



BUSU

BROCK UNIVERSITY
STUDENTS' UNION

POSITION TITLE: President
REPORTS TO: BUSAC and Board of Directors
Employment Period: May 1st – April 30th
Pay Rate: \$37,850 Annually

SECTION 1: PRIMARY JOB FUNCTION

The President is a member of the Executive team of the Brock University Students' Union elected to fulfill the mission of BUSU.

It is the mission of the Brock University Students' Union to effectively represent undergraduate students to all relevant stakeholders and to enhance the benefits of attending Brock University by providing a variety of programs, opportunities, and services while creating an atmosphere and culture of acceptance, inclusion, and tolerance.

Responsibilities:

- To act as the Chief Executive Officer (CEO) of the Brock University Students' Union Inc.;
- To provide direction and leadership for the advancement of the Union;
- To report all activities undertaken on behalf of BUSU at all regular meetings of BUSAC;
- To have signing authority on all accounts in existence for the use of BUSU;
- To act as a liaison between BUSU and the Board of Trustees, Administration, and Faculty Association;
- To act as one (1) of two (2) ex-officio, voting, executive representatives on the BUSU Board of Directors
- To act as the primary liaison between the Students' Union and the Chair of the BUSU Board of Directors
- To be an ex-officio member of all standing and ad-hoc committees of BUSAC;
- To enforce the rules of the Letters of Patent, Supplementary Letters Patent and the Constitution, Bylaws, and Policy and Procedures of BUSU;
- Represent BUSU as an active member of the Ontario Undergraduate Student Alliance (OUSA) by participating fully in OUSA initiatives including:
 - 4 Annual conferences
 - Monthly steering committee meetings
 - Lobby week
 - Contributing to the policy papers assigned by OUSA with the assistance of the Advocacy team.
 - Maintain an understanding of existing OUSA policies
- Represent BUSU as an active member of Canadian Alliance of Student Associations (CASA) by participating fully in CASA initiatives including:
 - 3 Annual conferences



BUSU

BROCK UNIVERSITY
STUDENTS' UNION

- Lobby week
- Maintain an understanding of existing CASA policies.
- To work to increase the engagement of students in the political process;
- Keep up to date with post-secondary political climate provincially and federally.
- One of the signing officers of BUSU. Responsible for signing cheques and invoices on a weekly basis.
- Works in conjunction with the General Manager on the creation of the Division 1 budget.
- In the event of a vacancy of the General Manager role, the President will serve in this role in the interim, or else appoint a permanent staff member or other Executive member to do so at their sole discretion.
- Works in conjunction with the General Manager to ensure the organization has a functioning strategic plan and is continually working towards its execution.
- To consult with the General Manager on all legal, financial, and management related matters of the Corporation when necessary;
- To maintain reasonable contact with other post-secondary institutions, businesses and other external organizations in conjunction with the Vice-President External Affairs;
- To report all activities undertaken on behalf of BUSU at all regular meetings of BUSAC;
- To present a written year-end report that is satisfactory to the outgoing BUSAC in the month of April.
- To aid in the performance of duties resulting from a vacancy in the Executive until the end of his or her term, or until the position can be duly replaced;
- To assume other duties which properly fall within the scope of the portfolio, and other duties that may occasionally be assigned by the Board of Directors or BUSAC.

SECTION 2: QUALIFICATIONS

- The President Affairs must be a registered student of Brock University and must have taken a minimum of one half (1/2) credit during the academic year of their election.
- President candidates will have a minimum 60% average as confirmed by the Brock University Registrar Office as of the All Candidates Meeting of their election period.
 - Upon the receipt of a nomination package for President, the Chief Returning Officer shall confirm the academic standing and eligibility with the Registrar of Brock University
- In order to be nominated and elected to the position of President of the Brock University Students' Union Inc., the individual must act in accordance with Bylaw 400.
- The President must be at least eighteen (18) years of age, must not be an undischarged bankrupt, must be mentally competent, and must not have been convicted of any offenses listed under the Canadian Criminal Code.



BUSU
BROCK UNIVERSITY
STUDENTS' UNION

SECTION 3: WORKING CONDITIONS

PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time, some physical labour may be required i.e. moving materials around the office, or striking decorations and other items for special events.

PHYSICAL ENVIRONMENT

Standard office environment; occasional driving to off-campus business events, and traveling to professional conferences or retreats.

SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members. Need to listen intently and to pay attention to body language when meeting one-on-one with individuals.

MENTAL STRESS

This position requires attending night meetings from time to time and working some weekends. Also, it includes some traveling to conferences and retreats. Must be able to work flexible hours in order to be successful. Must be able to work in a fast paced environment and work through complex situations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Brock University Student Union is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Brock University Student Union will provide reasonable accommodations to applicants with disabilities throughout the recruitment process. If selected to participate, please inform Human Resources of the nature of any accommodations(s) that you may require.