



Executive Committee Job Description

President

06/06/06, 23/11/07, 30/05/11

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- Term of Office:** May 1 to April 30
- Reports to:** NSCC Student Association Students' Council and its Executive Committee
- Supervises:** Chief Returning Officer
Students' Council Chair (if required)
Campus Coordinators (if required)
- Description:** The President is ultimately responsible and accountable to the membership of the NSCC Student Association with respect to the day-to-day operations of the organization. A chief spokesperson for the SA, the President is responsible for ensuring the Student Association maintains a positive profile within the NSCC community as well as locally, provincially and nationally. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Students' Council.

Key Responsibilities:

1. Management: The President will be responsible for the general management of the Executive Committee and in this capacity shall:
 - a. Develop and maintain a close working relationship with all executive members.
 - b. Meet with Executive Committee regularly to discuss SA operational and governance issues, set individual/team goals and evaluate subsequent progress on goals.
 - c. Ensure that Executive Committee members are meeting job requirements and the Executive is functioning properly.
 - d. Meet regularly with the SA Advisor/Student Life staff to keep them up to date on the activities of the Executive Committee and the Students' Council.
2. Public Relations (External):
 - a. Represent the organization to the general public and attend functions where Student Association representation is required.
 - b. Act as the primary liaison and official spokesperson for the Student Association to external groups such as provincial/municipal government, businesses and community organizations, as well as other post secondary institutions.
3. Public Relations (Internal):
 - a. Represent the Student Association to the student body, staff and faculty. Attend college functions where Student Association representation is required.
 - b. Act as the liaison and official spokesperson for the Student Association in dealings with College administration, faculty and staff. Make connections and build relationships with a wide variety of NSCC community members and seek their support in facilitating general Student Association operations, when necessary.
 - c. Meet regularly with the campus Principal and Manager, Student Services to discuss current activities as well as the future direction of the Student Association.
 - d. Interact with other NSCC campus Student Associations and work cooperatively with these organizations to generate new event and service ideas, create common policies and/or procedures to govern collective operations, build the profile of the Student Association provincially, and plan college wide functions.
 - e. Act on behalf of the Student Association and Executive Committee between meetings and when action is immediately necessary.



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4. Student Advocacy and Campus Relations:

- a. Appoint and chair a Student Advocacy committee to identify and discuss any issues of concern for students on campus. In lieu of a committee, the President shall act as student advocate.
- b. Plan, implement and manage advocacy or awareness initiatives of the Student Association in the areas of harassment and discrimination, diversity, and accessibility to affect positive change on campus.
- c. Work collaboratively with on-campus services to effectively resolve any issues brought to the attention of the committee.
- d. Handle all inquiries to the Student Association relating to campus student issues including but not limited to; housing, transportation, the environment and general safety.
- e. Support students and student groups working to better their campus environment.
- f. Build partnerships with campus staff to ensure that all guidelines and requirements regarding safety, environment and other student issues are being met.
- g. Form ad hoc committee(s) when necessary to involve Student Association members in discussions and decision making on campus issues.

5. Administrative Duties:

- a. Act as the Chief Executive Officer of the Student Association.
- b. Act as a principal signing officer for the Student Association.
- c. Participate as a voting member of the Student Association Students' Council except where a conflict of interest exists or when serving as chair of the Council.
- d. Report on activities monthly to the Student Association Students' Council.
- e. Appoint all committees of the Student Association.
- f. Call Student Association elections when required and appoint a Chief Returning Officer to govern these elections.
- g. Appoint an NSCC Student Association Students' Council Meeting Chair.
- h. Train and advise the incoming NSCC Student Association President.
- i. Keep an accurate record of all correspondence on matters related to the position.
- j. Complete year end Executive report no later than April 30th.

Requirements of Position:

1. Adherence to the Executive Committee Terms of Reference.
2. Completion of job responsibilities as outlined above.
3. Knowledge of NSCC SA internal operations.
4. Excellent organizational and time management skills.
5. Good written and verbal communication skills.
6. Superior public speaking and interpersonal skills.
7. Ability to work well with others.
8. Ability to identify problem areas within the organization and develop and implement effective strategies for change.