



POLICY TYPE: **Job Description**  
POLICY TITLE: **Director of Athletics**  
APPROVED: **April 4th, 2011**

**3.3**

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 work in conjunction with the Fitness Centre Manager and Campus Recreation Administrator (SUCCI) to facilitate SUCCI's Campus Recreation and Varsity Athletics Program.
6. Shall help in the preparation of the Campus Recreation and Varsity Athletics Budget.
7. Shall be responsible for encouraging student involvement in all aspects of the Campus Recreation and Varsity Athletics Programs including team representatives and volunteers.
8. Shall preside as President on the Campus Recreation Leadership Council.
9. Shall sit on any committees pertaining to the Campus Recreation and Varsity Athletics.
10. Shall sit as a member of the Fitness Centre User Committee and assist in the recruitment of 3 additional student users for the committee.
11. 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.
12. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
13. Shall hang/take down posters to promote Campus Recreation and Varsity Athletics in all campus buildings.
14. Shall submit updates to Administrator, Marketing and Office of current team standings and Campus Recreation & Varsity Athletics news for the SUCCI Website.



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15. Shall be encouraged to submit regular articles to the Student Newspaper on activities and events relevant to your specific area of responsibility.
16. Shall attend and assist with the planning of the campus recreation and varsity athletic banquet in conjunction with the fitness centre manager and campus recreation administrator.
17. Shall be required to attend a minimum of 2 varsity athletic and/or campus recreation events/activities per month.
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.