

## **PRESIDENT & CEO**

The **President & CEO** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also acting as the steward of the MASU. Furthermore, the President & CEO shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Chair the MASU Executive Board (EB).
7. Serve a term on the Mount Allison University Board of Regents from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
  - a. In conjunction with the Vice President, Academic and University Affairs, the President & CEO shall assign individuals to applicable Board of Regents Committees while respecting the assignments made within positional mandates.
8. Serve a term as an associate member on the University Senate from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
  - a. In conjunction with the Vice President, Academic and University Affairs, the President & CEO shall assign individuals to applicable Board of Regents Committees while respecting the assignments made within positional mandates.
9. Serve in the following roles at external organizations:
  - a. Board Director - New Brunswick Students' Alliance (NBSA); and,
  - b. Secondary Delegate - Canadian Alliance of Student Associations (CASA).
10. Oversee, and assist as necessary, the five other Executive Officers and the office staff.
11. In conjunction with the Vice President, External Affairs, act as a liaison between the MASU and all external bodies. These include, but are not limited to:
  - a. The three (3) levels of government – municipal, provincial, and federal;
  - b. All other student unions/associations; and,
  - c. Any other relevant organization that pertains to student interests.
12. In conjunction with the Vice President, Finance and Governance (VPFG), uphold, oversee, and update (as required), the governance of the MASU. This includes:
  - a. The Articles of Incorporation;
  - b. The Constitution;
  - c. The By-Laws;
  - d. Policies; and
  - e. The Strategic Plan
13. In conjunction with the General Manager and VPFG, ensure that the finances of the MASU are properly kept. This includes:
  - a. Overseeing and developing the annual MASU budget;
  - b. Ensuring that a yearly audit of the MASU's financial records is done;
  - c. Developing a budget for Orientation and entertainment; and,

- d. Scrutinizing the disbarment of MASU funds.
- 14. Act as a signing authority on behalf of the MASU.
- 15. Act as the official representative and spokesperson of the MASU.
- 16. Not occupy another position within the MASU.
- 17. Be aware of, and uphold, all bylaws and policies related to their position.
- 18. Work a minimum of thirty-five (35) office hours per week from May to August, and seventeen and a half (17.5) office hours per week from September to April.
  - a. During the summer months, the President & CEO is expected to work in the MASU Office.
- 19. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
- 20. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
  - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
- 21. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
- 22. Perform all other duties assigned by the Executive Board and/or the Students' Administrative Council.