



POSITION DESCRIPTION

POSITION TITLE: President
REPORTS TO: Executive Committee, and ultimately the Board of Directors.
SALARY RANGE: Starting at \$25,000
EDUCATION: Attaining a Post-Secondary Degree
QUALIFICATIONS: Currently enrolled at Nipissing University, as per NUSU By-laws

SUMMARY:

As the Chief Executive Officer (CEO) of the Corporation, and head of the Finance department, the President is primarily focused on the general management and supervision of the Corporation, and act as a main liaison between key members of the University, and the North Bay community to advocate on behalf of the students of Nipissing. The individual, who reports to both the Board of Directors, and the Executive Committee, will be highly determined, and motivated to work in a demanding environment, display strong organizational skills, have exemplary work ethic, have strong interpersonal skills, and exceptional time management qualities.

The individual will also act with professionalism, and will strive to achieve the following:

- Act in the best interests, and in accordance to by-laws, policies, procedures, Vision, and Mission of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors, and Executive Committee;
- Develop suitable departmental goals, both long and short term;
- Maintain proper financial practices, and be feasibly responsible within the budgetary restrictions;
- Maintain proper office hours;
- Coordinate, monitor, review, enhance, and implement various strategies in order to improve the overall operation of NUSU.

SPECIFIC DUTIES AND RESPONSIBILTIES:

The following is a list of duties and responsibilities that pertains to the role of the President. This includes, but is not limited to:

Supervisory

- Responsible for the overall supervision, and management of the entire organization;
- Ensure that all employees within NUSU are fulfilling their job descriptions;
- Effectively and regularly communicate with members of NUSU.

Collaboration

- Meet regularly with the other Executives, and staff;
- Work with various parties within the University to promote responsible, and feasible financial decisions;
- Openly receive feedback from other members of NUSU, and the Nipissing University community, while creating strong relationships;



- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other task as assigned by the either the Board of Directors, and/or Executive Committee.

Terms of Office

The term for the President is one (1) year, commencing on May 1, and concluding on April 30. The elected individual must complete a minimum of forty (40) hours of shadowing the current President before they commence their term.

When in office, the Vice-President Finance is required to the following:

- During the summer months from May 1 – September 1, complete forty (40) hours of work weekly;
- During the academic school year from September 1 – May 1, complete twenty-five (25) hours of work weekly during the hours of operation (Monday – Friday, 8:30am-4:30pm).

Committee Membership

- Chairperson of the Board of Directors;
- Chairperson of the Executive Committee;
- Any other committee appointed to.