

Centennial College Student Association Inc. (CCSAI)

Job Description

PRESIDENT

OVERVIEW

Reporting to the Board and working collaboratively with the CEO/ED, the President is responsible for developing, creating, adapting and improving the programs, activities and services of the Centennial College Student Association Inc. (CCSAI) by establishing long and short term goals for the association in response to the changing needs of our constituents and the evolving priorities of Centennial College. This work is done in strong collaboration with the Board of Directors, the CCSAI staff, the College and other key stakeholders to include diverse perspectives and informed decision-making.

The President works a minimum of 35 hours a week (rotating between all campuses), within normally scheduled operating hours, in addition to mandatory evening/weekend meetings and events, and mandatory attendance at College events.

DUTIES RELEVANT TO ALL BOARD POSITIONS

- Ensures constant and consistent interaction with the student population, as well as all College departments and bring feedback to the Board
- Attends all full board meeting, annual general meeting, governance committee meetings, programming committee meetings and special meetings of the CCSAI Board of Directors and provides written and verbal updates as required
- Be knowledgeable about Association and College affairs and events
- Raises awareness of and promotes CCSAI programs, services and activities, distribute the Courier on a monthly basis, and post/remove/distribute promotional materials
- At the Annual General Meeting, presents a written and verbal report to the membership, approve the CCSAI operating budget, auditors/financial statements and revisions to bylaws
- Completes administrative duties as required while completing office hours
- Participates and completes all training (board orientation, workplace discrimination and violence prevention, health and safety, conflict/dispute resolution, mental health awareness, WHMIS, accessibility, Smart Serve etc.)
- Understands and acts in compliance with the CCSAI bylaws, policies and procedures, the Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies
- Maintains confidentiality when appropriate and or directed on items deemed personal or sensitive in nature

- Provides timely initiation and response to email (ensuring appropriate contacts are included in any correspondence), telephone calls and on-line interactions from constituents, CCSAI and College staff and other external partners, participate in CCSAI on-line communities
- Other duties as assigned by the Executive Director/CEO

SPECIFIC DUTIES

Under the direction, and with the support of, the CEO/ED;

- Ensures all CCSAI programs, services and activities are operating in accordance with the Association bylaws, policies and procedures, and with the Board of Directors, support and direct the overall objectives
- Acts as the official representative of the CCSAI and the student body at large at all CCSAI and College events, provincial and national conferences, external functions, College committees, taskforces and working groups, acting as spokesperson for, and representing the views and issues on behalf of all members. President may delegate to Board members or Executive Director/CEO as appropriate
- Directs and provides support to the Vice-Presidents in their execution of their duties
- Voting member of College Council, Fees Protocol Committee and Athletic and Wellness Centre Management Board
- Acts as one of the signing authorities (except for own cheques) for the association on bank transfers and cheques
- Develop strategies with the Executive team of CCSAI (President and 4 VP's) to raise awareness of CCSAI, programs, activities and services
- Participate in regular meetings, to be held at least once a month, with the Vice-Presidents to ensure understanding and awareness of campus specific initiatives
- Effectively creates and maintains networks among student governments and colleagues locally, provincially and nationally
- Acts as a College Student Alliance (CSA) representative, and attends all conferences/workshops offered by this provincial advocacy group, and provide regular reports to the Board
- In conjunction with the Board Development Officer, the Events Liaison and the Executive Director/CEO, prepare and approve agendas for all meetings of the CCSAI
- With the support of the Executive Director/CEO, prepares and presents the CCSAI annual operating budget at the Annual General Meeting
- Liaises with the student representative, Centennial College Board of Governors

- Participates, or delegates to other Board members, in all selection committees for full-time staff and appointed positions
- Conducts performance evaluations as per the Honourarium Policy
- Reviews all evaluations conducted under the Honourarium policy, confirms ratings and determines final honoraria values to be awarded for each position and maintains all documentation
- Approves the compensation and benefit package for and conducts an annual performance evaluation of the Executive Director/CEO
- Maintains a regular rotation of offices hours at all campuses
- Meets regularly with the Vice President, Student and Community Engagement, and other College departments
- Other duties as assigned by the Executive Director/CEO

QUALIFICATIONS

- Must have been a board member since May 1st of previous year
- Be responsible, approachable and accessible to all students
- Ability to be professional and respectful at all times
- Ability to work independently and to perform effectively and collaboratively as a member of a team
- Must be available and able to fulfill duties from the time of ratification until April of that term of office