



Student Volunteer Opportunity

Job Title:	DCAA Student Representative
Position Type:	Volunteer (no remuneration)
Positions Available:	1
Organization:	Durham College Alumni Association (DCAA), Board of Directors
Term of Office:	November 2023- May 2024
Reporting To:	Chair, DCAA Board of Directors
Estimated Time Commitment:	4-5 meetings/year (1-hour approx.) 1 Annual General Meeting (1-hour approx.) DCAA events scheduled throughout the year (optional)
Primary Location:	Main Campus – Oshawa/Microsoft Teams or at event

The Durham College Alumni Association (DCAA) is a diverse global network of DC alumni that supports and encourages its members to stay connected by inspiring collaboration, engagement, giving and a commitment to success for future generations. The DCAA mission is “Bringing the Durham College Community Together”.

The DCAA Board of Directors plays a crucial role in strengthening connections with Durham College alumni and students offering them valuable services and resources.

The DCAA is looking for a Student Representative to join its Board of Directors, representing Durham College students. This is an exciting volunteer opportunity that will provide the student with experience and networking opportunities that stand to benefit them post-graduation.

The Student Representative will provide leadership, offer insight and represent the Durham College student body on the DCAA Board of Directors. The Student Representative is an ex-officio non-voting member.

The role of the Student Representative of the Board of Directors is to respect the diversity of students’ points of view in order to express a position that will be in keeping with the best interests of all Durham College students.

Responsibilities:

In conjunction with all members of the DCAA Board of Directors:

- Act as an ambassador for Durham College and the DCAA
- Represent the interest of the members of the DCAA
- Attend Board meetings, review materials and be prepared to discuss agenda items to arrive at the best possible outcome for Durham College alumni and students
- Attend the DCAA Annual General Meeting
- Contribute to and assist in the successful implementation of the DCAA Strategic Plan
- Attend DCAA events organized by the Office of Development and Alumni Affairs, when possible

Skills and Qualifications:

- The Student Representative must be enrolled full-time at Durham College and be in good academic standing (GPA 2.0 or higher)
- Strong leadership, communication and listening skills
- Demonstrated ability to work in a team environment

Mandatory Requirements:

All members of the DCAA Board of Directors are expected to consistently prepare for, attend and participate in meetings and make best efforts to attend Alumni events to represent the DCAA.

Members of the Board of Directors must also:

- Be committed to and promote the mission of the DCAA
- Act in a manner consistent with the mission and vision of the DCAA
- Accept responsibility to work as a productive, cooperating member of the DCAA Board of Directors
- Maintain confidentiality as determined by the Board of Directors
- Support in a positive manner all actions taken by the Board of Directors
- Promote alumni benefits/services to future alumni students and help engage them in programs, activities especially designed for students

Application Instructions:

Interested current, full-time students enrolled and actively participating in a Program of Instruction at Durham College are encouraged to submit their cover letter and resume by Friday, October 6, 5:00 pm to sally.hillis@durhamcollege.ca

Candidates will be considered by the DCAA Nominating Committee and the Student Representative will be approved by the Board of Directors as per the process outlined in the DCAA constitution dated September 15, 2021.

All applications from eligible students will be considered on merit, however, preference will be given to candidates who most closely meet the skills and expertise required by the Board. Proof of academic standing (GPA 2.0 or higher) may be required.

For more information about the DCAA and the role of DCAA Board of Directors, please click on this [link](#).