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**Georgian College Students’ Association President**

**Department:** Student Leadership and Transition Services **Campus:** Barrie

**Honorarium:** $1344 (Before taxes, to be paid out monthly after a review is completed) **Term:**  May 1, 2017 – April 30, 2018

**Staff Advisor:** Manager, Student Leadership and Transition Services **Hours/ week:** minimum 24 hours

**GCSA Barrie’s Vision:** The Georgian College Students’ Association (Barrie Campus) will be a recognized and engaged executive council that promotes the rights of students, heightens student engagement, and enhances the quality of student life. We will prepare confident leaders of tomorrow, while respecting the diversity and strength of all. We will continuously assess, adapt, and grow to fit the needs of our increasingly diverse student body.

**GCSA Barrie’s Mission:** We advance the general welfare of all Georgian College students and to that end we:

* Serve as a resource for students;
* Serve as a resource for faculty and staff;
* Act as liaisons to and from the student Body and the College administration;
* Remain a major source of information to and from the Student Body;
* Recruit and develop Student Leaders within a professional culture to benefit the larger community; and engage in purposeful community service.

**In order to be considered for a role you must be:**

* A registered, fee paying student in good academic standing throughout your tenure in GCSA
* Willing and able to attend off campus training and weekend conferences such as the Student Executive Conference
* Willing and able to complete online training such as Health and Safety

**In efforts to promote a culture of student engagement and social integration all GCSA executives will:**

* Be available within the GCSA office for a minimum of 24 hours a week during which time they will be open to hearing student issues and concerns
* Keep Outlook calendar up-to-date as well as respond to work emails and messages in a timely manner (i.e. less than 24 hours)
* Participate in ongoing professional development which will include irregular hours (with advanced notice)
* Attend all meetings of the executive, directors and Student Executive Conference (SEC) including in-service and team building activities
* Assist with general office duties and inquires (for example: insurance questions) as well as provide coverage at the GCSA front desk as required
* Respect, adhere to and continually review GCSA policies, procedures, by-laws, and constitution
* Adhere to all college policy and procedures, modelling exemplar student behaviour
* Participate in an annual review of all student ancillary fees and budget review (usually at SEC)
* Be available to meet regularly (minimum of monthly) with the Manager, Student Leadership & Transition Services
* Work within the budget attributed to your portfolio and present your budget updates upon request
* Work with the Manager, Student Leadership & Transition Services on the procurement of goods and services for GCSA (e.g. SWAG)

**Part of all GCSA executive roles include supporting the onboarding of your incumbent by;**

* Maintaining all GCSA documents and records in an organized fashion, relinquishing all those documents or records in their care to the successful incumbent at the end of the term
* Preparing a transition binder and year-end report for your incumbent and the Manager, Student Leadership & Transition Services
* Participating in the orientation and training of your successor at change-over
* Presenting succeeding budget to council for approval

**Specific to the GCSA Presidential role you will:**

* Assist with the organization and coordination of all college wide events on behalf of GCSA (for example: orientation)
* Strive to ensure that the executives and board of directors are aware of GCSA services and activities
* Be informed of all services of GCSA and its businesses including Get Connected, Orientations etc.
* Develop, implement, and commit to a one-year operational and strategic plan that identifies the executives’ goals and objectives
* Participate in selection committees established to hire full time student life staff
* Work closely with the Manager, Student Leadership & Transition Services
* Delegate tasks to VPs and directors where appropriate
* Represent student issues and concerns to key stakeholders to the best of your ability
* Support and assist with the ongoing training and professional development of GCSA members
* Monitor the activities of the VPs to ensure the fulfillment of their job descriptions and be present for each honorarium review along with the Manager, Student Leadership & Transition Services
* Be aware of all major purchases for the GCSA office including SWAG, furniture and equipment
* Take responsibility for the overall direction and leadership of council, assisting council as required
* Chair the constitutional by-law and strategic plan review committees
* Be the lead contact for GCSA student representation on college committees such as College Council and Student Portal Committee
* Attend Board of Governors’ meetings as requested
* Attend college meetings involving subsidiaries and businesses upon request (ie. Grade appeals)
* Assist with Barrie hosted Student Executive Conference
* Chair (or designate and delegate VP or Director) council meetings

**Qualifications**

* Student leadership experience in a post-secondary environment is highly recommended
* Excellent interpersonal, customer service and communication (written / oral) skills
* Proven technical, analytical, problem solving and project management skills
* Self-directed with the ability to take initiative, work independently as well as within a team environment
* Demonstrated organizational and time management skills with the ability to prioritize effectively in a fast-paced deadline driven environment juggling multiple projects to ensure timelines are met
* An understanding of financial management principles
* An awareness of different leadership styles and an emerging personal leadership philosophy