



Humber Students' Federation

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General Scope of Duties: Vice-President Administration

The Vice President Administration is responsible for facilitating student inquiries and concerns related to their experience at Humber. The Vice-President Administration is responsible for facilitating the relationship between the HSF and the college administration. He/she is responsible to provide leadership toward excellence and the achievement of the goals of HSF.

Major Duties and Responsibilities

Category	Specifics
Administrative Role	<ul style="list-style-type: none"> ➤ Assist in the oversight of the daily operations within the Services department (as required): <ul style="list-style-type: none"> • meet the needs of food bank clients/applicants • spearhead the volunteer program • be aware of administrative duties and services offered ➤ Participate in the Services Standard Committee ➤ Participate as a voting member of the Board of Directors in planning, setting and executing the overall objectives and policies of the HSF. ➤ Set the following year HSF budget in conjunction with the HSF Executive Committee and Executive Director ➤ Verbal reports to the HSF Board at every meeting to report on activities ➤ As a member of the Governance Review Committee, ensures that all aspects of the Constitution are adhered to and reports to Executive Committee on all developments ➤ Uphold the mission statement and goals of the organization as outlined in the Constitution
Communications & Representation Function	<ul style="list-style-type: none"> ➤ Interactions with various members of the College community ➤ Acts as a voting member of the following HSF committees and boards, including (but not limited to): <ul style="list-style-type: none"> • Board of Directors • Executive Committee • Elections Appeal Committee • Governance Review Committee • Food Planning Committee • Bookstore Advisory Committee ➤ Acts as a member of the Fee Protocol Committee and is responsible to ensure that the terms of the agreement are being upheld by reviewing fee trends, past developments and the impact of changes in fees as it relates to students ➤ Acts as a member of Academic Council and is responsible to ensure that student issues are heard by the Council and updates are made to the Board of Directors in a timely matter ➤ Must be visible at various events during the year, including (but not limited to) Orientation, Frosh Week, Convocation, General HSF Meetings and other community events