

Director, Student Administrative Council – Position Description

Fanshawe Student Union (FSU)

POSITION: Director, Student Administrative Council at Fanshawe Student Union

REMUNERATION: This is a volunteer position. Directors will receive an honorarium based on attendance and participation at Board meetings, as well as through engagement opportunities. FSU will cover the cost of training and other expenses incurred while completing duties as a director.

TERM: November 2026 to April 2027. Directors cease to hold office should they no longer meet the eligibility requirements.

***Applicants are encouraged to review the [Leadership Modules](#) on the FSU website to learn more about this role and the FSU.**

OVERVIEW:

The Student Administrative Council (SAC) acts as a Board of Directors and supervises the management of the affairs of the Fanshawe Student Union (FSU). The SAC 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 SAC, the Members, the Officers, the 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 President or Executive Director, or by any Member, including evaluating the President and Executive Director and their fulfillment of the strategic direction and directives set by the Board.

INELIGIBILITY:

The following individuals are **not eligible to hold office** as a Director:

1. Anyone who has been found under the Substitute Decisions Act or under the Mental Health Act to be incapable of managing property.
2. Anyone who has been found to be incapable by any court in Canada or elsewhere.
3. Anyone who has the status of bankrupt.
4. Anyone who is not a member (a current full-time student of Fanshawe College in the Fall 2026 and Winter 2027 semesters);
5. Anyone who, in the full-time academic semester immediately preceding the commencement of office, failed to achieve a minimum cumulative GPA of 2.5, where the student's program consisted of four (4) or more credit courses and the grades have been determined prior to the commencement of office.
6. Anyone who, in the full-time academic semester immediately preceding the commencement of office, was enrolled in a program consisting of fewer than four (4) credit courses, including co-op or other pass/fail-based academic terms, and failed to achieve a passing grade in all required courses, where the final grades have been determined prior to the commencement of office.
7. Anyone who is an employee of the Student Union and is not prepared to resign from such a position if elected.
8. Anyone who has 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 Board considers to be reasonable regarding the purpose, mission, vision, and values of the FSU.
9. Anyone who previously served as a Director and resigned from such position pursuant to Section 5.5, was removed from such position pursuant to Section 5.6, and/or vacated such position pursuant to Section 5.4 as a result of becoming disqualified under Section 5.2(c) of the By-Law.
10. Anyone who has been terminated for cause from employment with the Student Union.
11. Anyone who is serving concurrently as the student governor on the Fanshawe College Board of Governors.

QUALIFICATIONS:

Individuals selected as Director should have the following:

1. **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).
2. **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).
3. **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.

4. **Collaboration:** Ability to work effectively as part of a diverse board team, contributing to respectful dialogue, consensus-building, and collective decision-making.
5. **Communication:** Strong written and verbal communication skills, with the ability to engage with stakeholders, read and interpret reports, and contribute to board discussions.
6. **Financial and Legal Literacy** (or willingness to learn): Interest in learning how to interpret and analyze written and oral reports including analyzing detailed financial and legal information.
7. **Confidentiality:** Understands the importance of confidentiality and demonstrates the ability to handle sensitive information with discretion.
8. **Honesty:** Understands how to identify, disclose, and appropriately manage real or perceived conflicts of interest in accordance with board policy and legal obligations.
9. **Governance:** Understands the distinction between governance (strategic oversight) and operations (day-to-day management) and respects the roles of staff and executive leadership.
10. **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).
11. **Education:** The selected candidate must be enrolled for at least two (2) out of three (3) upcoming semesters, with one of the semesters being in the Winter term.

TIME COMMITMENT:

- Attend a minimum of four (4) meetings of the SAC in each academic, typically meetings are 2-4 hours.
- Attend and participate in one or more SAC committees, with varying time commitments, typically 1-4 hours each month.
- Attend unscheduled/urgent meetings, as deemed necessary by the Chair of the SAC.
- Occasional attendance at special events and learning opportunities.
- Attend the Annual Members Meeting in the Winter semester, typically a 2-4-hour time commitment for each meeting.
- Attend board training provided in November 2026.

SELECTION:

All applications will be reviewed by the Fanshawe Student Union (FSU). Shortlisted candidates will be invited to participate in an interview with current SAC Directors and the FSU Director of People & Culture.

Final selections will be presented to Council for ratification in November 2026.

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.