



POSITION DESCRIPTION

POSITION TITLE: President

REPORTS TO: Executive Committee, and the Board of Directors

SALARY RANGE: Starting at \$26,260

EDUCATION: Attaining a Post-Secondary degree

QUALIFICATIONS: Currently enrolled at Nipissing University as per Nipissing University by-laws. Must be 18 years old at the time of running for this position.

SUMMARY:

As the Chief Executive Officer of the Corporation, the President is primarily focused on the general management and supervision of the Corporation and is the overseer of general governance and legal affairs of the organization. Additionally, the President acts as the primary liaison between prominent members of the University, the Canadian Federation of Students (CFS), government officials at the federal, provincial and municipal level and the North Bay Community to represent and advocate for all the students of Nipissing University. The individual, who reports to both the Board of Directors, and the Executive Committee, shall be highly motivated, have the ability to commit to a cooperative work environment, demonstrate organizational skills, have an exemplary work ethic, and demonstrate to not only have interpersonal skills, but to build connections with others while creating a supportive team atmosphere.

The individual shall also act with a respectful degree of professionalism, and shall strive to achieve the following:

- Act in the best interests, and in accordance with all by-laws, policies, and procedures of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors and Executive Committee;
- Develop suitable departmental goals, both long term and short term;
- Maintain proper financial practices, be feasibly responsible within 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 pertain to the role of President. This includes, but is not limited to:

Supervisory

- Responsible for the overall supervision, and management of the corporation;
- Ensure that all employees within NUSU are fulfilling their job descriptions to the best of their ability;

Collaboration

- Meet regularly with the other Executives, and staff;
- Effectively communicate and inform the rest of NUSU on all related business;
- Develop working relationships with various parties within the University to promote responsible and feasible decisions;
- Openly receive feedback from other members of NUSU, the Nipissing University community, and the broader North Bay community, while establishing and maintaining working relationships;
- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other tasks assigned by either the Board of Directors, and/ or Executive Committee;
- Attend all general meetings with the Canadian Federation of Students (CFS), act as the primary liaison and representative of NUSU, and establish cordial relationships with other universities;
- Be the main contact between the Nipissing University Vice-President, Academic and Research and the student body;
- Responsible for all relations with each level of government;

Governance

- Signing authority of Material agreements as approved by the Board of Directors or the Executive Committee;
- Developing, reviewing, evaluating and implementing various policies;
- Chief Organizer of training the NUSU Board of Directors;;
- Ensure that all employees and volunteers are following the by-laws,

- policies, and proper procedures of NUSU;
- Ensure that the organization complies with all federal, provincial, and municipal legislation.

Terms of Office

The term for President is one (1) year, starting on May 1st, and concludes on April 30th of the following year. The elected individual must complete a mandatory minimum of twenty-five (25) hours of shadowing with the current Executive Committee before they commence their term.

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

- During the summer months from May 1st- September 1st, complete forty (40) hours of work weekly;
- During the academic school year from September 1st- April 30th, complete twenty-five (25) hours of work weekly during the hours of operation (Monday-Friday, 8:30am to 4:30pm).
- Complete a Mandatory twenty five (25) hours of transition training with the incoming executive before May 1st.

Committee Membership

- Nipissing Academic Curriculum
- Nipissing Academic Quality Assurance
- Nipissing Plant and Property
- Nipissing Board of Governors
- Nipissing Academic Senate
- Nipissing Audit & Finance
- Nipissing Community Relations
- NUSU By-Laws Committee
- NUSU Elections Committee
- NUSU Board of Directors
- NUSU Audit & Finance Committee
- NUSU Elections Committee
- NUSU Governance Committee