

Title: President

Purpose:

The President oversees the day-to-day operations and governance of the MSVUSU. The president represents students on the MSVU Board of Governors and Senate and meets regularly with University administrators. They also oversee the MSVUSU strategic plan, ongoing projects, service revisions, legal obligations and contracts. They also represent students at the Canadian Federation of Students and in provincial and federal lobbying.

Job Classification:

Executive

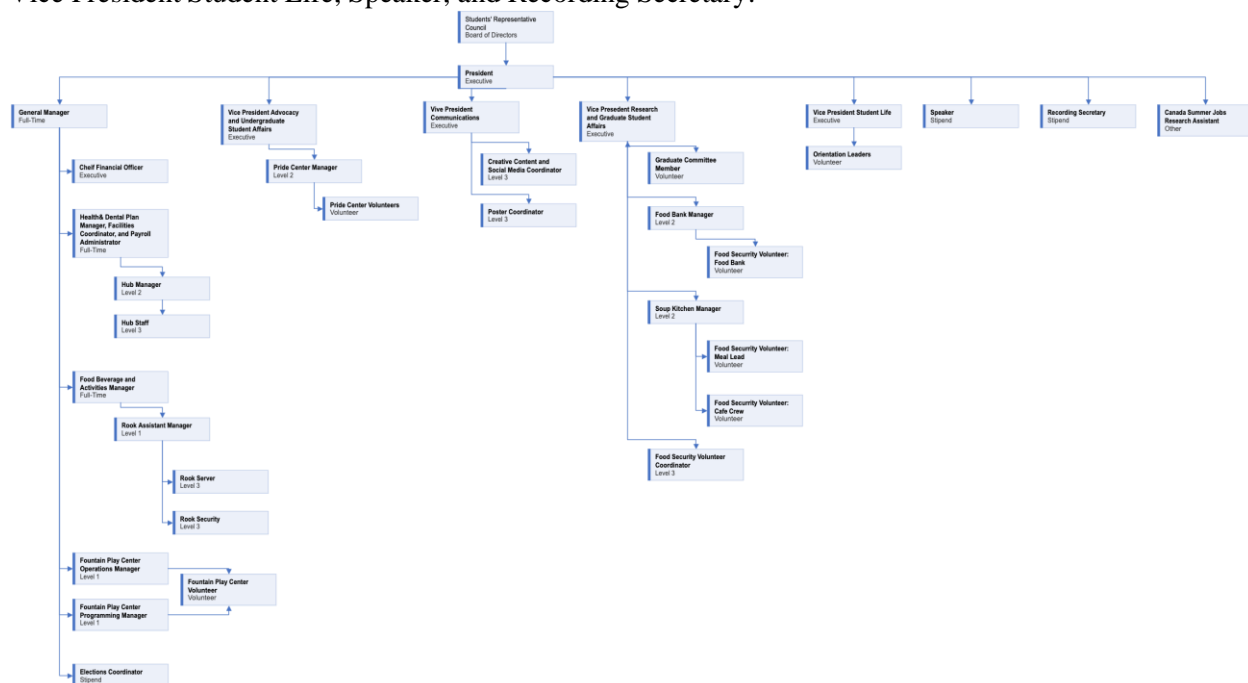
Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 24%.

This position is part-time, with a maximum of 30 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

Reporting and Supervision:

The President is the Chief Executive Officer (CEO) and reports directly to the Students' Representative Council. The President supervises the General Manager, Vice President Advocacy and Undergraduate Student Affairs, Vice President Communications, Vice President Research and Graduate Student Affairs, Vice President Student Life, Speaker, and Recording Secretary.



Duties and Responsibilities:

Essential Duties

Communicate Union vision and goals to establish internal understanding and support.

Establish a working relationship with all University stakeholders, including but not limited to: administration, faculty, staff, and Board.

Be the primary spokesperson for the union, meaning being responsible for communicating the union's message and representing its interests to the media, the public, and other stakeholders. Must be well-versed in the union's policies, positions, and priorities and be able to articulate them clearly and

persuasively to a variety of audiences. Build support for the union's mission and vision, and help advance its goals and objectives in a way that resonates with the broader community.

