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## **Role Description: President**

### **Eligibility**

1. Throughout their term, voting members of the Executive Committee must be an Active Member of the Association and remain in good standing with the organization (AUGSA Bylaws, 8.3).
2. All Executive Committee members and Council members must be active members in good standing, successfully complete at least three (3) University graduate credits during their term in office and may not academically withdraw during their term (AUGSA Bylaw, 8.10).
3. All Council members must reside in Canada (AUGSA Bylaws, 8.13).
4. Have served no more than four (4) terms on AUGSA Council, regardless of office held (AUGSA Bylaws, 10.3).

### **Commitment**

This role requires at least 50-85 hours per month dedicated to all responsibilities, averaging about 20 hours per week. Due to the nature of the role, the time commitment varies depending on the time of year.

### **Role and Responsibilities**

The President portfolio has three (3) primary areas of focus:

1. The President is responsible for representing student concerns of an academic and non-academic nature to the institution. The President is the primary representative on behalf of all graduate students at Athabasca University and is expected to attend consultations, committee meetings, councils, and boards, including the Board of Governors of Athabasca University.
2. The President is responsible for all external advocacy to the provincial and federal government. This position has the opportunity to partake on many boards and committees within associated lobby groups, including the Canadian Alliance of Student Associations (CASA). The incumbent works closely with fellow advocates to ensure that graduate students receive the best possible education at Athabasca University.



3. The President is a member of the Executive Committee on behalf of the Association and provides leadership to the AUGSA Council and its members. The Executive Director reports to the Executive Committee. The President provides governance leadership to the Association, chairs sub-committees while performing sub-committee work, and delivers projects and initiatives.

The President's responsibilities include:

1. Acting as a chairperson or appointing a chairperson for all meetings of the Association, unless otherwise noted;
2. Developing, revising, and ensuring the implementation of policies for governing the Association;
3. Preparing the annual budget of the Association;
4. Supporting the Executive Director in the execution of organizational operating policies;
5. Co-ordination of all activities of the members of the Executive Committee;
6. Co-ordination of all business with representatives on University committees and boards;
7. Representing graduate students on, or appointing an active member to, the Board of Governors;
8. Acting as official liaison with external affiliations unless otherwise noted;
9. Representing graduate students within associated lobby groups and to other external groups or meetings, in conjunction with the Vice-President External;
10. Acting as the primary spokesperson for the Association to the media;
11. Completing other tasks or projects assigned by the Executive Committee or Council;
12. Reporting their activities to the Executive Committee on a regular basis;
13. Presenting an executive report on a monthly basis at a Council meeting on portfolio activities.
14. Providing a monthly update to membership;
15. Attending one (1) Executive Committee meeting and one (1) Council meeting per month;
16. Chairing AUGSA Council sub-committees, including:
  - a. Finance Committee;
  - b. Governance Committee;
  - c. Strategic Planning Committee; and
  - d. Ad-hoc committees.
17. Acting as a signing authority on behalf of the Association.

### **What to Expect:**

If successfully elected, onboarding begins at the Executive Transition, which is an in-person event that takes place over a long weekend around May 1st. Attendance is mandatory.



Upon assignment of your portfolio, you will be appointed to external lobby groups and be expected to attend in-person at the lobby groups annual conference schedules, which begin with onboarding. This will involve serving on committees, attending conferences, and liaising with CASA home office staff. Be prepared to dedicate up to forty (40) full business days to AUGSA per year (Executive Transition, one (1) week for CASA Transition, one (1) week for CASA Policy and Strategy Conference, one (1) week for CASA AGM, eight (8) days for Board of Governors events, and two (2) weeks for provincial advocacy-related activities and lobbying. These involve out of province travel. A primary aspect of representing Athabasca University graduate students externally is maintaining a transparent and involved communications channel open between AUGSA Council, membership, and the initiatives and priorities set out within the lobby groups.

AUGSA Committees and objectives that are assigned to the President, or initiatives undertaken by the Executive Committee, give you more flexibility in scheduling, given initiatives are set amongst the students. Be prepared to be a team player, make governance decisions on behalf of the Association, and participate in projects beyond the immediate scope of your assigned portfolio. This includes serving on AUGSA Committees. The Council is the ultimate decision maker, but the Executive Committee are the “movers and shakers” that bring things to the Council’s attention and spend hours researching and developing opinions. You should also be prepared to be available to deal with emergent issues as they come up, fill in for the Executive Director when they are away on vacation, and be available year-round to students and stakeholders via phone, email, and social media.

Serving as the AUGSA President is a fun and rewarding experience, a great way to give back to the university community, and an excellent opportunity to gain new skills. All meetings are conducted via teleconference, so this position can be completed from anywhere in Canada as long as you have good Internet service and have the ability to travel when conferences are in session. Meetings of the University typically are scheduled during the office hours of 8:00 AM to 4:00 PM MST, Monday through Friday.

