

## **Executive Director Students' Association of Bow Valley College**

The Students' Association of Bow Valley College, (SABVC), is a non-profit, student-run, autonomous organization within the Bow Valley College community. SABVC provides students with effective representation, excellent customer service, and inclusive events.

Reporting to the Executive Committee, the Executive Director is responsible to the Executive Council for overall coordination, administration, and management of SABVC, its office, and all its business operations and functions in alignment with the vision, mission, goals and strategies approved by Council.

The Executive Director is the key management leader of SABVC and is responsible for the successful leadership and management of the organization to carry out the mission of the Executive Council.

This is a full-time position with hours from **Monday – Friday from 9 am – 4 pm** with occasional extra hours involved. Orientation to the role, including relevant policies and systems will be provided. Our environment is a fun, engaging, and professional work environment dedicated to student learning.

### **Areas of Responsibility:**

#### **Strategic:**

- Providing expert advice, from past experience and institutional knowledge to the Council regarding research activities, policies, and positions on issues or legislation.
- Attend Council, Executive Committee, internal Students' Association committees, and various College meetings as requested by Council and/or the Executive Committee, always as an Ex Officio.
- Participate in the review and development of all policies and Bylaws of SABVC, providing guidance and support to the Executive Committee, Council, and staff in policy and procedure development and implementation.
- Strategic operating decisions to optimize efficiency and effective in all work and responsibilities of SABVC.
- Create and maintain strategic alliances with Bow Valley College.
- Advocate and secure adequate funding for the effective operations of SABVC.
- Ensure all SABVC programs and services reflect diversity and inclusion for the campus community.
- Communicate with Council to keep them informed of the work of SABVC and to identify opportunities and challenges
- Evaluate strategies and programs to measure the achievements of the established goals and provide consultative services to Executive Council.
- Advise on internal and external issues that affect the Executive Council and its operations
- Identify contractual, partnership, and shared service opportunities, with an emphasis on continuous process improvement to optimize spending and enhance service delivery to the College and regional community.

#### **Financials:**

- Ensure all SABVC tax filings are complete
- Negotiated the Lease and Operating Agreements
- Develop, administer, and monitor a comprehensive and fiscally responsible budget
- Monitor and approve payroll and expenses (capital and operational)
- Identify, assess, and inform Executive Council on any financial and budgetary incongruencies

## **Influence and Decision Making:**

- Coordinate the efforts of multiple staff and departments toward completion of the Association's mission.
- Cultivate relationships with current and potential vendors to align product and service delivery with institutional values.
- Develop and maintain relationships with college policy leaders and students
- Requires the interpretation of all stakeholders' policies and procedures. Requires discretion and judgement related to the overall business activities of the Executive Council and SABVC
- This position requires the comparison and evaluation of possible courses of action and/or conduct as well as weighing various possibilities and making independent decisions
- Engage stakeholders from the executive-level, student affairs, enrollment management, academic affairs, financial services, student body and community to develop customer-centered plans, procedures, and policies.

## **Administration:**

- Responsible for administering the Association's business operations and function in alignment with the vision, mission, and strategies approved by Council
- Provided reports to the President and Executive Council on a required bases regarding SABVC activities and outcomes
- Oversees that all files and documents are stored in accordance to SABVC policy and government legislation
- Assists student leaders with the selection of vendors and the RFP process, such as with the student health and dental plan
- Provides advice on legal agreements with vendors, the College, and the Government of Alberta
- Responsible for assisting Council and the Executive Committee in carrying out their duties
- Attends all SABVC General Council and Executive Council meetings as needed
- Attends Internal Students' Association and College committee meetings upon request
- Participates in the review and development of all policies and Bylaws of SABVC, providing guidance and support to the President, Executive Committee, and Council in policy and procedure development and implementation

## **Operations:**

- Responsible for ensuring all resolutions of Students' Council are implemented in conjunction with SABVC Executives
- Provides guidance and support during SABVC elections, ensures a Chief Returning Office is hired
- Provides guidance, advice, and planning support for Elections
- Provides advice on procedures, process and best practices to Student Council and Executive as asked
- Research and report on student association trends across Canada
- Assist in interpreting the directives of the executive leadership of the College
- Ensure compliance with federal and provincial regulations, industry standards, and institutional policies

## **Human Resources:**

- Responsible for the management of the employees of SABVC and all related staff matters including:
  - The hiring, engaging, recognizing, performance management, succession planning, career development, and dismissing of SABVC staff
- Drafting and interpreting personnel policies governing the employment of SABVC staff
- Reviewing benefits or remuneration for SABVC personnel
- Negotiating the terms and conditions of employment for all personnel of SABVC
- Responsible for all Code of Conduct matters involving SABVC staff and vendors
- Provide direction and leadership to over team members
- Engender a culture of service-orientation, collaboration, innovation, diversity, and respect

Qualifications:

- Minimum of a Bachelor's Degree
- Relevant experience will be considered
- Experience leading a diverse staff team
- Knowledgeable working within student government model
- Familiar with board governance
- Knowledgeable with post-secondary
- Experience working with provincial, federal, and municipal government

Salary:

\$84,000 - \$102,000 per year

Benefits: Health and Dental Plan, a generous vacation package, personal days are all included

***Interested candidates must send the cover letter and resume to: [n.thompson@brunel.net](mailto:n.thompson@brunel.net)***

**Application deadline: April 24<sup>th</sup>, 2023.**

*The Students' Association of Bow Valley College is committed to establishing and sustaining a positive, supportive, and healthy working and learning environment within our diverse College community. Actions of all our staff and volunteers are expected to exemplify our guiding values of Integrity, Excellence, Concern for People, Respect for Diversity, Accountability, Teamwork, and Trust.*