


Policy:	President's Role and Responsibilities
Last Amended:	April 2024
Responsibility:	Board of Directors; Human Resources & Governance Committee
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Board Chair Signature:	 Ashish Ganapathy

1. GENERAL

- A. The President and Chief Executive Officer ("President") manages and oversees the Association's day-to-day operations. A written description for the position of President and Chief Executive Officer defines the position and helps incoming executives to understand the role. The Association's Constitution, Governance Policy and other policies define and govern the authority of the President.
- B. The President is responsible for promoting the best interests of the Association and its membership while meeting the Board's goals.
- C. The President is responsible for the overall success and effectiveness of the Association.
- D. The President is an employee of the Board.
- E. The President accepts guidance from and regularly confers with the Association's General Manager.
- F. The General Manager is an employee of the Association who reports to the President and regularly confers with the Chair of the Board.
- G. The General Manager oversees/supervises all full-time Association staff.

2. REQUIREMENTS

- A. The President must

- i be at least 18 years of age
- ii be a member of the Association for the full time of their term, and
- iii have a cumulative grade point average of at least 2.0.

3. REPRESENTATION

- A. The President is the official representative and primary spokesperson for the students of Saint Mary's University.
- B. The President is responsible for all organizational relationships, including with the University, external organizations, all levels of government, and the broader community.
- C. The President represents the Association on the boards of directors for Students Nova Scotia and the Canadian Alliance of Student Associations.
- D. The President serves as chair of the student caucus for the University's Board of Governors and Academic Senate.
- E. The President, or President's delegate, is the Association's primary representative on the University's budget advisory committee.

4. FINANCIAL RESPONSIBILITIES

- A. The President must protect the Association from financial risk.
- B. The President must get approval from the Board of Directors before allowing the Association to run a deficit.
- C. The President may take on obligations or agreements that extend beyond their term only if two-thirds of the Board of Directors approves in a vote.
- D. The President pays all debts on time.
- E. The President must get approval from the Board of Directors before making a purchase over \$5000 that isn't in the Association's budget for the year; the President may not split payments for one purchase to avoid this policy.
- F. The President must have the approval of the Board of Directors before using long-term reserves or making capital purchases.

5. BUDGETING

- A. Before the end of each financial year, the President must give the Board of Directors a budget for the following year.
- B. The President may work with staff and other supports to make sure that the budget is responsible, transparent, and complete.
- C. The proposed budget must:
 - i project revenues and expenses using known methods for financial forecasting and valid data
 - ii separate capital and operational items
 - iii make all planning assumptions clear, and
 - iv give the Board of Directors the governance resources it asks for.

6. ASSET PROTECTION

- A. The President makes sure that all assets are protected from risk.

- B. The President makes sure that the Association is insured against theft, fire, and casualty losses to a prudent replacement value. The President makes sure the Association has appropriate liability insurance for Board members, staff, volunteers, and the organization.
- C. The President avoids claims of liability against the organization, its Board, staff, and volunteers.
- D. The President makes sure that the Association's information and files are responsibly stored and protected.

7. REPUTATION AND IDENTITY

- A. The President maintains and improves the reputation of the organization, its Board, staff, volunteers, and members. This means that the President:
 - i must avoid any risk to the Association's reputation
 - ii will not endanger the public image and credibility of the organization, or its ability to accomplish its goals
 - iii will not change the name of the organization or alter its identity in any way.

8. SUPPORTING THE BOARD

- A. The President supports the Board of Directors and keeps it informed.
- B. The President must give the Board and its committees information they need in a reasonable amount of time; the information must be accurate and understandable.
- C. The President must tell the Board about anything that could lead to negative media coverage, possible lawsuits, and important changes within the organization.
- D. The President must tell the Board if they feel that the Board is not following its own policies and bylaws.
- E. The President must make sure the Board has all the information it needs to make informed decisions.
- F. The President must make sure there is a mechanism in place for official communication between the Office of the President and the Board of Directors.
- G. The President will not give additional privileges or show favour to certain Board members except when fulfilling requests for information or complying with committee duties.
- H. The President must submit to the Board all items that policy and the law say the Board must approve.

9. COMPENSATION AND BENEFITS

- A. The President's salary for the upcoming year is set by the Board of Directors by the end of January.
- B. The President may not:
 - i change the President's salary (Benefits may change if the package is consistent with the package for all other employees), or
 - ii set compensation or benefits that are well above or below what is normally paid in Halifax for a position.

10. SUCCESSION

- A. If the President leaves office before the end of their term, or cannot perform their duties, the Board Chair becomes Acting President right away and
 - i the Board of Directors may appoint a Vice-President or other officer to serve as Acting President, or
 - ii the Board of Directors may hold an election for a new President to serve for remainder of the term.