



Name:	Protocol on Presidential Responsibilities
Manual:	Operational Procedures Manual
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Responsibility:	President
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Abstract:	The Association has established a written description for the position of PRESIDENT & CHIEF EXECUTIVE OFFICER in order to fully define the position and aid incoming executives during transition periods.

1.0 GENERAL

- 1.1 The Saint Mary's University Students' Association (herein after referred to as the "Association") requires an elected PRESIDENT & CHIEF EXECUTIVE OFFICER (herein after referred to as "PRESIDENT") to manage and oversee its day-to-day operations.
- 1.2 The PRESIDENT shall be responsible for advancing the best interests of the Association and its membership alongside objectives determined by the BOARD from time-to-time.
- 1.3 As the highest ranking Association staff member, the PRESIDENT is the sole employee of the BOARD and shall be held accountable for the overall success and wellbeing of the Association.

2.0 REQUIREMENTS

2.1 The PRESIDENT shall be the Association's elected Chief Executive Officer. Any individual occupying the role of PRESIDENT must be at least eighteen (18) years of age, a member of the Association for the duration of their term, and have a cumulative grade point average above a two (2.0).

3.0 REPRESENTATION

3.1 The PRESIDENT shall act as the official representative and primary spokesperson for the students of Saint Mary's University.

3.2 The PRESIDENT shall be responsible for all organizational relationships, including but not limited to the University, external organizations, all levels of government, the civil service and the broader community-at-large.

3.3 The PRESIDENT shall serve as the Association's provincial voice as a member of the Board of Directors for Students Nova Scotia.

3.4 The PRESIDENT shall serve as the Association's federal voice as a primary delegate to the Canadian Alliance of Student Associations.

4.0 RESPONSIBILITIES

4.1 The PRESIDENT shall accept guidance from, and regularly confer with, the Association's GENERAL MANAGER, who shall be delegated operational autonomy and oversight of all full-time staff.

4.1.1 The GENERAL MANAGER shall be recognized as an employee of the Association who reports to the PRESIDENT.

4.1.2 The GENERAL MANAGER shall be delegated oversight of all full-time Association staff.

4.2 The PRESIDENT shall be knowledgeable and well-versed with all Association and University governing by-laws, policies and operating

- procedures.
- 4.3 The PRESIDENT shall be the Association's principal signing authority and budgetary officer.
- 4.4 The PRESIDENT shall, in accordance with the Association's Constitution, serve as Secretary to the Association's BOARD.
- 4.4.1 The PRESIDENT shall be required to provide their expertise to the BOARD through objective information, and upon request opinion, that may aid in the BOARD's decision-making process.
 - 4.4.2 The PRESIDENT shall be responsible for managing all information pertaining to the BOARD, including but not limited to documents, papers, contracts, policies and minutes.
 - 4.4.3 The PRESIDENT shall be responsible for publishing minutes of BOARD meetings in a timely manner.
 - 4.4.4 The PRESIDENT shall be responsible for retaining a RECORDING SECRETARY who shall be delegated the task of preparing minutes from each meeting of the BOARD.
- 4.5 The PRESIDENT shall, in accordance with the Association's constitution, serve as chair of the student caucus for the University's Board of Governors and Academic Senate.
- 4.6 The PRESIDENT shall be responsible for ensuring that student representatives are adequately prepared to attend meetings and are able to effectively advocate on behalf of the student body.
- 4.7 The PRESIDENT shall be responsible for the accountability of student representatives. If student representatives are not performing to expectations, the PRESIDENT shall ensure a replacement is found.
- 4.8 The PRESIDENT shall serve as the Association's primary representative on the University's budget advisory committee.

4.9 The PRESIDENT shall be responsible for ensuring effective student representation on all relevant University decision-making bodies.

5.0 DISCLAIMER

5.1 Although great effort has been made to ensure that the information presented in this document and on the Association's website is accurate, the Association's Constitution, Governance Policy and any other policy ratified by the BOARD will define, govern and limit the authority of the PRESIDENT.

5.2 The PRESIDENT is held to account by the Association's BOARD, and as such, shall be required to pursue objectives identified by the BOARD from time-to-time as deemed necessary.

6.0 UPDATE SCHEDULE

Version History (#)	Date Changed	Updated By	Description of Change
1.0	December 15, 2014	Office of the President	Document creation. Approved by President and submitted to Board.