

## **Job Description**

### **Position: President of NCSAC**

The President reports to the Niagara College Student Administrative Council Inc. Board of Directors and is accountable to this group and to the membership at large for their actions. The President is elected annually through the Election Policy and is expected to work in a full-time capacity from May 1 – April 30.

- a. Acts as the figurehead of the Niagara College Student Administrative Council Inc.
- b. Acts as the primary contact with students regarding academic appeals.
- c. Attends college, community and NCSAC committee meetings.
- d. Speaks on behalf of the NCSAC Board of Directors for media inquiries, community events, college functions & meetings, and NCSAC business regarding the decisions made by the organization.
- e. Are involved in the affairs of the NCSAC in accordance with the By-laws and Board Policies.
- f. Ensures that all Board of Directors members have the appropriate information they require to perform their jobs.
- g. Reviews all College and Corporate partnerships as well as the College Board of Governors meeting minutes, contracts, and documentation that is relevant to or affects operations at the NCSAC.
- h. Acts as a signing authority and binding member of the corporation on cheque requisitions, contracts, and payments.
- i. Reports to the Board of Directors at the monthly Board Meeting in regards to important NCSAC matters.
- j. Liaises with the Board of Governors Student Representative and keeps the NCSAC up-to-date with all Board of Governors information and upcoming activities.
- k. Collaborates with the NCSAC Board and NCSAC staff on strategic direction, vision and annual goals of the organization.
- l. Organizes advocacy efforts and government relations between the NCSAC and other student organizations at the municipal, provincial, and federal levels of government.

- m. Attends conferences, which are pertinent to advocacy, regarding emerging trends in student associations and business matters where deemed appropriate by the Board of Directors. The President must provide conference updates for any conference attended as part of their next board report.
- n. Attends all Board of Directors meetings.
- o. Works a minimum of thirty-five (35) hours per week including scheduled office hours, Board of Directors & Committee meetings and professional conferences.
- p. Spends appropriate time at each campus.
- q. Sits on all hiring panels for NCSAC Manager Positions and office staff.