

## PRESIDENT

### EXECUTIVE COMMITTEE

WORK SCHEDULE: Minimum of 30 hours a week (26 hours at the SUS office within office hours)

COMPENSATION: \$20.02/hr

REPORTING TO: SUS Board of Directors

JOB DESCRIPTION STATUS: Board-ratified on January 26, 2023

### POSITION DESCRIPTION

The President is the head of the Executive Committee and is ultimately responsible for carrying out the strategic goals, orders and resolutions of the Board of Directors. This is a public-facing role, with responsibility as the official SUS spokesperson and for liaising with various local, provincial and national university groups and committees, as well as representatives of municipal, provincial and federal governments. This position must be filled by a current UFV student who will be enrolled in at least one-for-credit course in the Fall and Winter semesters.

Note: this is an intensive and demanding role, which requires complete commitment for the entire term of office, and travel time away from home and classes if necessary. It is strongly recommended not to take more than 1-2 courses per semester.

### QUALIFICATION & ASSETS

An ideal candidate for President will bring experience, passion and skills necessary to adequately represent the student body and meet UFV's and SUS' strategic goals. These qualifications include:

- Knowledge of resources available to UFV students, such as myCampusLife, Co-Curriculum Record, Academic Success Centre, PRLC, Food Bank and other departments and services that aid student wellbeing, engagement and promotes the campus experience at UFV;
- Professional work ethic, exercising good judgement, initiative and a high degree of professionalism;
- Familiarity with SUS and UFV policies and procedures;
- Excellent interpersonal skills including active listening, written and verbal communications, conflict management and the ability to manage diversity across identities, perspectives and behaviours;
- Strong critical thinking and problem-solving skills;
- Ability to adapt to changing goals and environments;
- Willingness to learn and develop professional skills;
- Work both independently and cooperatively as part of a team, and in non-traditional work environments and schedules;
- Consistent work ethic throughout the entire year, and commitment to remaining in the position for the entire year;
- The ability to maintain strict confidentiality, discretionary judgement and act with tact and diplomacy;
- High degree of organization to keep track of a large number of concurrent projects, goals, tasks and documentation;

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- Ability to effectively supervise and manage, assess performance, and provide feedback;
- Experience working in non-profit organizations, including student unions and/or associations, and in particular the Student Union Society.

## RESPONSIBILITIES & DUTIES OF THE PRESIDENT

The President has specific responsibility for a variety of functions, including but not limited to:

- Be the official spokesperson and contact person for the Society, including all SUS events and official functions the Society is invited to;
- Lead their fellow Executives—the Vice President Internal, Vice President External and Vice President Students—and provide guidance and advice;
- Hold weekly meetings with the Executive Director to collaborate and assist in the strategic direction and leadership for the advancement and promotion of the objectives of the Society;
- Chair all Weekly Executive Meetings;
- Coordinate, in general, the activities of the Executive, and fulfill and perform duties as may be required and/or necessary to achieve the objectives of the Society and fulfill its purpose;
- Effectively demonstrate the Executive efforts of the Society communicate with students and the broader public;
- Act as the liaison between the Society and UFV Administration by attending regular meetings with the UFV President, Vice President Students and by providing reports to the UFV Board of Governors;
- Participate in the advocacy campaigns of the Executive.

## GENERAL RESPONSIBILITIES OF THE EXECUTIVE

The President, in conjunction with other Executives, has responsibility for a variety of functions, including but not limited to:

- Represent the interests of students at all times, with specific responsibility for non-academic issues at UFV;
- Uphold the Society's bylaws and other governing documents;
- Ensure adequate student representation in the decision-making processes of UFV;
- Ensure compliance with policy, bylaws and other governing legislation of the Society;
- Develop an Executive Goal Plan in accordance with the SUS Strategic Plan and the approved annual budget and ensure approval from the Board and the completion of all goal plan items;
- Provide a report of monthly activities to the Board at each Board meeting, including all information which may affect the Society's operations or its membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board and membership before leaving office;
- Sit on the Executive Committee and attend all Weekly Executive Meetings;
- Continually review strategic and other Executive plans of the Society and ensure the completion of benchmarks and/or provide updates and revise as appropriate;
- Act as a signatory for the Society on designated official documents, contracts and other matters;
- Stay updated on the goals, concerns and needs of the membership, including educational trends and other matters which may affect the membership in the future;
- Maintain, develop and foster relationships with UFV and other partners in the post-secondary education sector;

- Perform critical analysis of UFV, or other institutions involved in post-secondary education;
- Transition the incoming Executive in accordance with relevant governing policy and procedures;
- Work alongside the Operations team to contribute to the activities and programs of the Society;
- Contribute to support the continuous growth and improvement of the Society.

#### TERM OF EMPLOYMENT

A weekly schedule will be set and agreed upon at the beginning of each semester and within reason, accommodate the Executive's academic schedule.

#### APPLICATION PROCEDURE

This is an elected position. For more information, please visit [www.ufvsus.ca/elections](http://www.ufvsus.ca/elections).