



Fleming College Student Administrative Council

Member of the Board of Directors

Job Descriptions

Job Title	Director		
Reports to	Board Chair		
Location	599 Brealey Dr. Peterborough, ON. K9J 7B1	Office: C1 430	
Level/Grade	Board Member	Hours	Minimum 5hrs/wk
Honorarium	\$325/Month		

Purpose: To provide governance, leadership, advise and oversee policy and strategic direction of the Fleming College Student Administrative Council (Fleming SAC) in support of the organization’s mission and needs.

Mission Statement: Fleming SAC strives to enhance the student experience outside of the classroom at Fleming College by continual advocacy for students and by shaping campus life.

***Major responsibilities:**

- Provide governance leadership and organizational strategic direction
- Set strategic priorities and mandate at changeover weekend for organizational direction
- Formulation and oversight of policies, procedures, organization planning and evaluation
- Oversee fiscal financial responsibilities
- Conduct performance and professional evaluation of General Manager/CEO development
- Conduct performance and professional evaluation of President/CEO development
- Review of organizational monthly monitoring reports
- Outreach and promotion of the organization
- Participate as active members of SAC on the Academic Appeals Panel
- Participate as active members of SAC on the Student Rights and Responsibilities Panel

*Members of the board share these responsibilities while acting in the interest of Fleming SAC and its membership. Each Director is expected to make recommendations based on his or her experience and understanding of the Fleming community.

Length of term: “Term” shall mean the period beginning May 1st ending April 31st each academic year. The board shall be elected by the membership (By-law #34 – Section 7)

Hours of work: Board members are required to put in a minimum of 5 hours per week.



Code of Conduct: All Fleming SAC board members shall adhere to the Fleming SAC Board Member Code of Conduct (Governance Policies – Section 4.6)

Commitment and Expectations:

- Shall meet a minimum of once per month during the academic year
- Must attend Board Transition Workshop/Development Training, Orientation, and Fleming College Open House dates
- Must attend minimum of two additional special events or meetings per year (excluding above)
- Participate on a standing committee of the Board, and serve on Ad-Hoc committees as required
- Be aware of community concerns that can be addressed by Fleming SAC mission, objectives, and programs
- Promote and communicate Fleming SAC mission and programs to the community
- Become familiar with Fleming SAC finances, budget, and financial/resource needs
- Be fluent with Fleming SAC policies, procedures, finances, budget, and resource requirements
- Engage with the student membership and provide feedback to the organization

If a Director fails to meet these expectations, they may be subject to a vote of non-confidence by the Board of Directors.