




SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION

**Presidents Role & Responsibilities Policy**  
Amended April 2020

Policy:	<b>President's Role and Responsibilities</b>
Last Amended:	<b>April 2020</b>
Responsibility:	<b>Board of Directors; Human Resources &amp; Governance Committee</b>
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Board Chair Signature:	 Crystal Witter

The Association has established a written description for the position of President and Chief Executive Officer in order to fully define the position and aid incoming executives during transition periods. The Association's Constitution, Governance Policy and other policies approved by the Board defines and governs the authority of the President.

#### 1. GENERAL

- A. The President and Chief Executive Officer ("President") manages and oversees the Association's day-to-day operations.
- B. The President is responsible for advancing the best interests of the Association and its membership alongside objectives determined by the Board from time to time.
- C. The President is accountable for the overall success and effectiveness of the Association.
- D. The President is an employee of the Board.

#### 2. REQUIREMENTS

- A. The President must
  - i. be at least 18 years of age,
  - ii. a member of the Association while they are President and
  - iii. have a cumulative grade point average above 2.0.

### 3. REPRESENTATION

- A. The President is the official representative and primary spokesperson for the students of Saint Mary's University.
- B. The President is responsible for all organizational relationships, including with the University, external organizations, all levels of government, and the broader community.
- C. The President represents the Association on the boards of directors for Students Nova Scotia and the Canadian Alliance of Student Associations.
- D. The President serves as chair of the student caucus for the University's Board of Governors and Academic Senate.
- E. The President is the Association's primary representative on the University's budget advisory committee.

### 4. FINANCIAL RESPONSIBILITIES

- A. The President may not allow the Association to risk or get involved in financial jeopardy under any circumstances.
- B. The President may not allow the Association to run a deficit without the approval of the Board of Directors.
- C. The President may take on obligations or agreements that extend beyond their term only if two thirds of the Board of Directors approves this in a vote.
- D. The President must make sure that all payments and debts are paid on time.
- E. The President may make an unbudgeted purchase above \$5,000 only with the approval of the Board of Directors; the President may not split payments for one purchase to avoid this policy.
- F. The President may use any long-term reserves or make capital purchases only with the approval of the Board of Directors.

### 5. OTHER RESPONSIBILITIES

- A. The President shall accept guidance from, and regularly confer with, the Association's General Manager, who has operational autonomy and oversight of all full-time staff.
  - i. The General Manager is recognized as an employee of the Association who reports to the President.
  - ii. The General Manager oversees or supervises all full-time Association staff.
- B. The President must be knowledgeable and well-versed with all Association and University governing bylaws, policies and operating rules.
- C. The President is held to account by the Association's Board and will work to accomplish the Board's objectives.
- D. The President is the Association's principal signing authority and budgetary officer.
- E. The President serves as Secretary to the Board.
  - i. The President must provide their expertise to the Board through objective information, and upon request opinion, that may aid in the Board's decision-making process.
  - ii. The President is responsible for managing all information pertaining to the Board, including but not limited to documents, papers, contracts, policies, and minutes.
  - iii. The President is responsible for publishing minutes of Board meetings in a timely manner.
  - iv. The President is responsible for retaining a Recording Secretary who must be delegated the task of preparing minutes from each meeting of the Board.
- F. The President is responsible for making sure that that student representatives are adequately prepared to attend meetings and are able to effectively advocate for the student body.

- G. The President is responsible for the accountability of student representatives. If student representatives are not performing to expectations, the President makes sure a replacement is found.
- H. The President is responsible for making sure that effective student representation on all relevant University decision-making bodies.

## 6. BUDGETING

- A. The President must give the Board of Directors a budget before the end of each financial year for the following year.
- B. The President may work with staff to make sure that the budget is responsible, transparent, and complete.
- C. The proposed budget must:
  - i. provide for credible projection of revenues and expenses,
  - ii. separate capital and operational items,
  - iii. make all planning assumptions clear, and
  - iv. give the Board of Directors the governance resources it asks for.

## 7. ASSET PROTECTION

- A. The President must make sure that all assets are protected from risk.
- B. The President must adequately insure against theft, fire, and casualty losses to a prudent replacement value and against liability to Board members, staff, volunteers, and the organization itself.
- C. The President must make all efforts to avoid claims of liability against the organization, its Board, staff, and volunteers.
- D. The President must make sure that the Association's information and files are responsibly stored and protected.

## 8. REPUTATION AND IDENTITY

- A. The President must maintain and improve the reputation of the organization, its Board, staff, volunteers, and members.
- B. The President must avoid any risk to the Association's reputation.
- C. The President will not endanger the public image and credibility of the organization, or its ability to accomplish its goals.
- D. The President will not change the name of the organization or alter its identity in any way.

## 9. SUPPORTING THE BOARD

- A. The President must make sure the Board of Directors is supported and informed in its work.
- B. The President must supply the Board and its committees with any requested information in a timely, accurate, and understandable fashion.
- C. The President must make the Board aware of any significant incidental information, including anticipated adverse media coverage, possible or impending lawsuits, and any material changes within the organization.
- D. The President must inform the Board if they feel that the Board is not in compliance with its own policies and bylaws.

- E. The President must always make sure the Board has all the information necessary to make informed decisions.
- F. The President must make sure there is a mechanism in place for official communication between the Office of the President and the Board of Directors.
- G. The President will not provide additional privileges or show favour to certain Board members except when fulfilling requests for information or complying with committee duties.
- H. The President must submit to the Board all items that are required to be approved by the Board as required by these policies and applicable laws.

#### 10. TREATMENT OF CLIENTS, STAFF, AND VOLUNTEERS

- A. The President will not act in a way that is unsafe, undignified, unfair, or unclear when working with staff, clients, or volunteers.
- B. The President must make sure that facilities are accessible and private.
- C. The President will have a written procedure that:
  - i. clarifies rules for staff and volunteers
  - ii. provides for an effective process to handle grievances, and
  - iii. protects against wrongful conditions.
- D. The President will not retaliate against any staff or volunteers who respectfully disagree with the President.
- E. The President will not enter into or end any contract with full-time permanent staff unless the Board of Directors approves the decision.
- F. The President will ensure that all staff and volunteers are prepared to deal with emergency situations.

#### 11. COMPENSATION AND BENEFITS

- A. The President's Salary for the upcoming year is set by the Board of Directors by the end of January.
- B. The President may not:
  - i. change the President's own compensation under any circumstances. Benefits may change if the package is consistent with the package for all other employees.
  - ii. promise or imply guaranteed employment.
  - iii. establish compensation or benefits that are well above or below the current geographic or professional market for a position.

#### 12. PRESIDENT SUCCESSION

- A. If the President leaves office before the end of their term, or cannot perform their duties:
  - i. the Board Chair will immediately assume the role of Acting President, and
    - 1. the Board of Directors may choose to instead appoint a Vice-President or other officer to serve as Acting President, or
    - 2. the Board of Directors may choose, through the Elections Committee, to hold an election for a new President to serve the for remainder of the term.