



acadsa
ACAD STUDENTS' ASSOCIATION

2.1.1 Director of Advocacy & Representation

Position Profile

The Director of Advocacy & Representation serves as the official advocate for student concerns in all areas of institutional academic affairs.

Key Areas of Focus

- Advocacy
- Institutional Development
- Student Voice
- Governance
- Campus Engagement

Primary Objectives

The Director of Advocacy & Representation contributes to the organization by fulfilling the following objectives:

1. Representing the student voice in areas of academic concerns
2. Ensuring that all student voting members are well-informed of impact and context when voting on arising issues
3. Informing the membership and SLC of the impact and context for institutional change

Responsibilities of the Position

The Director of Advocacy & Representation is directly responsible for carrying out the following tasks:

1. **Representing ACADSA membership in official ACAD committees and working groups**
 - a. Ensures that they are well-informed of any business being conducted in the college by reading minutes and reports including in agenda packages ahead of all committee meetings
 - b. Takes note of any items that would require additional discussion and input and connects with appropriate persons prior to voting on important issues
 - c. Prepares summarized reports on all committees attended for SLC to review
 - d. Is a voting student representative on the following Committees:
 - i. Academic Council
 - ii. Budget Task Force
 - iii. Academic Planning Group

- iv. Grade appeals
- v. Academic and Non-Academic Misconducts
- e. Facilitates the Academic Council Student Caucus and ensures all members of the caucus are well informed and prepared for upcoming Council meetings

2. Engaging with stakeholders from all departments of the college to communicate institutional changes

- a. Connect with SLC representatives to ensure a diverse array of perspectives are given on issues arising
- b. Maintain effective communication with ACADFA and its members as appropriate
- c. Maintain effective communication with appropriate members of Cabinet and Academic administration
- d. Ensure that membership is informed of both context and potential impact on issues regarding institutional change as related to academic affairs
- e. Research issue-related concerns of the membership and present items for discussion and/or recommendation to the SLC in areas of academic affairs including but not limited to:
 - i. Curriculum Development
 - ii. Timetable Structure
 - iii. Studio Access
 - iv. Academic Policy and Procedures
 - v. Course Registration
- f. Communicate to membership on their rights as a student of ACAD

3. Development and Implementation of Strategic Plan

- a. Participates in goal setting initiatives that support the positional, professional, and personal growth of the Executive Committee
- b. Works with the Executive Committee and General Manager to prepare documents that support the Strategic Plan
- c. Ensures that the student voice is adequately represented in the Strategic Planning process