



## POLICIES AND PROCEDURES

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> DIRECTOR-AT-LARGE PROTOCOL	<b>POLICY NUMBER:</b> BD-015

### **POLICY STATEMENT:**

THE BOARD RECOGNIZES IT IS IMPORTANT THAT THE DIRECTOR-AT-LARGE PROPERLY HAVE HER/HIS DUTIES, EXPECTATIONS AND REMUNERATION OULINED.

**PURPOSE:** TO OUTLINE THE EXPECTATIONS, REMUNERATION AND DUTIES OF THE STUDENT CENTRE DIRECTOR-AT-LARGE.

### **A. DUTIES:**

The Director-At-Large shall:

1. Attend all meetings of the Board of Directors (BoD).
2. Attend all meetings of the Executive Committee.
3. Act in co-ordination with the Executive Committee to host an annual event open to the YORK UNIVERSITY STUDENT CENTRE's user groups for the purpose of enabling user input and to provide responses to concerns.
4. Perform other duties from time to time as prescribed by the BoD.

### **B. EXPECTATIONS:**

The Director-At-Large is expected to:

1. Be available to the various York constituencies.
2. Respond to Student queries, complaints, and communications.
3. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that s/he is invited to.
4. Keep and update an organized binder.
5. Prepare an adequate transition for the incoming Director-At-Large.

### **C. REMUNERATION:**

The Director-At-Large:

1. Will be entitled to an honorarium of \$500.00 per fiscal year.
2. Will have the means in which s/he can fulfil their duties and expectations provided by the YORK UNIVERSITY STUDENT CENTRE, within reason.
3. Will complete an honorarium form to be approved by the Board

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes
<b>Relevant Forms:</b>	N/A

<b>Board Approval Date:</b>	25 October 2000
<b>Review Dates:</b>	Annual
<b>Revised Date(s):</b>	29 April 2013