

Director, Student Administrative Council – Position Expectations

POSITION: Director, Student Administrative Council (S.A.C.)

TERM: May 2026 to April 2027. The Director ceases to hold office should they no longer meet the eligibility requirements.

OVERVIEW:

The Student Administrative Council (S.A.C.) acts as the FSU Board of Directors and supervises the management of the affairs of the Fanshawe Student Union (FSU). The S.A.C. is responsible for the implementation and enforcement of the policies and procedures that govern the corporate and operational affairs of the FSU.

The Board has oversight over the following:

- Reviewing, becoming familiar with, and understanding the existing strategic direction and directives of the FSU; amending the direction and/or directives when necessary; and ensuring that responsibility for the fulfillment of such strategic direction and directives is clearly delegated.
- Implementing policies and procedures that clearly articulate the roles of the S.A.C, the Members, the Officers, the FSU President, and the Executive Director; ensuring that such policies and procedures are followed; and conducting regular reviews and, when necessary, amendments to such policies and procedures.
- Receiving, considering, and acting upon or providing further directions on all matters referred to it by the FSU President or Executive Director, or by any Member, including evaluating the FSU President and Executive Director and their fulfillment of the strategic direction and directives set by the FSU Board.

ELIGIBILITY:

Individuals running for the position of FSU Director are required to abide by the [FSU Elections Policy](#), including meeting with the Sr Advocacy & Governance Coordinator and attending or sending a representative to the All-Candidates Meeting.

Applicants are encouraged to review and complete the [FSU Leadership Modules](#) on the FSU website to learn more about this role and the FSU. Completion of the FSU Leadership Modules will be mandatory for all candidates upon nomination.

The following individuals are **eligible to hold office** as an FSU Director subject to [FSU By-Law No. 1](#) and the [FSU Elections Policy](#):

- Anyone who has not been found under the Substitute Decisions Act or under the Mental Health Act to be incapable of managing property.
- Anyone who has not been found to be incapable by any court in Canada or elsewhere.
- Anyone who does not have the status of bankrupt.
- Anyone who is a current member (a current full-time student of Fanshawe College who is actively progressing in their Program, as determined by the Office of the Registrar);
- Anyone who carried at least a 2.5 grade point average (GPA) during the full-time academic semester immediately prior to the commencement of office, if the GPA for such semester has been determined by the time of the commencement of office.

- Anyone who, in the academic semester prior to commencement of office, was in a full-time program that consisted of no less than four (4) credit courses and received a passing grade in all the credit courses, if the grades for such courses have been determined by the time of commencement of office.
- Anyone who is enrolled as full-time postsecondary student at Fanshawe College for at least two (2) out of three (3) upcoming semesters, with one of the semesters being in the Winter term.
- Anyone who has not been removed as a member for violating any Articles, By-Laws, or written policies of the FSU and/or for any other reason that the FSU Board considers to be reasonable regarding the purpose, mission, vision, and values of the FSU.
- Anyone who has not previously served as an FSU Director and was removed or resigned from such a position.
- Anyone who does not hold a seat on the Fanshawe College Board of Governors during their tenure as a FSU Director.
- Anyone who is an employee of the FSU and is prepared to resign from such a position if elected.
- The Chief Returning Officer (CRO) reserves the right to review the eligibility of any candidate who has previously been employed by the FSU and was subject to disciplinary action and/or removal from their position. Based on the nature and severity of the offense, and in consultation with the Director of People and Culture, the CRO may determine the candidate to be ineligible to run in the election. Any review will be conducted fairly, confidentially, and in accordance with the Elections Policy and FSU By-Law.
- The CRO reserves the right to review the academic probation or disciplinary status at Fanshawe, if relevant, through Campus Security for any Fanshawe College Code of Conduct policy violation.