Lead the establishment and oversee the implementation of a comprehensive student engagement plan with metrics that can be used to measure success. This will require collaboration and input from a diverse set of stakeholders, and input from the SRC and Executive Committee.

In Collaboration with VP Advocacy and VP Research and Graduate Student Affairs: Work with the Canadian Federation of Students to ensure students receive maximal benefit from their membership and represent The MSVUSU (local 34) at the National General Meeting, NS-Annual General Meeting on the NS provincial executive, and during the National and Provincial Lobby Weeks.

Meet at least monthly with the MSVU President to informally communicate areas of concern, identify areas for collaboration, and seek mentorship. Meet with other university administrators as required or as mutually agreed upon.

Keep and cause to be kept records of Union activities and correspondence.

Perform all duties and responsibilities in keeping with the Union Constitution, By-Laws, and policies (Including the university's Harassment and Discrimination Policy).

Other Duties

Prepare comprehensive training/onboarding for their successor, which includes a summary of all aspects of the position profile, ongoing projects and key contacts. This involves keeping the moodlecloud training course up to date and providing relevant information on the position's details to the incoming person. The training/onboarding plan must include at least 25 contact hours, which the incoming person must complete.

Set regular hours of work and publish them on the office door, attending work in person during those hours as much as possible.

Hold at least one tabling hour each month.

Write reference letters for staff and volunteers upon request.

Key Responsibilities

Complete all assigned training, including all moodlecloud courses, and check moodlecloud regularly for additional training modules.

Be familiar with the Memorandum of Understanding and the lease agreement between MSVU and the MSVUSU and adhere to them. Renegotiate these agreements if necessary.

Understand and adhere to the employee handbook.

Ensure the MSVUSU office space is a presentable and respectful area that creates a welcoming environment for all.

This position is responsible for reaching out to external student organizations and forging partnerships that will benefit the Union and its members. You will need to be able to identify and pursue opportunities for collaboration and be an effective communicator who can articulate the Union's goals and priorities.

Serve as the main point of contact for government and community issues that impact the Union, such as changes to education policy or funding. You will need to be able to stay up-to-date on these issues and advocate for the Union's interests and priorities to relevant stakeholders.

Lobby and campaign on behalf of students and the Union to achieve their objectives. This could involve advocating for policy changes or organizing protests or demonstrations. Your goal will be to advance the interests and priorities of the Union and its members through effective advocacy and communication.

Foster positive relationships with university stakeholders and support units at the university, including but not limited to the Center for Academic Advising and Student Success, Accessibility Services, Athletics

and Recreation, Child Studies Center, Counselling Services, Black Student Support Office, Facilities Management, Indigenous Student Center, International Education Center, and Library.

Ensure all committees are staffed, that the committee appointments spreadsheet is kept up to date, and that reports are being submitted as needed by appointees and chairs. Oversee MSVUSU committee chairs to ensure meetings are occurring according to the committee terms of reference. Oversee the advertising of at-large committee positions by the Vice President Communications.

Serve as a signing authority for the students' union, with the authority to approve expenditures and sign documents on behalf of the union. As a signing authority, you will be responsible for ensuring that all expenditures are within the approved budget and comply with the union's financial policies and procedures. You will need to be familiar with financial regulations and work closely with other members of the executive team and financial staff to ensure accurate financial record keeping.

Provide guidance and support to full-time staff with the Executive committee, setting goals, monitoring performance, and promoting a positive workplace culture to ensure effective performance. Your leadership will be critical to fostering a culture of collaboration, innovation, excellence and integrity.

Ensure that the SRC is able to effectively fulfill its mandate to represent the interests of students. This will involve collaborating with SRC members to identify potential resources, supporting SRC members in drafting motions, facilitating regular meetings, and ensuring that staff members are in place to support the work of the council. This also includes oversight of the preparation of Meeting Agendas and Minutes in collaboration with the General Manager.

Ensure that the MSVUSU is sufficiently staffed for its operations, this will include overseeing the hiring of staff and formation of hiring committees, and ensuring that the hiring processes adhere to all Students' Union policies and applicable laws.

Ensure that every student role within the MSVUSU is eligible for a Co-Curricular Record (CCR), and that records are maintained to enable validation of CCR applications. Work with MSVU Career Services to ensure that CCR documents including role descriptions are kept up to date.

