



UNB Student Union

President / CEO

Location: Student Union Building, Fredericton, NB

Date: May 1st to April 30th

Hours: 37.5 hrs/week

Reports to: UNB Student Union Council

Course Limitations: Two per term

Summary:

The President shall be the Chief Executive Officer of the Union and see to the day to day organization of the Union and the Executive committee. The President will provide direction and leadership for the advancement of the objectives of the Union while ensuring meaningful student representation in the decision making processes of the Union. The President shall fulfill and perform those duties as may be required or necessary to achieve the purposes or objectives of the Union.

Key Responsibilities:

- Be the spokesperson for the Union;
- Support the priorities of all Vice-Presidents portfolios and ensure the executive team works as a cohesive unit with unified goals;
- Foster an effective workplace for the executive team through professional development and team building opportunities;
- Maintain the Bylaws of the Union.

Supervisory Roles:

- Serve as the primary contact person for the UNBSU legal counsel in regards to legal matters;
- Supervise the:
 - Vice President Academic;
 - Vice President Events and Services;
 - Vice President Finance & Operations;
 - Vice President Student Wellness;
 - Vice President Communications;
 - Vice President Policy and Research; and
 - General Manager.
- See to the fulfillment of the duties and responsibilities of an/all Executive councillor(s) until such a time as the role is filled or they return to the position;
- Serve as Chairperson or Chief Returning Officer in their absence.



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Accountabilities:

In addition to the respective Vice Presidents act as a liaison between the Union and:

- The University of New Brunswick Administration;
- Campus, local, Provincial and National Media;
- Other student associations/unions;
- Other entities not otherwise listed in these Bylaws with which the Union liaises;
- Be a non-voting member of all standing and ad hoc committees unless otherwise appointed to the committee;
- Be the primary delegate to the Canadian Alliance of Student Associations (CASA) and any external advocacy organizations; and
- Organize the transition conference for the incoming executive committee;
- Organize the Annual General Meeting at the end of the winter term;
- Conduct semesterly councillor check-ins and provide support for councillor projects as assigned by the VP Finance and Operations

Administrative Duties:

- Co-sign, along with the Secretary, the minutes of each Council meeting upon approval by two thirds of the Council;
- Present a report of all activities undertaken on behalf of the Union at all regular meetings of the Council;
- Be responsible as a co-signer of the monetary accounts of the Union;
- See to the distribution of bi-weekly Executive reports to council during the Summer;
- Conduct semesterly performance reviews of the Vice Presidents;
- Provide a transition report to the incoming President at the end of your term.
- Chair the following Union committees:
 - Policy Committee;
 - Advancement Committee

Requirements:

- Be registered as a part-time undergraduate student at UNB with no more than two courses per term;
- Be in good standing with the Union;
- Have and maintain a minimum GPA of 2.0