



# JOB DESCRIPTION

<b>Job Title:</b>	<b>HSF Director (One Per Recognized Academic School of Study)</b>
<b>Term of Office:</b>	May 1 to April 30
<b>Reports to:</b>	HSF General Membership specific to the Directors School of Study
<b>Hours of Work:</b>	No Specific Hours

## **General Scope of Duties**

The primary role of the HSF Director is to facilitate communication between the Humber Students' Federation and the respective Program Representatives of which the Director is affiliated. Directors must be approachable and accessible to all students of the school of which the Director belongs. In addition to the HSF Executive positions, HSF Directors are the members of the HSF Board of Directors. In this capacity, the Board of Directors provides the governance framework of which the HSF management is ultimately accountable to.

## **Major Duties and Responsibilities**

The major responsibilities of HSF Directors are:

1. To safeguard and promote the welfare and interests of the Members, whether intellectual, cultural, social, recreational or otherwise in accordance with the HSF Constitution and the Policy and Procedure manual of HSF, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status, the receipt of public assistance or the record of offences, as defined in the Ontario Human Rights Code;
2. To initiate, sponsor, direct, and provide facilities for services, activities, clubs and associations in which interests of the Members are served;
3. To maintain communications with the student body, faculty, administrators, and staff of the respective school in which they attend;
4. To represent Members in matters affecting their common interests;
5. To encourage and promote cooperation and communications between the schools and campuses of Humber College;
6. To create Policy and Procedures according to the spirit and direction established by the HSF Constitution;
7. Be responsible, approachable, and accessible to all the Members – specifically those associated with the school in which the HSF Director is enrolled;
8. To follow commonly accepted guidelines as outlined in the Policy and Procedures of HSF; and
9. To facilitate and organize Program Representative meetings that are to be held a minimum of twice per term.

For further information regarding the role of the school HSF Director, please refer to the HSF Constitution – specifically articles fourteen (14) through eighteen (18) inclusive.