



President Position Description

Reporting to the Board of Directors (“BOD”), the President shall provide direction and leadership for the advancement and promotion of the Seneca Student Federation (“SSF”). The President shall maintain day-to-day collaboration with and receive coaching and general oversight from the Executive Director.

KEY RESPONSIBILITIES
Leadership
<ul style="list-style-type: none"> ◆ Develop goals in accordance with the SSF strategic plan, BOD directives and the approved operational budget. ◆ Provide a report of recent activities at each Board meeting, including all significant information which may affect the organization’s operations or its membership, and all portfolios under the executive’s position. ◆ Uphold the bylaws and other governing documents. ◆ Support the Vice Presidents with the Local Branch Council (LBC) operations. Communicate regularly with all VPs to create collaboration between campuses and ensure consistent expectations. ◆ Inspire, influence and guide council members. Provide specific feedback regarding job performance in a timely manner. ◆ Work with the Executive Director on matters pertaining to the leadership development of council members. ◆ Ensure that the duties of any vacant Council position in the SSF are re-assigned and carried out, until such a time when the position is filled. ◆ Act as official spokesperson and contact person for the SSF, including student orientation events and all official functions. ◆ Act as the liaison between the College and the SSF regarding matters from a college wide perspective. ◆ Attend orientation events and assist with orientation activities including welcome communications. ◆ Promote a positive and collaborative working environment where student leaders and staff are treated with dignity and respect. ◆ Volunteer as needed.
Advocacy
<ul style="list-style-type: none"> ◆ Represent the interests of students and advocate when necessary on their behalf on matters related to SSF services, non-academic, and academic issues. ◆ Assist council members with advocacy initiatives. ◆ Document advocacy initiatives and follow through on status as needed.



President Position Description

- ◆ Collaborate with the appropriate full-time employee to review advocacy database, ensuring follow through on status and identifying trends. Make recommendation as needed.
- ◆ Regularly meet with the College's senior members of staff, representing the views of students.
- ◆ Negotiate with the College on behalf of the SSF.
- ◆ Provide input on governing bylaws, policies and procedures.
- ◆ Provide recommendation to the Executive Director on the operating policies and procedures.
- ◆ Monitor compliance with governing documentation and standard operating procedures.
- ◆ Remain well-versed regarding political developments at the municipal, provincial and federal levels.

Financial

- ◆ Monitor expenses, maintaining limits and controls for the SSF.
- ◆ Act as a joint signatory with the Executive Director on official documents, contracts, and agreements.
- ◆ In collaboration with the Executive Director assist with the annual planning and budget process. Communicate and provide regular updates to VPs on overall operating budget at central and campus level.

Student Engagement

- ◆ Provide input and recommendations on events, activities, and services during yearly and/or semester planning period.
- ◆ Review overall campus activity reports and make recommendations to address areas of improvement.
- ◆ Actively engage with students to promote the diversity and inclusion of students and SSF services, clubs, activities, and initiatives. Conduct classroom visits as directed.
- ◆ Support and participate in student council sponsored activities.
- ◆ Develop, maintain, and advance relationships with representatives at all levels of the Federation, community partners, and Seneca's faculty and staff.
- ◆ Encourage students to be actively involved with the Federation.

Committee Involvement

- ◆ Plan and conduct at minimum one (1) Presidential Forum (Town Hall Meeting) per semester.
- ◆ Call and chair central council meetings and general information sessions. Provide updates from a college-wide perspective as appropriate.
- ◆ Participate at LBC meetings at minimum once per semester.



President Position Description

- ◆ Attend the Annual General meeting.
- ◆ Represent the SSF on the Ancillary Fees Protocol Committee.
- ◆ Represent the SSF on the Alcohol Events Committee.
- ◆ Act as a student representative on at least one (1) College committee.
- ◆ Participate in a designated committee as requested or appointed.

REQUIREMENTS

- ◆ Act in accordance with the SSF by-laws, policies, and procedures and in compliance with College policies.
- ◆ Required minimum of forty (40) hours per week which includes mandatory attendance for committee meetings.
- ◆ Maintain office hours between 9:00 am – 5:00 pm Monday through Friday
- ◆ Work evenings and weekends when necessary, occasionally travelling to attend conferences and training.
- ◆ The SSF operates in multiple locations, therefore the incumbent is required to maintain duties on all campuses as required.
- ◆ Ensure that the President-elect is oriented to their new position including, but not limited to, the preparation of Transition Report.
- ◆ Participate in training and development sessions offered. Submit conference report as needed.
- ◆ Prior to the May 1 start date, there is a transition period with an expectation to complete up to 15 hours of work weekly, during the months of March and April and/or transition in advance. {depending on the elections date}
- ◆ Shall be available, as an ex-officio member of council, for one (1) year after their term of office ends.

QUALIFICATIONS

- ◆ Council member on any Local Branch Council for a minimum of 2 semesters (including the current semester).
- ◆ A current member of the SSF with the exception of running for a second term as President.
- ◆ Only permitted to be registered in a maximum of two classes per semester.
- ◆ Shall serve no more than two (2) terms.
- ◆ Current program or cumulative GPA 3.0

LEARNING OUTCOMES

After completing the work experience gained in this role, the President will be able to:



President

Position Description

1. Identify, evaluate, and apply organizational elements and strategic opportunities that support best practices in good student government and governance and are specific, measurable, achievable, realistic, and time bound.
2. Prepare and present a strategic and operational plan whereby the concepts of a global vision, strategic planning and operations are applied.
3. Champion and implement effective management processes through assessment, challenge, support, and feedback.
4. Examine and propose how to link a broad global vision to a long-term strategy and a practical short-term action plan, applying the recognized characteristics of leadership to management challenges in a not-for-profit social enterprise.
5. Lead by setting an example and nurture the next generation of leaders by placing values at the heart of every action.

ESSENTIAL EMPLOYABILITY SKILLS

- ◆ Respond to written, spoken, or visual messages in a manner that ensures effective communication at a senior management leadership team and organizational level.
- ◆ Use a variety of high-level critical thinking skills to anticipate and solve problems.
- ◆ Show respect for diverse opinions, values, belief systems, and contributions of others.
- ◆ Guide and interact with others in groups or teams through executive leadership in ways that contribute to effective working relationships and the achievement of goals through collaboration and consensus-building.
- ◆ Manage self and coordinate group use of time and other resources to complete projects.
- ◆ Take responsibility for one's own actions, decisions, and consequences.

Approved Version: December 2020