



POLICY TYPE: **Job Description**  
 POLICY TITLE: **President**  
 APPROVED: January 16<sup>th</sup>, 2025  
 EFFECTIVE: May 1<sup>st</sup>, 2025

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 their 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. This is a one-year full time contract position.

#### **GENERAL RESPONSIBILITIES OF A BOARD MEMBER**

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on their activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall promote SUCCI services to students, and promote and attend SUCCI events and activities, and encouraging students to attend, participate or use the services available.
6. Shall produce a report at the end of each semester summarizing all achievements, goals, conferences attended, and committees involved with in accordance with the Board Reports Policy.
7. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.

#### **POSITION SPECIFIC RESPONSIBILITIES**

8. Shall be responsible to the Board of Directors of the corporation.
9. Shall ensure that the constitution is followed and any changes made are in accordance with the constitution and bylaws.
10. 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.



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11. Shall maintain regular communication with members of the Board.
12. Shall schedule and participate in monthly teleconferences with our Regional Campuses and/or Councils to discuss issues, concerns, and to provide feedback and support.
13. Shall calculate the monthly honorariums for each SUCCI Board member and prepare and administer the monthly evaluation to each SUCCI Board member.
14. Shall review board job descriptions annually, in consultation with staff and Board members, in the month of November and bring recommendations to the SUCCI Board for approval during the first Board of Directors meeting in January.
15. Shall be responsible for maintaining communication with the Student Governor for Confederation College and the Board of Governors for the college.
16. Shall be responsible for the implementation of and bound by decisions made by the Board of Directors.
17. Shall be the direct supervisor of the Executive Director.
18. Shall be a member of the Informational Technology Fee Committee, Academic Council, Advisory College Council, Sustainability Committee, SASV Committee, Food Service Committee, Mental Health Steering Committee, Student Appeals (previously Ombuds) Advisory Committee, and the Orientation Steering Committee. The President will also be required to participate in other committees throughout the year as necessary.
19. Shall participate on the SUCCI Budget Committee and Human Resources Committee.
20. Shall assist in planning and organization of SUCCI Orientation activities and liaise with Board members on the activities planned and scheduling their participation.
21. Shall be part of the meeting between the Representatives and Vice President that happens three times a semester (beginning, around reading week and end of semester) and as needed to plan, organizing and develop weekly plans for the SUCCI Stops to include ways to engage students and gather feedback from the Student Body.
22. Shall be an active member of SUCCI Programming Committee, and propose events, activities, speakers and entertainers to be considered by the committee and assist in the creation of a monthly events calendar.
23. Shall meet with the Manager of Campus Living Centres on a monthly basis to communicate feedback received by SUCCI from students residing in Residence and to keep the communication on going between the two groups.



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24. To Coordinate Food Council meetings with Sodexo Food Services to provide feedback and suggestions for food services across the campus.
25. An employment contract exists to define the terms of employment and hours of work for the full time position of President. No individual can hold the position of President for more than two (2) terms.
26. Shall attend Provincial Advocacy conferences and participate in any Provincial Advocacy Organization plenary meetings, and provide the SUCCI Board with the minutes of those meetings. If the President is a board member on a Provincial Advocacy Organization that SUCCI is a member of, they will 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 Provincial Advocacy Organization.
27. Shall act as the key contact person between the Board of Directors and any Provincial Advocacy Organization that SUCCI is a member of. The President shall sit on appropriate committees or appoint a designate for any Provincial Advocacy Organization that SUCCI is a member of.
28. 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.
29. The Vice President in consultation with the other board members will provide feedback to the President on their performance.