



# JOB DESCRIPTION

<b>Job Title:</b>	<b>Program Representative</b>
<b>Term of Office:</b>	May 1 to April 30
<b>Reports to:</b>	HSF General Membership specific to the Representatives Program of Study
<b>Hours of Work:</b>	No Specific Hours

## General Scope of Duties

The primary role of the HSF Program Representative is to facilitate communication between the Humber Students' Federation and the members of the program of study from which the Representative has been elected. Representatives must be approachable and accessible to all students of the program of which the Representative belongs. Representatives are also accountable to their respective school HSF Director.

## Major Duties and Responsibilities

The major responsibilities of the Representative are:

1. To stay appraised of HSF initiatives and events in order to inform students of the Representatives' program of such initiatives and events;
2. To attend the school specific meeting to elect (or appoint) a Director for the school from which the Representative is affiliated with;
3. To attend and participate at the school specific meetings that are facilitated and organized by each school's respective Director;
4. To attend and participate at the Biannual General Meeting of the Members that is held during the Fall and Winter semester and to encourage your student constituents to do the same; and
5. To attend and participate at any Special Meetings of the Members called during your term of office by the HSF Board of Directors.

For further information regarding the role of Representative, please refer to the HSF Constitution – specifically articles eight (8) through thirteen (13) inclusive.