



# OTSU PRESIDENT

*Executive / Full-time (40 hours per week) / Paid position*

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## POSITION SUMMARY

The President is the public face of the Ontario Tech Student Union. The incumbent is responsible for working with the Board of Directors to establish the strategic vision of the organization. The incumbent will be responsible for supervising the Executive team and the Executive Director. The incumbent will develop and recommend rules, regulations, and policies to be approved by the Board of Directors and carry out other duties as assigned by the board.

## TERM OF OFFICE

The President serves a term commencing May 1, 2026 to April 30, 2027, and works 40 hours per week.

## QUALIFICATIONS

As per section 11.3 of the OTSU Bylaws, to be qualified for this position you must meet the following criteria:

- Be a full-time voting member in good academic standing
- Be 18 years of age or older
- Must not have declared bankruptcy
- Must not have been declared incapable by a court

## DUTIES AND RESPONSIBILITIES

The Responsibilities and Powers of each executive is listed in the [OTSU Bylaws](#), section 12.

### PUBLIC RELATIONS AND ADVOCACY

- Serve as the chief executive and official spokesperson of the Student Union to the general public and Ontario Tech;
- Responsible for managing and developing positive external relations;
- Handles all media requests in consultation with Student Union staff and any relevant policies;
- Serve as a chief liaison between all students of Ontario Tech University and its administration;
- Represent students' viewpoints to the appropriate level of government or to Ontario Tech Administration;
- Represent the interest of Full Time Members within the Ontario Tech community; and
- Actively responsive on social media to field student inquiries.

## **FINANCIAL**

- Subject to any restrictions established by the Board, to make or cause to be made, and execute on behalf of the Student Union, any kind of contract which the Student Union may lawfully enter into;
- To exercise general supervision over all the disbursements of the members monies to all members' organizations and generally exercise supervision over financial operations;
- To make, authorize and further delegate such all such expenditures as have been delegated by the Board;
- Be a signing officer of the Corporation;

## **SUPERVISORY**

- To hire and supervise an Executive Director for the Student Union;
- Supervise the Vice-Presidents and other Executives (if any) in the execution of their duties;
- Responsible for ensuring a healthy and safe working environment for all staff;

## **ORGANIZATIONAL ACCOUNTABILITY**

- To develop and implement such rules, regulations, policies and procedures as are required to fulfill their responsibilities, provided that any such rules, regulations policies and procedures are invalid to the extent they are inconsistent with the Act, the Articles, the Bylaws and the rules, regulations, policies and procedures established by the Board; and
- To appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board from time to time;
- Serve as primary liaison between the Executive and the Board, and between the Executive and the Executive Director and other staff of the Student Union;

## **LEADERSHIP AND COLLABORATION**

- To establish such working groups or task forces as they deem necessary from time to time;
- Attend and act as chairperson for meetings of the Executive;
- Attend all meetings of the Board except where required or asked to be absent;
- Be an ex-officio member of every working group and task force created by the Executive, save and except elections or where there is a conflict of interest;
- Train and advise the incoming President;
- Initiates and executes projects relevant to the mission of the OTSU; and
- Establishes objectives for the organization in collaboration with other Executives and staff.

## **WORKING CONDITIONS**

### **PHYSICAL EFFORT**

On an infrequent basis, some physical labour may be required e.g. moving materials around the office, setting up folding tables, or putting up decorations and other items for special events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL ENVIRONMENT**

The work in this position is performed within routine office conditions. There is occasional commuting between campuses, to off-campus business or community events, and traveling to professional conferences. For special events, the President may work outdoors in any weather.

**SENSORY ATTENTION**

Working on a computer, working with and communicating with students, staff and community members.

**MENTAL STRESS**

This position requires attending evening meetings from time to time and working some weekends. The President must be able to work flexible hours in order to be successful. Must be able to work in a fast paced environment and work through complex situations.