

Job Description



Job Title:	President & Chief Executive Officer
Department:	Graduate Student Association-University of Waterloo (GSA)
Reports To:	GSA Board of Directors
Jobs Reporting:	GSA Executive Manager, GSA Vice President, GSA Executive Support Staff
Salary Grade:	USG 10 (equivalent to \$36.60 per hour at 30 hours per week)
Effective Date:	May 2020

Primary Purpose

The President is the Chief Executive Officer of the Graduate Student Association. Within the scope of the corporate bylaws and policies, the President has full operational control and responsibility for the Association, including budgeting and spending. The President is an ex-officio member of the Board, and as such is a fiduciary.

Key Accountabilities

Representation & Advocacy

- Represents the Association to the University of Waterloo and external organizations, including municipal, provincial, and federal levels of government
- Oversees management of stakeholder relations and communications with stakeholders
- Represents and promotes the interests of members and advocates the Association's goals and political positions
- Manages the appointment, orientation, supervision, and reporting of members serving as representatives on university-wide committees and external governing, advocacy, and advisory bodies
- Monitors and evaluates performance of representatives to ensure actions of representatives align with the GSA's policies and political positions

Strategic Planning

- Leads the development of the Association's multi-year strategic plan
- Develops an annual workplan to implement the multi-year Strategic Plan and operationalize organizational goals and strategic priorities outlined in the Plan

Operations

- Operates the Association according to corporate bylaws and policy
- Works closely with the Executive Manager to establish policies and procedures to maintain operational continuity, effective operations, and policy compliance
- Interprets and operationalizes Board policy
- Ensures that all organizational practices, activities, decisions are lawful, prudent, and align with commonly accepted business, professional, academic ethics and practices
- Ensures that the Association's operations are directed towards achieving the goals outlined in the Ends policy, and in fulfilling the mission and vision of the organization
- Ensures that the Association's operations comply with Board-specified limitations set forth in the Executive limitations policies
- Oversees delivery and administration of all GSA services, ensuring that the organization operates efficiently, effectively, and sustainably

Job Description



- Oversees Association's engagement activities to ensure activities comply with the Association's policies and relevant legislation
- Oversees internal and external communications to ensure practices comply with the Association's policies and relevant legislation
- Ensures useful organizational information and records are retained, protected and backed up
- Reports on policy compliance according to the Board's monitoring schedule

Finances

- Presents and reviews financial statements in conjunction with the Executive Manager to ensure that the goals of the organization outlined in the Ends policy are met
- Works with the Executive Manager on the development, monitoring, and reporting of and on an annual budget for the Association
- Authorizes spending of the organization and ensures accounting and financial management of the organization comply with the organization's policies and relevant legislation
- Ensures setting, collection and reporting of fees charged by the Association are done in accordance with the Association's policies, by-laws, and relevant legislation
- Ensures information needed by external auditors for the annual audit of the corporation's finances is provided in a timely manner
- Ensures the organization's finances and assets are protected against fraud and other risks

Human Resources

- Has final authority on all human resources matters including decisions on hiring, discipline and dismissal of staff
- Leads the recruitment, hiring, and onboarding of the GSA Vice President
- Works closely with the Board of Directors to recruit, hire, and onboard the Executive Manager
- Works with the Executive manager to ensure that all human resources policies and procedures comply with the organization's policies and relevant legislation
- Prepares the annual performance appraisals of the GSA Executive Manager, Vice President and Executive support staff directly reporting to the President
- Works with the Executive Manager to review annual performance appraisals of management staff
- Provides ongoing coaching and feedback for the Executive Manager, Vice President, and Executive Support staff
- Ensures that conditions for staff are fair, equitable, and safe, and that staff are compensated appropriately
- Ensures an emergency succession plan is in place to protect the Association from sudden loss of President services

Required Qualifications

Education

- Currently enrolled as a graduate student at the University of Waterloo
- College diploma or university degree
Core areas: Business Administration, Public Administration, Management Science, Governance, Political Science, Financial Management, Social Work

Experience

- At least 1 year of managerial/leadership work experience
- Experience working collaboratively in teams with persons of various cultural, economic, and educational backgrounds
- Experience working with university student associations is an asset

Job Description



- Experience developing organizational policies to support operational objectives and goals
- Experience in managing finances is an asset
- Experience in managing performance of staff is an asset
- Experience in lobbying and advocacy is an asset
- Experience in strategic planning is an asset

Knowledge/Skills/Abilities

- Knowledge of management practices
- Knowledge of corporate finances (e.g. insurance, investments, accounting, budgeting)
- Excellent communication skills
- Strong interpersonal skills and ability to work in a diplomatic manner to establish and maintain working relationships with campus partners, resources and community stakeholders.
- Strong organizational and critical thinking skills with the ability to multi-task and manage priorities effectively
- Familiar with Microsoft Office Suite and productivity software
- Strong leadership skills including ability to maintain self-confidence of others and encourage ongoing training and professional development
- Good listening and conflict resolution skills
- Ability to manage change and take the initiative to improve processes and conditions

Nature and Scope

- **Contacts:** The President will work closely with the Board of Directors, Council, membership, Executive Manager, and Vice President, as well as campus stakeholders, such as university administrators, and other external organizations as needed including other GSAs and all levels of the government.
- **Level of Responsibility:** The President will have oversight of operations, finances and human resources to ensure that the corporation is run efficiently and effectively. The President will report on policy compliance to the GSA Board.
- **Decision-Making Authority:** The President will make decisions in accordance with the GSA's by-laws and policies. Majority of these decisions will revolve around operations, financial management, human resources management, and the implementation of directives from the GSA Board. The President will demonstrate an awareness and commitment to the GSA's values through their decisions.
- **Physical and Sensory Demands:** Attention to detail and an ability to juggle multiple demands in a fast-paced environment is required. Understanding and managing competing visions of stakeholders is frequently required.
- **Working Environment:** The working environment will be mostly office-based, with meetings across campus and period travel for meetings with stakeholder off campus. Work hours may extend past normal business hours or be shifted from traditional office hours in some circumstances.

Commitment to Inclusion and Equity

Our goal is to be a diverse workforce that is representative, at all job levels, of the graduate students we serve. We have a Human Rights policy, and we welcome all backgrounds and perspectives.