



Concordia University of Edmonton

Students' Association

PRESIDENT

CONCORDIA STUDENTS' ASSOCIATION

Concordia University of Edmonton

Edmonton, Alberta

February 2016

Policy: CSA President

Category: Human Resources

Date Approved: 02/21/16 Date Reviewed: 02/20/16 Date Rescinded:

POLICY

This policy sets expectations for the President of the Concordia Students' Association.

RATIONALE

The President is the official voice of the CSA's governance structure. Expectations define areas of responsibility and hold the President accountable to both the General Council and the students of Concordia University of Edmonton.

DEFINITIONS

CUE: Concordia University of Edmonton.

CSA: Concordia Students' Association.

EXPECTATIONS

The President shall:

1. Serve as a member and non-voting Chair of the General Council;
 - 1.1. In the case of a tie vote it becomes the decision of the President.

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2. Serve as a member and non-voting Chair of Executive Council;
 - 2.1. In the case of a tie vote it becomes the decision of the President.
3. Provide up-to-date, written reports to General Council on the President's areas of responsibility, to be submitted with the General Council agenda package.
4. Meet with the Dean of Students and President of CUE on a weekly basis.
5. Consult with the General Council in the performance of President's duties.
6. Serve as the official CSA representative and voice for any external organization in which the CSA is a member.
 - 6.1. If unable to be the official representative, the President may appoint an Executive Councillor.
7. Represent the CSA on the Board of Governors of CUE;
 - 7.1. Works alongside General Council to select an additional CSA Executive Councillor, General Councillor, or General Member to the Board of Governors as required;
 - 7.2. If there are no applications for this position, the President appoints a delegate.
8. The President is responsible for representing students on all committees of the University;
 - 8.1. The President may delegate committees to any Executive Council Member so long as the Executive Council Member is qualified to sit on the committee, and the delegation does not negatively impact the performance of duties by the President, or academic performance of the appointed member;

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- 8.2. The President is responsible for the training, support, and supervision of their delegates. This includes helping delegates understand the CSA's perspective on certain issues;
- 8.3. The President is responsible for being aware of the proceedings of all delegated committees.
9. Serve as the official public relations representative on behalf of the CSA.
10. Advise the Executive Council and General Council on the external affairs of the Association, including but not limited to;
 - 10.1. External Student Advocacy and Government Lobbying;
 - 10.2. Non-Academic University Relations;
 - 10.3. Academic University Relations;
 - 10.4. Internal and External Public Relations;
 - 10.5. Human Resources.
11. Draft the portion of the annual budget pertaining to the President's position, in consultation with the General Council and Budget Steering Committee.
12. The President's Discretionary Expense is to be utilized at the President's discretion to fund special initiatives and/or cover items, expenses, or situations that do not fall under any other department within the CSA;
 - 12.1. Any expense claim over \$1000 dollars must be approved in writing by the VP

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Finance and the Executive Director before an expense is to be carried out.

13. Notify the General Council no later than seven (7) business days prior to a meeting;
 - 13.1. Prepare and distribute an agenda for all General Council meetings at least five (5) business days prior to the meeting.
14. Notify the Executive Council no later than three (3) business days prior to a meeting;
 - 14.1. Prepare and distribute an agenda for all Executive Council meetings at least two (2) business days prior to the meeting;
15. Be one of the signing authorities of the CSA.
16. Provide assistance to students who have academic concerns.
17. Be responsible for ensuring, in consultation with the Faculty Advisor and/or Executive Director, that the CSA By-laws and policies are upheld.
18. Work collaboratively with the Development Office to ensure the Student Food Bank remains stocked and accessible to students;
 - 18.1. If necessary, the President may request the assistance of other General Councillors in the continued maintenance of the food bank. Also, the President may delegate this duty to another Executive Councillor/Assistant or hire a position if necessary.
19. At their discretion award a non-CSA member, who goes above and beyond in their service to the CSA, honorary membership in the CSA;
 - 19.1. Honorary membership grants the holder access to CSA meetings, events, and Thunder Athletic games;

- 19.2. Honorary members do not qualify to vote, hold office, and do not pay any student activity fees.
20. Any responsibilities not otherwise assigned in By-laws or policy are the responsibility of the President.
21. The President reserves the right to bring any issue before the Executive Council to be further discussed and voted upon to the General Council;
- 21.1. If there is no General Council meeting scheduled within the following two (2) weeks, a special meeting will be called;
- 21.1.1. The General Council must be notified of the meeting no less than seven (7) business days prior.