

# JOB DESCRIPTION

## President



<b>Job Title:</b>	PRESIDENT	<b>Job Category:</b>	Officer
<b>Department/Group:</b>	UWSA	<b>Reports to:</b>	Board of Directors
<b>Location:</b>	University of Windsor – CAW Centre		
<b>Level/Salary Range:</b>		<b>Position Type:</b>	
<b>H.R. Contact</b>	Maria Hamilton General Manager	<b>Date posted:</b>	
<b>Internal posting URL:</b>	UWSA@uwindsor.ca	<b>Travel required:</b>	

**Applications/Nominations Accepted By:**

The Chief Returning Officer at the time an Election is called.  
 Nomination Papers will be submitted to the CRO and during the Election process.

**Job Description**

**ROLE AND RESPONSIBILITIES**

Act as the Chief Executive Officer and lead the Executives in the day-to-day tasks of student representation, advocacy, and service. In fulfillment of the foregoing and without limiting the generality thereof, the President:

- Must be the de-facto representative and spokesperson for the UWSA at official functions and public events, unless pertaining to other portfolios
- Must advocate, lobby and work with all departments at the University of Windsor to advocate for the Members, including, but not limited to:
  - Board of Governors and its committees;
  - Senate and its committees;
  - Alumni Association and its committees;
  - Student Services;
  - Athletics and its committees;
  - Policy Management Board; and
  - Any other venue deemed appropriate.
- Must meet regularly with the Vice-presidents to provide leadership, guidance, oversight, and co-ordination
- Serve on the University Board of Governors and Senate
- Serve on the Governance and Policy Committee of the UWSA
- Serve on the Finance Committee of the UWSA
- Serve as a non-voting, Member on all UWSA bodies except where specially and explicitly stated otherwise in the or By-laws
- Must ensure all individuals and bodies are operating in accordance with the Constitution, By-laws, and Policies of the UWSA
- Must take direction from Board on all issues of their portfolio that are of a primarily financial or corporate nature, unless specifically tasked otherwise
- Take direction from Board on all issues of their portfolio that are of a primarily representative or political nature, unless specifically tasked otherwise.

### POLICIES AND RESOLUTIONS

- Hold signing authority in all instances where (1) or more officer signatures is required
- Be vested with all other duties and privileges of a Director and officer, to the extent that they do not conflict with the foregoing provisions
- Act as the staff relations officer and liaise between the UWSA's staff and The Board
- Seek to meet with and engage students on issues that affect them at all times
- Create a transition manual for the incoming President
- Train and advise the incoming President

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be a member of the UWSA
- Must be in good standing with the University of Windsor and the UWSA
- Must be eighteen (18) years of age on or before the first day of Voting
- Must have legal authority to be employed full-time in the province of Ontario
- Must not be a removed member from the Director or Executive office within the preceding twelve (12 months)
- Must not have the status of a bankrupt
- Must not hold an official position with an external student association not sanctioned by the UWSA
- Must not currently hold a position within a media outlet
- Must not be a current employee within the UWSA

### PREFERRED SKILLS

- Excellent leadership skills and conflict management skills
- Excellent multi-tasking and prioritization skills
- Ability to manage a diverse team and delegate
- Adaptive to new and changing environments
- Professional written and verbal communication skills
- Strong analytical and critical thinking skills
- Professionalism to communicate with the faculty and administration of the University of Windsor and stakeholders of the community

### ANTICIPATED LEARNING OUTCOMES

The President should expect to gain a hands-on experience in an influential leadership and strategic role in the UWSA to further promote student advocacy at the University of Windsor. In addition, the President may expect opportunities to use and develop skills in the following (but not limited) areas:

- Leadership and Team management skills
- Crisis management and decision making skills
- Communication with various stakeholders
- Ability to deal in high pressure environments
- Interpersonal, equality and diversity skills

Member Signature:		Date:	
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