



President

Role, Duties and Description

JOB DESCRIPTION

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Shuttle Bus, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, UFV, and the community.

Work Schedule: Minimum 30 hours weekly, of which a minimum of 22 hours must be done at UFV

Reporting to: SUS Board of Directors

POSITION DESCRIPTION

The President is the chief executive of SUS, and is ultimately responsible for carrying out the strategic goals, orders, and resolutions of the Board. This is a public facing position, with responsibility for external communications and liaising with various local, provincial, and national university groups and committees. The position must be filled by a current student of UFV who will be enrolled in at least one three-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. It is strongly recommended not to take more than 2-3 classes (6-9 credits) per semester for these reasons.

RESPONSIBILITIES AND DUTIES OF THE PRESIDENT

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

- Represent UFV students
- Be the official spokesperson and contact person for the Society, including student orientation events and all official functions the Society is invited to;
- Ensure adequate student representation in the decision making processes of UFV;
- Lead and supervise their Student Executives – Vice President External, Vice President Internal, and Vice President Students – and provide advice;





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- Collaborate with the Executive Director to provide strategic direction and leadership for the advancement and promotion of the objectives of the Society;
- Coordinate, in general, the activities of the Executive and the Society as a whole, and fulfill and perform duties as may be required and/or necessary to achieve Society purposes and objectives;
- Maintain day-to-day collaboration with and general oversight of the Executive Director;
- Oversee efforts of the Society to communicate with students and the broader public;
- Act as a liaison between the Society and UFV Administration by having regular meetings with the UFV Vice President Students and provide updates at the UFV Board of Governors;
- Ensure, in collaboration with the Executive Director, that the duties of any vacant position in the Society are re-assigned and carried out, until such a time when the position is filled;
- Represent the interests of students at all times, with specific responsibility for non-academic issues of UFV; and,
- Uphold the Society's bylaws and other governing documents.

GENERAL RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE:

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

- To oversee the day-to-day operations, administration, and management processes of the Society in conjunction with the Executive Director;
- Develop individual Executive Goals Plans in accordance with the SUS Strategic Plan and the approved SUS Annual Budget, and ensure the completion of all goal plan items;
- Provide a report of recent activities to the Board at each Board meeting, including all significant information which may affect the Society operations or its Membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board before leaving office;
- Act as a liaison between the Society staff and the Board, and prepare any reports on office staff matters;
- Sit on the Executive Committee;
- Continually review strategic and other plans of the Society, ensure completion of benchmarks, and revise as appropriate;
- Act as a signatory for the Society on official documents, contracts, and other matters;
- Coordinate the investments of the Society; with the Executive Director;





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- Provide input regarding programming and events to the SUS annual operating budget generated by the Executive Director for presentation to and approval by the Board;
- Keep current on the goals, concerns, and needs of the Membership, including education trends and other matters which may affect the Membership in the future;
- Maintain, develop, foster, relationships with UFV and other partners in post-secondary education;
- Perform critical analysis of UFV, or other institutions involved in post-secondary education
- Transition the incoming Executive in accordance relevant governing policy and procedures.

ASSETS

- Professional work ethic, exercising good judgement, initiative, and high degree of professionalism;
- Must be inclusive and work with and treat all people respectfully and equally;
- Excellent written and oral communication, including public speaking;
- Personable nature, able to interact with many different character types;
- Organized, and able to keep track of a large number of concurrent projects, goals, tasks, and documentation;
- Ability to effectively supervise and manage staff and volunteers, and assess performance;
- Strong critical thinking and problem solving skills;
- Willingness to learn and develop professional skills;
- Experience working in non-profit organizations, and in particular SUS
- Ability to adapt and react to changing goals and environments, a patient and flexible disposition;
- Working 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 committed to remaining in the position for the entire year;
- Able to maintain confidentiality of sensitive information
- Working knowledge of the Microsoft Office suite.

