

Job title	<i>President</i>
Reports to	<i>Board of Directors and Executive Committee</i>
Compensation	<i>\$24,097.50 Salary (\$13.50 hourly rate) for 35 hours/wk 51wks</i>
Start Date	<i>May 1st</i>
End Date	<i>April 30st 2018</i>
Apply To:	<i>Submit Candidacy for the Winter Executive Election</i>

Job purpose

The President will be the Chief Executive Officer and the primary signing authority of the Corporation. The President is responsible for overseeing all major organizational decisions; managing all operations and resources of the organization; while ensuring that the organization (TDSA) acts upon its Mission and Mandate in accordance with the organization's By-Laws and Policies.

Duties and responsibilities

1. The President shall be the Chief Executive Officer of the Corporation
 - a. Oversee major organizational decisions
 - b. Manage all operations and resources of the organization
 - i. The creation, maintenance, and implementation of the Trent Durham Student Association's annual and long-term plans
 - ii. The periodical review of the bylaws, policies, and procedure of the Corporation
 - iii. Chairing the Executive Committee, Finance Committee, Membership Issues & Services Committee, jointly chairing TDSA CARES and any other internal (TDSA) committee unless delegated to another member of the Executive Committee;
 - iv. The supervision of the elections committee formation (unless running for reelection), subject to the elections policy;
 - v. Ensuring the Vice-Presidents are fulfilling their responsibilities and reporting to the board any discrepancies.
 - vi. The President shall act in the capacity of a vacant executive director until a replacement has been determined.
 - vii. The President, in consultation with the Executive Committee, shall be responsible for the supervision and evaluation of all hired TDSA employees including but not limited to, the Operations Coordinator; Marketing & Communications Manager; and Advocacy Commissioner

- c. Act as primary liaison between the Board of Directors and the organization
 - i. The President shall be a voting member on the board of directors and shall act as chief spokesperson for the board.
 - ii. The President shall act as Speaker of the board of directors until the board has appointed a Chairperson of the Corporation.
 - iii. Ensure the board is given adequate training in order to conduct business effectively;
 - iv. Handle all incoming requests of the board and maintaining all confidences;
 - v. Ensure the minutes of the organization are available by request to all members of the Corporation.
 - vi. shall act upon the will of the board of directors, subject to a majority vote
2. The President and Operations Coordinator shall supervise the finances of the Corporation.
 - a. Act as the primary signing authority of the Corporation.
 - b. The President, in consultations with the Executive and Finance Committee, and where possible, other directors, shall develop an annual operating budget for the Corporation to submit to the board of directors for approval no later than June 30th.
 - c. The President shall ensure that all expenditures of the organization, under the jurisdiction of the board are authorized and evidenced by proper documentation.
 - d. The President shall supervise the finances of TDSA services and revenue generating commercial services of the Corporation.
 - e. The President shall present financial reports to the membership at the Annual General Meetings and Board Meetings.
 - f. The President shall organize the annual audits to be presented at the Annual General Meetings.
 - g. The President shall prepare and provide incoming executive with a year-end management accounting information and analysis report.
3. The President shall ensure students' views are represented to the university administration, community and municipal, provincial, and federal governments, unless otherwise specified.
4. The President Shall be the official spokesperson and act as a representative to (the President may designate a student-at-large to act as a replacement representative, with priority given to the other Executives):
 - a. Official functions;
 - b. Public occasions;
 - c. The University Senate;
 - d. The Board of Governors;
 - e. The University Administration;
 - f. University Committees (See Appendix for list of University Committees)
5. The President shall oversee the administration of the health and dental plan and report to the board of directors all relevant details of the plan including costs and

coverage. Additionally, the President is responsible for ensuring that students are aware of the health and dental plan.

6. The President shall embody the values of the organization and membership while acting as the figurehead of the organization.
7. The publishing and calling of the agenda for board and annual general meetings;
8. Chairing the Annual General Meetings, unless delegated to another student-at-large;

Qualifications

Qualifications include:

- Current Trent University Durham Student at the time of election
- Strong and articulate communication and writing skills
- Strong math skills; budgetary experience desired
- Strong research skills
- Strong independent worker and capable working cordially with others
- Friendly personality, sociable and approachable
- Leadership experience desired
- Previous experience with TDSA desired
- Require effective and reliable means of transportation for meetings off campus

Working conditions

The President is expected to work 35 hours per week.

The President is expected to attend 3 hour (maximum) monthly Board of Director Meetings

The President will be required to travel to committee meetings held on the Peterborough campus.

The President will be required to attend conferences and other functions outside of their regular hours.

The President is entitled to 4% vacation pay

The President is entitled to 2% of contracted hours in sick time

The President is entitled to 2% of contracted hours in compassion time

The President is entitled to bereavement, maternity leave, and civic duty

The President shall not exceed part-time enrollment during their term

It is recommended that the President enroll in no more than 0.5 credits each semester.

*See Appendix for Academic Commitment details.

Physical requirements

N/A

Direct reports

VPUA, VPCL, Operations Coordinator;

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.