



POLICY TYPE: **Job Description**
POLICY TITLE: **President**
APPROVED: **October 5, 2009**

3.1

The President shall be the official spokesperson of the corporation. This person shall sign such contracts, documents or instruments in writing as shall require their signature and they shall act as co-signer with the Executive Director on all requisitions and cheques for expenditures of the corporation's funds as are provided for within the approved fiscal budget of the corporation and within the authorized signing authority of the Board. The President shall have such other powers as may from time to time be assigned to them by the Board of Directors of incident to his/her office. Any actions taken on behalf of SUCCI by any member of the Board of Directors must be reflective of the views of the Board.

1. Shall be responsible for giving a report biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of all correspondence, reports and business that pertain to SUCCI.
3. Shall be responsible to the Board of Directors of the corporation.
4. Shall attend all Board meetings.
5. Shall ensure that the constitution is followed and any changes made are in accordance with the constitution and bylaws.
6. Shall monitor the duties of the Board of Directors and shall see that these duties are carried out in the best interest of the membership.
7. Shall call all regular and emergency meetings of the Board of Directors and be responsible for the Annual General Meeting.
8. Shall maintain regular communication with all members of the Board.
9. Shall calculate the monthly honorariums for each SUCCI Board member and prepare and administer the monthly evaluation to each SUCCI Board member.
10. Shall review all job descriptions annually, in consultation with staff and Board members, in the month of December and bring recommendations to the SUCCI Board for approval during the first Board of Directors meeting in January.
11. Shall, in cooperation with the OPUS staff, produce a biweekly column updating the student population on SUCCI business and current projects.
12. Shall be responsible for maintaining a line of communication with the Student Governor for Confederation College and the Board of Governors for the college.



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13. Shall be responsible for the implementation of and bound by decisions made by the Board of Directors.
14. Shall be the direct supervisor of the Executive Director.
15. Shall be a member of the Personnel Committee, Informational Technology Fee Committee, College Services Fee Committee, Academic Council, College Planning Council, Student Success Team and the Capital Campaign Allocation Committee. The President will also be required to participate in committees as they are created throughout the academic year.
16. Shall approve and co sign with the Administrator, Accounting and Programming all contracts for entertainment, groups or individuals under \$3000. Any performance or entertainment over \$3000 must be brought forward to the Board of Directors for approval.
17. Shall participate on the SUCCI Budget Committee.
18. Shall be employed by SUCCI on a full time basis for the summer period, covered through the College Summer Employment program at the established student summer rate of pay.
19. A President returning for a second term as President will be paid the equivalent bi-weekly salary level received during the academic year for the summer period. The President will work full time office hours during the summer and will be permitted to take three weeks paid vacation during this period. No individual can hold the position of President for more than two (2) consecutive terms.
20. Shall attend all College Student Alliance (CSA) conferences and participate in all CSA plenary meetings, and provide the SUCCI Board with the minutes of those meetings. If the President is a board member on the CSA, he/she must choose a designate to be at the plenary. If this is not an option, a proxy vote can be made. Shall send a conference report (via email) to the Board of Directors on the conference attended and keep the Board of Directors informed on the activities and initiatives of the CSA.
21. Shall act as the key contact person between the Board of Directors and the CSA membership. The President shall sit on all appropriate CSA committees or appoint a designate.
22. Shall produce a monthly summer report through email to the Board of Directors, which shall indicate work in progress and communicate to board members current SUCCI business, summer projects, and tentative plans for the academic year.



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23. Shall offer the Vice President External the option of summer employment should the workload warrant the position and he/she must qualify through the Summer Employment Program.
24. The position will require a minimum of thirty (30) hours per week of scheduled office hours during the academic year. Office hours must be between the hours of 8 a.m. and 5 p.m. These hours shall be posted in the SUCCI office, online, and advertised in the student newspaper. These office hours are in addition to board meetings, committee meetings, outside scheduled office hours and professional conferences.
25. The Board of Directors through the Vice Presidents shall evaluate the SUCCI President.
26. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
 - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.