**President**

Reports to: The Board of Directors and the Council

Jobs Reporting (Job Titles): The Vice-President, the General Manager, and the Graduate House Manager

Location: Main Office

Term: May 1 – April 30

Wage: 30 hours/week at $31.93

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**General**

- At the direction of the Council and the Board of Directors, provide leadership for the Association, both internally and externally.
- 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.
- Through proactive recruitment efforts and succession planning, contribute to maintaining a sustainable line of exemplary leaders in the Association.
- Hold regular office hours for meetings with graduate students, Association staff, and Association volunteers.
- Attend meetings of the Association staff and consult and advise thereat.

**Vision & Leadership**

- Consult and advise the Council and the Board of Directors on, and oversee the development and execution of, an annual work plan for the Association. The work plan should focus on addressing the priorities laid out in the Social and Academic Issue List (SAIL) and the Operations Issues List (OIL), and may include, in support of developing the SAIL and the OIL, plans for new studies of social, academic, and operational issues, as well as additional analysis of previous studies.
- Monitor, evaluate, and report to the Council and the Board of Directors on the progress of the annual work plan.
• In consultation with the Board-Council Budget Committee, oversee the development, and recommend to the Executive Committees of the Council and the Board of Directors, an annual budget for the Association.
• Monitor, evaluate, and report to the Board of Directors on the status of the annual budget.
• Nominate, for consideration by the Council, graduate students to advocate on behalf of the Association to the University through seats on University committees and other University bodies that make decisions or that advise on decisions that affect graduate students.
• At the direction of the Council and the Board of Directors, oversee the implementation of the Association's bylaws, policies, and standing rules.

Advocacy

• Advocate on behalf of the Association to the University at the highest level through seats on the Senate and the Senate Executive Committee.
• Advocate on behalf of the Association to the University at a senior level through seats on the Graduate Student Relations Committee, the Graduate Student Support Advisory Committee, the Student Services Advisory Committee, and the Senate Graduate & Research Council.
• Advocate on behalf of the Association to the University through a seat on the University Tenure & Promotions Committee.
• Advocate on behalf of the Association to the University, directly or through a designate, on policy-drafting committees, search and hiring committees, and other senior level ad-hoc committees.
• Provide direction to the Vice-President with respect to advocacy to the Canadian Alliance of Student Associations, the Ontario Graduate Student Alliance, and the Kitchener-Waterloo Town & Gown Committee.

Association Governance

• Keep the Association's governing bodies informed of and proactively consult them on advocacy matters.
• Brief, consult, and advise the Council and the Council Executive Committee on social, political, and academic issues and decisions affecting graduate students.
• Brief, consult, and advise the Board of Directors and the Board Executive Committee on administrative and financial issues and decisions affecting the Association.

Management

• Provide direction to the General Manager with respect to the operational management of the Association.
• Provide direction to the Graduate House Manager with respect to the operational management of the Graduate House.
Special Projects

- With the permission of the Executive Committees of the Council and/or the Board of Directors, undertake such special projects as were not included in the approved work plan.

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:

- Final decision-making authority as assigned in this job description and as otherwise assigned from time to time by the Board of Directors and/or 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). Over hours (more than 30 per week) must be approved by the Chair of the Board.

Vacation

- Two weeks of paid vacation are allotted per year.