Oversee and support the implementation of the strategic plan. This may include the creation and oversight of new strategic projects or initiatives, and the prioritisation of resources to accomplish the objectives of the strategic plan. It also involves tracking and reporting progress on the strategic plan implementation, and communication of the plan and this progress to the student body and other stakeholders.

Maintain records as required by policy and applicable law.

Governance and Service

This position holds a dual role as a director and officer of the Mount Saint Vincent University Students' Union Association. As a director, this position sits on the **Students Representative Council (SRC)**, providing strategic guidance and direction to the organization while ensuring compliance with laws and regulations. This position has a fiduciary duty to act in the best interests of all stakeholders. As an officer, this position manages day-to-day operations, implements strategies, oversees employees and departments, and makes decisions in the organization's best interests, as directed by SRC.

Present a brief oral report at each regular SRC meeting and a full written report, with oral and visual presentation of the report at the Annual General Meeting and Semi-Annual General Meeting

This position may **chair meetings as required**. This includes scheduling meetings, developing meeting agendas, conducting meetings and managing reporting requirements while fostering a collaborative environment with diversity of thought.

This position will **serve on MSVUSU committees and working groups as required**. This includes preparing for meetings in advance by reviewing meeting agendas and other materials, submitting agenda items to the chair as required, and actively participating in discussion and decision-making. Some work may be assigned during committee or working group meetings, which this position will be responsible for completing or delegating as appropriate.

Serves on the **Budget Committee**, which creates the MSVUSU yearly budget through student consultation, evaluation of the current financials, and scanning the economic environment of the university. The budget committee meets regularly during the winter semester, at least bi-weekly, to balance student needs with financial constraints and maximize the level of service provided to the membership.

This position **chairs the Human Resources committee**, which meets monthly or as needed and is responsible for hiring full-time staff, overseeing and creating guidance for disciplinary decisions, and creating and maintaining human resources policy and handbooks.

This position **chairs the Constitution and Policy Planning Committee**, which reviews and recommends changes to the MSVUSU governing documents, including the Constitution, By-Laws, and Policies.

Serves on **the Crisis Communications Committee**, which meets as needed to address crises affecting the MSVUSU, Mount Saint Vincent University, or its students and to create a strategic communications plan, including drafting and approving statements put out by the MSVUSU, to address the crisis at hand.

Serves on the **Food Security Committee**, a special committee of the MSVUSU, which meets bi-weekly to coordinate the Food Bank and Soup Kitchen operations and make recommendations to the Students Representative Council (SRC) on operational changes, new operations, reallocation of space, major equipment purchases, and changes to the committee mandates as required.

This position **chairs the Executive Committee**, which meets at least bi-weekly, to handle the day-to-day operations of the MSVUSU, as well as to address student and on-campus issues, and to prepare items to bring forward to the Students Representative Council (SRC). The committee is responsible for ensuring the effective and efficient operation of the student union and for making decisions on matters within its mandate.

This position **chairs the Student Executive Committee**, which meets as needed to work through day to day operational issues of the MSVUSU, including those that involve developing directives for the staff members on the executive committee.

Serve on the **MSVU Senate** to represent the interests of students within the university's governance structure. This allows for important academic decisions related to curriculum, programs, policies, and regulations to be made with the perspective of the student community. Prepare for senate meetings by reviewing all meeting materials in advance of the Senate meeting, actively participating in all **Senate Student Caucus** meetings, and actively participating in all **faculty/student pre-senate** meetings. During Senate Meetings, actively contribute where appropriate, including during question period (by asking questions or raising issues identified during Senate Student Caucus, or as otherwise arise) and by providing the Student update to Senate..

This position is also typically the position appointed to serve on the **Senate Executive Committee**, which prepares the agenda for each Senate meeting and makes urgent administrative decisions that typically come before Senate. The committee also ensures proper descriptions of Senate committees in the Senate By-Laws, collects and distributes policies and procedures of Senate committees, and approves graduation lists for all convocations. The student representative on the Senate Executive Committee also sits on the **Tributes Committee** which considers candidates for the awarding of honorary degrees at university convocations. This position will participate in **additional Senate Committees as required**.

