



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, the President is primarily focused on the general management and supervision of the Corporation, and acts 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, 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 RESPONSIBILITIES:

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.

Committee Membership

- Nipissing University Board of Governors
- Chairperson of the Executive Committee;
- Any other committee appointed to.

Communication

The President is responsible for addressing political matters on a municipal, provincial, national and international level that affect the Members or the Corporation, and for transmitting any related information to the Board of Directors, the Executive Committee, the Committees, Clubs, or other student groups, as applicable or appropriate.

The President is responsible for maintaining a line of communication with the Board of Governors, the Nipissing University administration, and faculty.

The President is the primary point of contact and shall be responsible for all relations with municipal, provincial, national, and international student organizations, and shall transmit information relation to the Corporation to these groups as applicable or appropriate, unless decided otherwise by the Executive Committee.

Other

During the absence or inability of any other Executive, either due to a Conflict of Interest or otherwise, the President may exercise the duties and powers of that office.



Terms of Office

The term for the President is one (1) year, commencing on May 1, and concluding on April 30. It is recommended that the elected individual complete a minimum of forty (40) hours of shadowing. This includes meeting with individuals within NUSU and Nipissing University such as, the current Vice-President Governance & Legal Affairs, the Assistant Vice-President Students and other relevant parties before they commence their term. They will also be required to attend any formal training required of them at the start of their term.

When in office, the President is required to complete the following:

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