



POLICY TYPE: **Job Description**  
POLICY TITLE: **Director of Communications**  
APPROVED: **January 10, 2011**

3.4

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 be responsible for the recruitment of student staff to assist with production of the SUCCI Newsletter and will sit as a member of the hiring committee to recruit newsletter staff.
6. Shall assume the role of Editor/Publication Manager and generate interest with students to submit articles and material for the newsletter.
7. Shall oversee the publication of a bi-weekly newsletter in consultation with students interested in working on a newsletter for the student body. Responsibilities include proof reading before submitting for print, encouraging student participation in submitting content, as well as, sitting on all hiring committees which relate to the newsletter.
8. Shall be responsible for ensuring that the SUCCI Newsletter is following the guidelines written in the Constitution, SUCCI Policies & Procedures, It's About Respect and the Charter of Student Rights & Responsibilities.
9. Shall work closely with the Administrator, Marketing & Office to ensure proper SUCCI communication.
10. Shall be available to students in the SUCCI Office for a minimum of four (4) hours per week. 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.
11. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
12. 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.