



Humber Students' Federation

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General Scope of Duties: Vice-President of Campus Life

HSF Vice President Campus Life plays an integral role in the programming team. Predominately, this role assists in the planning and implementation of events and activities. Key responsibilities are focused on orientation/frosh periods and regularly scheduled events at the Vice-President's respective campus location. Events held in the evening, intended for participation by all students, require both Vice Presidents to be involved.

Major Duties and Responsibilities

Category	Specifics
Administrative Role	<ul style="list-style-type: none"> ➤ Set and approve the following year HSF budget in conjunction with the HSF Executive Committee and Executive Director ➤ Participate in the Campus Clubs and Associations' Committee ➤ Participate as a voting member of the Board of Directors in planning, setting and executing the overall objectives and policies of the HSF ➤ Verbal reports to the HSF Board at every meeting to report on activities ➤ Uphold the mission statement and goals of the organization as outlined in the Constitution ➤ Develops events schedule during the summer by actively participating with the programming committee ➤ Advises Programming Director and Programming Coordinator of trends and interests of the students in order to develop social and awareness events ➤ Assists in the development of the campus clubs and associations by promoting applications and planning clubs fairs ➤ Assists clubs with budgets and completion of packages as requested ➤ Communicates policies and procedures to clubs as required ➤ Proposes programs for enhanced campus life experience
Communications & Representation Functions	<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 ➤ Acts as a member of the LinX Advisory Board and is responsible to ensure that the terms of the agreement are being upheld by attending meetings, reviewing operating budgets and effective service is being provided to the students