



POLICY TYPE: **Job Description**  
POLICY TITLE: **Vice President Internal**  
APPROVED: **March 22, 2010**

**3.2.2**

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall assume the duties of the President in their absence.
6. Shall attend weekly meetings with the Vice-President External, President and Executive Director, meetings are arranged by the President.
7. Shall assist the membership with problems which involve academics or college administration. The Vice-President Internal is responsible for building a resource file containing literature on the academic issues and services provided at the college. They must also become familiar with the procedures for filing a formal complaint, whether it is against an instructor, department, student or staff.
8. Shall become a member of, or appoint a designate to become a member of any committee dealing with academic concerns. These committees include the Information Technology Fee Committee, Bookstore Advisory Committee, and the College Services Fee Committee.
9. Shall be responsible for monitoring the activity of the SUCCI Board of Directors' Senators. This includes our Student Representation System, Senators' contact with Deans, booking of meeting spaces, arranging bi-weekly common meetings with the Senators and other activity throughout the College.
10. Shall maintain regular communication with all Senators, including holding a brief monthly meeting with each Senator to go over their performance and offer feedback.
11. Shall monitor the faculty evaluation and program evaluation process.
12. Shall monitor all aspects of the financial position of the corporation in consultation with the Executive Director and the President. This person shall sign all purchase orders of the corporation.



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13. Shall be a signing authority in accordance with the authorized signing authority of the Board.
14. Shall participate on the SUCCI Budget Committee.
15. Shall administer in conjunction with the VP External an evaluation of the President from the Board of Directors.
16. Shall submit a written report (as per Conference Report Policy) on the conference attended and benefits to SUCCI.
17. This position will require a minimum of six hours per week of scheduled office hours during the academic year beyond board meetings and conferences. Office hours must be between the hours of 8:00 a.m. and 5:00 p.m. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.
18. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
  - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.