



**acadsa**  
ACAD STUDENTS' ASSOCIATION

## 2.1.2 Director of Cultural & Community Affairs

### Position Profile

The Director of Cultural & Community Affairs develops the culture of the ACAD community by advocating for quality student experience and encourages student engagement with campus programming initiatives.

### Key Areas of Focus

- Communications
- Internal Relationships
- Student Experience
- Event Planning

### Primary Objectives

The Director of Cultural & Community Affairs contributes to the organization by fulfilling the following objectives:

1. Representing the student voice on areas of student experience
2. Developing the culture and community on the ACAD campus
3. Builds a transparent relationship between the Association and its members by ensuring ACADSA activities, updates, progress, and initiatives are accurately communicated

### Responsibilities of the Position

The Director of Cultural & Community Affairs is directly responsible for carrying out the following tasks:

1. **Representing the student voice on areas of student experience**
  - a. Acts as the student representative on the following committees:
    - i. ACAD Health + Safety
    - ii. Wellness Taskforce
    - iii. IKG Advisory Panel
    - iv. Academic Planning Group
    - v. Academic Council
  - b. Facilitates the ACADSA Events Committee
  - c. Meets on a regular basis with the members of ACAD administration such as but not limited to:
    - i. Associate Vice-President Registrar + Student Affairs

- ii. Director of Continuing Education
- iii. Director of Facilities and Ancillary Services
- iv. Aboriginal Liaison

**2. Ensure that the work of the SLC and Executive Committee is communicated to the student body**

- a. Ensures that all members of the ACADSA team submit content to be included in publications and marketing materials distributed by ACADSA
- b. Determines the criteria for content on any publications distributed by ACADSA
- c. Works with the Communications team to ensure that content is edited and formatted appropriately to reflect the ACADSA brand

**3. Steward proactive relationships between various areas of the school**

- a. Acts as the representative of the Association during the development of any agreements between ACADSA and other areas of the college
- b. Research issue-related concerns of the membership and present items for discussion and/or recommendation to the SLC in areas of non-academic student experience including but not limited to:
  - i. Facilities
  - ii. Accessibility
  - iii. Health & Wellness
  - iv. Diversity & Equity
  - v. Community engagement
  - vi. Cultural Development
- c. Facilitate opportunities for students to be informed of issues that impact student experience and engage in critical dialogue surrounding such issues

**4. 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