



PRESIDENT

ROLE DESCRIPTION

The Centennial College Student Association Incorporated (CCSAI) is a registered not-for-profit organization that represents the students of Centennial College. CCSAI is governed by a student Board of Directors who hold significant influence on student life.

The Board is comprised of the President and Vice President(s) who represent membership at all campuses. Both the President and Vice Presidents report to the Board and are accountable to the student body of CCSAI.

KEY RESPONSIBILITIES
Governance
<ul style="list-style-type: none"> <li>◆ Engage and oversee strategic planning review and implementation to support a mission focused culture in line with CCSAI’s mission, values and pillars.</li> <li>◆ Develop and approve by-laws covering such topics as committee structure, meetings and voting procedures, and standards of conduct.</li> <li>◆ Maintain a clear separation between the strategic and policy role of the Board (governance) and the operational responsibilities of the Executive Director/CEO and staff.</li> <li>◆ Monitor and evaluate the performance of the Executive Director/CEO.</li> <li>◆ Conduct the assessment and evaluation of the Board and its standing and advisory committee’s to assess and monitor effectiveness, efficiency and membership satisfaction.</li> <li>◆ Monitor CCSAI’s annual performance objectives.</li> <li>◆ Monitor and evaluate from a governance view, the progress of CCSAI’s activities and services, on an ongoing basis to ensure that they continue to meet the needs of the Centennial community in the best manner possible within available resources.</li> <li>◆ Report on all Board and CCSAI matters to the general membership on at least an annual basis in accordance with the CCSAI By-Laws.</li> <li>◆ Meet legal and corporate responsibilities as set out in the Ontario Corporations Act.</li> <li>◆ Enforce rules of conduct as they apply to the Board and its individual members in accordance with Robert’s Rules of Order.</li> <li>◆ Read and thoroughly understand the CCSAI By-Laws and all relevant governing documents.</li> <li>◆ Review and understand CCSAI’s financial reports, status and overall financial situation.</li> <li>◆ Approve operating budget and audited financial statements to be forwarded for member approval at the annual general meeting.</li> </ul>



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Advocacy
<ul style="list-style-type: none"> <li>◆ Represent the interests of students and advocate when necessary on their behalf on matters related to CCSAI services, non-academic, and academic issues.</li> <li>◆ Regularly meet with the College’s senior members of staff, representing the views of students.</li> <li>◆ Engage in effective dialogues with the College on behalf of CCSAI.</li> <li>◆ Provide input on governing bylaws, policies and procedures.</li> <li>◆ Remain well-versed regarding political developments at the municipal, provincial and federal levels.</li> </ul>
Student Engagement
<ul style="list-style-type: none"> <li>◆ In collaboration with CCSAI staff, develop and implement communication strategy aimed at connecting with students</li> <li>◆ Ensure consistent interaction with students through class visits, town hall meetings, social media, videos and other mediums. Being there for students to listen their concerns and issues and work on them while involving the College as needed and reporting to the Board on any progress and student issues.</li> <li>◆ 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.</li> <li>◆ Encourage students to be actively involved with the Association.</li> </ul>
Leadership
<ul style="list-style-type: none"> <li>◆ The President shall provide direction and leadership for the advancement and promotion of CCSAI. 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.</li> <li>◆ Act as the chairperson for Board of Directors.</li> <li>◆ Provide leadership to the Board enabling it to function as the highest decision-making body within CCSAI.</li> <li>◆ Ensure that CCSAI’s mission, vision and values are being fulfilled by acting as a link between the Board and the Executive Director/CEO.</li> <li>◆ Provides guidance and support to the Vice-Presidents in the execution of their duties. Communicate regularly with all VP’s to create collaboration between campuses and ensure consistent expectations.</li> <li>◆ Participate in regular meetings, to be held at least once a month, with the Vice-Presidents to ensure understanding and awareness of CCSAI initiatives and student concerns.</li> </ul>



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- ◆ Ensures the Association is working towards its strategic priorities.
- ◆ Monitor progress and remain well-informed regarding the advancement of tasks, information and deliverables from the Executive Director/CEO and report feedback to discussed and/or address at the Board level.
- ◆ Prepare and present monthly reports to the Board. Update and keep Board members informed of relevant news and information.
- ◆ Participate in the preparation of the Board’s meeting agenda and review meeting minutes. In conjunction with the Executive Director/CEO, prepare agendas for all meetings of CCSAI.
- ◆ Participates, or delegates to other Board members, in all selection committees for full-time staff and appointed positions.
- ◆ Periodically consult with board members on their roles and help them assess their performance. Conducts performance evaluations as per the Honorarium Policy.
- ◆ Serve as spokesperson for the Board of Directors.
- ◆ 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.
- ◆ Ensures the incoming board receives transition time and materials from the outgoing board.
- ◆ Keep appropriately informed about major events and activities within Centennial College and the post-secondary sector
- ◆ Other duties as assigned by the Board.

#### Financial

- ◆ Acts as one of the signing-authority for the Association, in conjunction with the Executive Director/CEO, on bank transfers and cheques.

#### Committee Involvement

- ◆ Participate actively on Standing committees for the Board as needed
- ◆ Represent student interest (as a voting or non-voting member) at college committees as required

### REQUIREMENTS

- ◆ Conduct all actions with CCSAI staff, students, and the public in accordance with the Board’s standard of conduct. Understand and act in compliance with CCSAI By-Laws, policies and procedures, the



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Corporations Act, Human Rights Legislation and all applicable laws, as well as all Centennial College rules, regulations, statements and policies.

- ◆ The President is required to work a minimum 35 hours a week for the length of their term during the regular business hours of the Association (Monday – Friday, typically 8 hours a day), and evenings and weekends as necessary. This includes, but not limited to; mandatory training sessions, internal and external meetings.
- ◆ Work evenings and weekends, when necessary, occasionally travelling to attend conferences and training.
- ◆ CCSAI operates in multiple locations, therefore the incumbent is required to maintain duties on all campuses as required.
- ◆ Ensure that the President-elect is oriented to their new position.
- ◆ Participate in required training and development sessions offered.

### QUALIFICATIONS

Meet the requirements approved by the Board as outlined in the elections package and the CCSAI Bylaws including:

- ◆ A current student of Centennial College and member of CCSAI with the exception of running for a second term as President.
- ◆ Must be available and able to fulfill duties from the time of ratification until April of that term of office
- ◆ Shall serve no more than two (2) terms.
- ◆ Have attained a GPA of at least 3.00 in their most recently completed academic semester;