

# SFSS Board Organizer

## **JOB SUMMARY**

The Board Organizer provides high level support to the Simon Fraser Student Society and at the direction of the President, the Executive Committee and the Board of Directors helps lead strategic planning and development of Society campaigns. In addition, the Board Organizer will advise on policy, maintain effective oversight of Board committees, meetings, minutes and outcomes, guide the coordination of yearly work plans, and manage the smooth delivery of services to the membership of the Student Society.

## **REPORTING STRUCTURE**

- Directly reports to the President
- Reports to the Executive Committee
- Reports to the Board of Directors

## **DUTIES AND RESPONSIBILITIES**

### **Board Governance and Strategic Support**

- In conjunction with the President and the various Board committees, work with staff to ensure:
  - all relevant directives are identified and followed upon
  - coordination of the services, events, and campaigns of the student society
  - support for the Executive in all aspects of Board stewardship
- Act as a resource to the Board, in order to support organizing efforts such as campaigns aligned with student engagement and coalition building
- Ensure that the Executives are prepared and in possession of materials and information required for meetings, conferences and other scheduled events
- Foster an effective team dynamic between the Executive Committee, the Board of Directors and the Operations Organizer; facilitate strong relationship building amongst Executive Committee members and amongst Board members.
- Serve as a liaison to internal departments, SFU departments and key personnel and external parties
- Maintain a complex master calendar of activities and events for the Executive. Arrange meetings, visits, appointments, travel arrangements, logistics coordination and itinerary preparation
- Ensure institutional memory and reasoning for past board decisions are communicated effectively with new Boards in a transparent manner
- Provide transitional support between Boards and maintain contacts for Board development sessions and contact persons for each orientation and legal advice are up to date between Boards

### **Meeting Preparation and Coordination**

- Assist with scheduling meetings of the Board members with University and external stakeholders, and senior staff, providing support as needed
- Assist the Executive in preparing for meetings of the Board of Directors, including creating informational materials for board members upon request

- Help coordinate the logistics of the Annual General Meeting and other events as directed by the Board or the Executive Committee

#### **General Administration and Interoffice Coordination**

- Assist with the organizational tracking of the strategic plan and Board yearly plans in collaboration with the Executives and society staff
- Prioritize and plan work, consistently meet deadlines and develop realistic action plans that support goals and objectives
- Take initiative to identify problems and issues and seek solutions proactively
- Support the Staff Liaison Officers with input on staff relations issues including probationary and performance reviews, disciplinary actions and grievances

#### **Required Qualifications**

- Bachelor's degree, and relevant progressive experience
- 2+ years of work experience in the student union or labour union environment, or in related youth-led organizations in a related position with progressive responsibilities
- Experience building campaigns and strategizing tactics to advocate on behalf of an organization and its members
- Familiarity with the BC Societies Act and the University Act
- Demonstrable experience in the areas of equity, diversity, inclusion and social justice, including anti-oppression and anti-racism work
- Demonstrated ability to adhere to a strong code of ethics
- Able to handle confidential matters with the highest degree of discretion, professional demeanor, accuracy, attention to detail and tact

#### **Desired Qualifications**

- 4+ years of work experience as union-excluded staff for a Student Society or Student Union
- Strong understanding of university governance, and issues related to advanced education and the student issues, and relevant legislation such as the BC Societies Act and the University Act
- Experience and demonstrated success in initiating, operating, and managing social advocacy campaigns
- Excellent organizational abilities, able to prioritize multiple tasks, strong attention to detail
- Previous experience negotiating and managing contracts

#### **Working Conditions**

- Working over the weekend and evenings may be required from time to time
- May be expected to work remotely

The SFSS is committed to recruiting, nominating and supporting skilled candidates that have a commitment to equity and justice, and we encourage applications from women, Black, Indigenous, and racialized communities, persons with disabilities and members of LGBTQ+, cultural, religious and linguistic communities.

We offer a competitive compensation package with a range of: \$65,000 - \$75,000 annually, along with an extensive benefits package.

To view the full job description, [click here](#).