

[GP06] President's Job Description

The President is elected by the Activity Fee-paying students as the individual who personifies the Students' Association. The President is the highest officer of the Corporation and is looked to for leadership from the students and the entire College community.

In addition to the requirements as a Director, the President:

1. Is charged with being the voice of the Board;
2. Is the Chairperson of the Board;
3. Has decision-making authority and is authorized to use any reasonable interpretation of the provisions that fall within the topics covered by the Board policies on Governance Process and Board-CEO Relationship;
4. Has no authority to make decisions about policies created by the Board within ENDS and Executive Limitations policy areas and therefore has no authority to supervise or direct the CEO;
5. Is expected to attend official Algonquin College functions and advocacy related meetings. In the event the President is unavailable, these duties will be delegated to the Board;
6. Is the figurehead of the Corporation and therefore must always conduct themselves with utmost professionalism;
7. Will ensure that Board members have the information they require to perform their jobs;
 - (1) The President must get Board approval to seek billable professional advice.
8. Co-signs and authorizes Board documents and expenses;
 - (1) Officers of the Board are entrusted to be judicious in exercising their duties of care, loyalty, and obedience to the expressed wishes of the Board, as identified in the by-laws and policies, and may refuse to sign any document when in doubt.
 - (2) The President must retain all Director timesheets for a full academic semester, and for a minimum of four months after each semester concludes.

9. Must attend all Students' Association-College Collaborative and College Academic Council meetings;
10. Is the liaison between the Board and the President of the College, and maintains a good rapport with the members of the College community;
11. Will inform the student body of changes to policies and updates on current information about the Students' Association and the Board of Directors in order to maintain good relations and communication with its members;
12. Reports the activities of the Office to the Board;
 - (1) Presents a report on their activities since the last Board meeting.
13. Must ensure consistency and continuity in the transition of Officers;
 - (1) The President and Vice President are jointly responsible for facilitating an Officer Orientation session for their successors before the end of their term that includes:
 - (1.1) A full day of training,
 - (1.2) Review of job descriptions and day-to-day operations,
 - (1.3) A focus on relationships, committees, and peer groups in the college, and
 - (1.4) A tour and introductions around the SA offices and departments.
 - (2) The President must ensure that a transitional report of a minimum of two pages is provided to their successor before the end of their term and that this report is maintained and updated annually.
 - (2.1) The report will be presented at the final Board meeting of the term,
 - (2.2) The report will be attached to the minutes as an appendix.

Approved: 08/15

Reviewed:

Modified: 10/25
