

# The Role of AUGSA President:

## What You Need to Know Before Elections



The President shall be the Chief Executive Officer of the Association. The President shall act as the official representative for the Association and shall preside over and be responsible to the Association. The President shall be responsible to the Association for the following:

- Acting as a chairperson or appointing a chairperson for all meetings of the Association, unless otherwise noted;
- Acting as supervisor for AUGSA Executive Director;
- Supports the Executive Director in the execution of the human resources policy of the organization;
- Co-ordination of all activities of the members of the Executive Committee;
- Co-ordination of all business with representatives on University committees and boards;
- Reporting their activities to the Executive Committee on a regular basis;
- Presenting an Executive report on a monthly basis at a Council meeting on portfolio activities;
- Acting as the Association's official spokesperson to the media;
- Acting as an official signing authority for the Association;
- Representing graduate students on, or appointing an active member to, the Board of Governors;
- Acting as official liaison with external affiliations unless otherwise noted; and
- Where possible, representing the Association on the Alberta Graduate Provincial Advocacy Council, the Canadian Alliance of Student Associations, and with any other external groups or meetings, in conjunction with the Vice President (External).

Additional responsibilities of the AUGSA President include:

- a) Prepared to spend **at least 50-85 hours per month** dedicated to all responsibilities;
- b) Accessible almost 24/7 to deal with emergent issues as they come up, and to fill in for the AUGSA Executive Director (the one and only full time staff member of the Association) when he or she is on vacation;
- c) Available to students and stakeholders via phone, email, and social media (including Twitter, Facebook, and LinkedIn);
- d) Able to frequently attend meetings scheduled during business hours, Monday to Friday;
- e) Ideally located in Alberta to attend AU Board of Governors events in person, meet with Alberta MLA's, supervise the AUGSA Executive Director, and participate with the abGPAC;

## The Role of AUGSA President: What You Need to Know Before Elections



- f) Prepared to dedicate at least forty-eight (48) full business days to the AUGSA per year (Executive Transition in Edmonton, 1 week for CASA Regional Transition, 1 week for CASA Policy and Strategy Conference, 1 week for CASA AGM, 8 days for Board of Governors events, 2 weeks for AGC-related activities and lobbying, 5 days for abGPAC);
- g) Attend monthly AUGSA Council meetings and Executive Committee Meetings. These meetings take place in the evenings, typically the 1<sup>st</sup> and 2<sup>nd</sup> Tuesday of every month.
- h) Chair of Strategic Planning Committee;
- i) A confident public speaker and have some skill in policy development and analysis, skills in staff management, and financial management skills;
- j) A team player, and eager to participate in making AUGSA governance decisions;
- k) Able to respect confidentiality. Students may approach you with sensitive concerns, and you must be prepared to respect their confidence and not share their information without their permission.

As a member of the Executive Committee, the Executive Committee shall ultimately be accountable to the Council for the following tasks:

- a) Developing, revising, and ensuring the implementation of policies for governing the Association;
- b) Carrying out the business of the Association;
- c) Upholding and furthering the objectives of the Association;
- d) Reporting fully to the Council;
- e) Conducting human resource matters as outlined in the operating procedures, including setting hiring criteria and staff selection as well as staff supervision;
- f) Preparing the annual budget of the Association; and
- g) Completing such actions as Council considers necessary.

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.

For more information on the role as it is outlined in AUGSA's bylaws, please see pages 7 through 10 in the bylaws located here (<https://www.augsa.com/about/policies-bylaws/>). If you have questions on this role or would like to see past monthly reports of the AUGSA President, feel free to contact Meaghan Sullivan (AUGSA Executive Director) at [ed@augsa.com](mailto:ed@augsa.com).

Thank-you for considering running in the election for an AUGSA Executive position, and best of luck!