EXPECTATIONS:

FSU Directors will **demonstrate the following skills** in completing their duties:

- **Representation:** Ability to act honestly and in good faith to serve the best interests of the FSU while addressing key issues affecting students (e.g., mental health, academic policy). FSU Directors represent the **collective interests of the membership as a whole**, rather than individual students or specific constituencies.
- **Critical Thinking:** Possesses strong analytical abilities and a willingness to ask probing, relevant questions to support informed decision-making (e.g., reviewing policy reports, strategic plans, and board recommendations).
- **Professionalism:** Demonstrates a high level of professionalism, ethical conduct, and the ability to make thoughtful, independent decisions in the best interest of the student body.
- **Collaboration:** Ability to work effectively as part of a diverse board team, contributing to respectful dialogue, consensus-building, and collective decision-making.
- **Communication:** Strong written and verbal communication skills, with the ability to engage with stakeholders, read and interpret reports, and contribute to board discussions.
- **Financial and Legal Literacy:** Demonstrates basic financial and legal literacy or willingness to acquire these skills.
- **Confidentiality:** Understands the importance of confidentiality and demonstrates the ability to handle sensitive information with discretion.
- **Honesty:** Understands how to identify, disclose, and appropriately manage real or perceived conflicts of interest in accordance with board policy and legal obligations.

- **Governance:** Understands the distinction between governance (strategic oversight) and operations (day-to-day management) and recognizes that FSU Directors typically do not perform operational tasks.
- **Professional Development:** Willingness to engage in ongoing learning about corporate governance, the FSU's structure, bylaws, policies, and relevant provincial legislation (e.g., Ontario Not-for-Profit Corporations Act).

Roles and Responsibilities:

- Act in a responsible and ethical manner in conducting the affairs of the S.A.C. Board.
- Review, become familiar with, and understand the existing strategic direction, and directives of the FSU; amending the direction and/or directives when necessary; and ensuring that responsibility for the fulfillment of such strategic direction and directives is clearly delegated to the President and the Executive Director.
- Implement governance policies and procedures that clearly articulate the roles of the S.A.C., the Members, the Officers, the FSU President, and the Executive Director; ensuring that such policies and procedures are followed; and conducting regular reviews and, when necessary, amendments to such policies and procedures.
- Receive, consider, and act upon or provide further direction on all matters referred to it by the President or Executive Director, or by any Member of the FSU, including monitoring and evaluating the President and Executive Director and their fulfillment of the strategic direction and directives set by the S.A.C.
- Participate in and lead S.A.C. committees.
- Ensure stewardship of resources and assets.
- Maintain organization's reputation to preserve student and public trust.
- Steer the FSU towards its mission and help guide the strategic planning process.
- Ensure transparency through communication with students as Members and stakeholders.
- Directors must support and communicate FSU Board decisions as a unified body, regardless of how individual members voted. Once a decision is passed, FSU Directors speak with one voice to students, staff, and stakeholders.

TIME COMMITMENT:

- FSU Directors will be required to attend transition-related meetings/events prior to taking office.
- Elected FSU Directors will take office on May 1, 2026 and must be available for FSU Board training and meetings in London, Ont. during the Summer, Fall and Winter academic semesters.
- FSU Directors will attend a minimum of four (4) meetings of the S.A.C in each term, typically meetings 2-4 hours, including preparation.
- FSU Directors will attend and participate in one (1) or more FSU committees, with varying time commitments, typically 1-4 hours each month.
- FSU Directors can represent themselves as an FSU Board Member and engage with students at various student events and activities.
- FSU Directors will attend urgent board meetings, as deemed necessary by the Chair of the S.A.C.
- FSU Directors' attendance may occasionally be required at internal and external events, learning experiences, and representation opportunities.
- FSU Directors must attend the Annual Members Meeting, typically a 2-4-hour time commitment for each meeting.



**The FSU makes every effort to accommodate FSU Directors' academic calendars and work schedules when determining board meetings times; however, complete alignment cannot be guaranteed.*

REMUNERATION:

This is a volunteer position. FSU Directors will receive an honorarium in accordance with the FSU Board approved Honorarium Policy, contingent upon meeting established attendance, engagement, and participation requirements. FSU will cover the cost of required training and any other expenses incurred in the fulfillment of FSU Director duties.

The FSU is committed to fostering a diverse and inclusive environment. We value and respect individual differences and strive to create a workplace where everyone's talents and strengths are recognized and supported.

Date of Next Review	January 2027
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