Serve on the **Senate Student Experience Committee**, which provides advice to the Senate and the Associate Vice-President Student Experience on issues related to enrollment, student retention, and the overall quality of student life.

Serve on the **MSVU Board of Governors (BOG)** to provide a voice for the student body and to ensure that their perspectives and concerns are taken into account in the decision-making process of the University. Contribute to discussions and provide input on matters related to governance, management,

administration, and strategic direction of the University, while fostering communication and collaboration between the Board and the student community and promoting transparency and accountability in university decision-making. Prepare in advance of BOG meetings by reviewing all materials, writing and submitting the Student Report to the BOG in advance, and by actively participating in all **BOG Student Caucus** meetings. Report to the SRC after each BOG meeting, relaying all critical information that can be shared without violating BOG confidentiality requirements. Participate in the financial management of the university by actively participating in the **Finance Committee** of the Board of Governors. This position will participate in **additional BOG committees as required**.

This position serves on the **Large Orientation Committee**, which provides input on orientation programming, reviews updates and reports, and addresses concerns to the Orientation Steering Committee. It meets up to three times per year for program review and consultation.

Required Qualifications:

The person in this role must meet the requirements in this section and either win an election or receive appointment to the role.

Education

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Be a senior student entering their 3rd year or higher of university at the time of taking office. [The MSVUSU definition of 3rd year or higher is either, having accrued 10 credits at MSVU (directly or by transfer), or having attended 4 semesters of study at MSVU, or being a 2+2 or graduate student. Additional documentation may be requested to confirm eligibility]

Hold or be willing to obtain recognized training in project management.

Hold or be willing to obtain tricouncil ethics certification (**TCPS 2 Core**).

Experience

At least 12 months of extensive experience working with and within the MSVUSU.

Knowledge, Skill and Abilities

Ability to think critically, self-reflect, create opinions based on facts and evidence, and update beliefs based on new facts and evidence.

Excellent communication, interpersonal, and customer service skills to effectively interact with students, staff, and other stakeholders and create a welcoming and inclusive environment.

To be an effective spokesperson, this position requires the ability to think on your feet and respond quickly and effectively to questions or criticisms.

Strong communication skills, both written and verbal.

Proficiency in using various software and technology tools, such as data management systems, office 365, and social media platforms.

Knowledge of other MSVU and MSVUSU services available to students.

Strong negotiation skills, with an ability to find compromise and mutually beneficial solutions to problems.

Behavioural Competencies

Passion for and commitment to addressing issues impacting equity-denied communities and related social justice issues.

Ability to self-reflect, identify, and address unconscious bias within oneself.

Interpersonal skills and ability to collaborate with a diverse group of stakeholders, including community partners, donors, volunteers, and patrons.

Adaptability and flexibility to respond to changing situations and priorities.

Developed professional skills are required, including integrity, being non-judgmental, empathic, objective, and understanding the importance of confidentiality. Creative and innovative thinking is also necessary.

Effective communication skills are necessary to handle concerns or complaints and communicate effectively with students about their issues and experiences.

Strong leadership skills, including the ability to motivate and inspire a team and lead by example.

Ability to take difficult decisions and explain the rationale behind them, and the ability to adjust perspectives when new information becomes available.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

Preferred Qualifications:

Previous political experience is an asset.

Experience with public speaking and media relations.

Mental/Physical Effort and Working Conditions:

The role of a union president comes with a high level of responsibility and accountability, which can result in significant stress and pressure. It is crucial for the president to be able to handle and prioritize multiple tasks and responsibilities effectively and efficiently. Additionally, they may have to navigate conflicts and challenging situations, such as negotiating with university administration or addressing complaints from students or staff. To effectively represent the union to a variety of audiences, the president may require strong communication and interpersonal skills.

As the President of the MSVUSU, one may have to work for extended and varying hours, including weekends and evenings, in addition to attending multiple events and meetings both on and off campus, which may involve some travel (by air and ground). The President is expected to be physically present in the MSVUSU office during regular office hours and may need to be present for long durations during meetings or events. Effective use of office equipment, including computers, may also be necessary for prolonged periods of time.