Chair of the Board of Directors

Reports to: The Board of Directors
Jobs Reporting (Job Titles): The President
Location: Main Office
Term: May 1 – April 30
Wage: 10 hours/month at $31.93

General

- Pursuant to Bylaw 5 (Board of Directors) and Policy 5 (Board of Directors), preside over and administer the affairs of the Board of Directors and the Board Executive Committee.
- Execute duties as outlined in other Bylaws and Policies.
- Abide by and uphold the mission, vision, and values, and the bylaws and policies of the Association.
- Promote high morale throughout the Association by serving as a role model for equity and inclusivity.
- Support the professional development of graduate students, Association staff, and Association volunteers.
- Promote the physical and mental health of graduate students, Association staff, and Association volunteers.

Nature and Scope

Interpersonal Skills:
- Strong communication skills; works as part of a team and collaborates with colleagues; interacts with persons of various social, cultural, economic, and educational backgrounds; acts in a diplomatic manner; and establishes and maintains strong working relationships.

Level of Responsibility:
- Senior leadership.

Decision-Making Authority:
- Decision-making authority as assigned in the Bylaws and as otherwise delegated from time to time by the Council.

Physical and Sensory Demands:
- Minimal demands typical of a senior position operating within an office environment.

Working Conditions:
- Exposed to stress and pressure associated with senior level responsibilities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions.
- There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year).

Vacation
- Vacation pay at 4%