings and activities,
- description of projects worked on and their outcome, and
- recommendations to future councils and councillors.

## **Council Member Job Description**

### **Specific Councillor Job Descriptions**

#### 1. International Student Representative

- International Student Representative must be actively involved in the planning and execution of the international student orientation.
- The International Student Representative must meet with the Student Services Coordinator and the Special Advisor to the Dean, International Students at least once a semester.
- International Student Representative must be involved in the planning and implementation of International Week.

#### 2. Aboriginal Student Representative

- Aboriginal Student Representative must meet with the Aboriginal Student Advisor at least once a semester
- Aboriginal Student Representative must sit on the Aboriginal Student Engagement Committee.