

Position Description: President [2024-25]

POSITION:	President
REPORTS TO:	UTSU Board of Directors
JOB TYPE:	Full-Time Hourly - 40 hours/ week
TERM LENGTH	1 year term, May 1 20XX to April 30 20XX
HIRING SALARY	\$25/hour, subject to adjustments for the upcoming year

POSITION SUMMARY

The University of Toronto Students' Union (UTSU)'s President is an elected student executive position. The President is the primary spokesperson and Chief Executive Officer of the organization. They establish and maintain key stakeholder partnerships, are accountable to the long-term strategic priorities, and embody the core values of the UTSU. As the President of the Executive Committee, they are responsible for actively seeking out and representing the views of the UTSU's members, and are positioned to lead the UTSU's Executive Team to ensure effective collaboration to support all executive portfolios. The President may initiate and execute their own campaigns, services, and/or initiatives that target various issues affecting students. In addition to their operational responsibilities, the President is also a Director on the UTSU Board of Directors.

ACCOUNTABILITY

The President leads in the areas of: Student Representation & Advocacy, Stakeholder Relations, Governance & Administration, and Team Leadership and Collaboration. This is an Executive role that reports to the Board of Directors. The President may have direct reports from time to time. As a member of the operational leadership body of the UTSU (Management Committee), the President shares organizational leadership duties with the General Manager, and the Vice-President, Finance & Operations. The President serves as Chair of the Executive Committee and represents the broad work of the Executive Committee in their capacity as a spokesperson and team leader, though each Executive Committee member is independently responsible for their own portfolio.

The President has a commitment to upholding the values and principles of equity, diversity, inclusion and belonging. Specifically, the President considers issues of access, anti-racism and anti-oppression, gender-justice, Indigenous reconciliation and acknowledgment, anti-poverty, and other issues of inequity as such issues relate to student leadership and the broader St. George campus community.

KEY RESPONSIBILITIES

The key responsibilities outlined below are interpreted as being descriptive in nature and are not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Team Leadership & Collaboration

- As a team leader, support the Executive Committee in their various portfolios and responsibilities, by facilitating cross-team collaboration and offering insights into how portfolio projects relate to key organizational priorities
 - Retains responsibility and accountability for the overall work of the Executive Committee and its various portfolios, and ensures key annual deliverables are met (i.e. keystone events, expected campaigns, critical programs, etc.)
- Distill individual Executive priorities into collective priorities for the organization, to support an overall approach of the Union's activities in a given year.
- Connect the Executive Committee and other organizational leaders to University of Toronto contacts, and overall direct on the strategy and the methods of navigating University context and contacts.
- Maintain ongoing communication with the Executive Committee, direct reports, or other UTSU staff members on the status of the President's work
- Continually evaluate operation of team function, build effective team processes, to ensure on-going effectiveness and impact of the UTSU's mission and work.
- Lead and manage any direct reports (i.e. Executive or Administrative Assistant) to the President and the Executive Committee by providing oversight, direction, delegation, and support.
 - In the event of an Executive absence, ensure their direct reports are still supported through work plans and reporting alternatives
- Serve a key bridge between the Executive Committee and the staff complement by actively seeking opportunities to enhance the experiences of all employees within the organization, including both Executive and staff members.
- Serves as a de facto member of the Management Committee, through which they are responsible for overall decisions regarding the day-to-day operations of the UTSU.
- Leads and models organizational values and culture, and embeds values into areas of responsibility.
- Holds accountability for the work and performance of the General Manager / Chief Administrative Officer, and supports the General Manager to lead the staff in a manner that reinforces the UTSU's student-led mandate.
- Ensure organizational-wide awareness of UTSU activities and events to support dissemination of information to larger membership body
- Collaboratively lead board, executive, and staff retreats / team-building initiatives to support positive relationship building and set professional relationships up for success.
- Actively seek out opportunities to collaborate and work with others to further shared goals
- Support the sharing of information and knowledge across the UTSU to ensure that good process, student voice, and sound interpretation of internal policies are embedded in organizational and team decision-making
- Integrate equity, diversity, inclusion, and belonging principles into day-to-day engagement with other staff members

Student Representation & Advocacy

- Represent the student body and advocate on their behalf on issues relating to (but not exclusively): mental health, sustainability, university policy, municipal/provincial/federal governmental matters, tuition, housing, equity and justice, sexual violence, disability justice, and other needs as identified by students.
 - Degree of Presidential responsibility on these issues may vary from year to year, pending executive priorities and student need
- Maintain awareness of variability of student needs with respect to advocacy. This requires cognizant awareness of student differences with respect to: college and faculty structures, international status, commuter needs, and diversity of identity and experiences.
- Actively seeking out ways to identify the needs of students (talking to them directly, survey, ongoing consultations, town halls, office hours etc.)
- Raising awareness with respect to student needs directly with University Administration on an ongoing basis, such as monthly meetings with the Office of the Vice Provost of Students (OVPS)
- Serve as the UTSU representative on University of Toronto Councils or Committees, as determined by the Executive Committee or Board of Directors
- Alongside other Executives, developing research reports on various issues that are of importance and relevance to students
- Sharing findings and recommendations with relevant administrative or governmental bodies
- Developing lobbying and engagement strategies to achieve advocacy goals (petitions, surveys, protests, poster campaigns, email blasts)
- Participate in the Undergraduates of Canadian Research-intensive University's (UCRU)'s annual Lobby Week with federal government representatives.
- Attend and represent the UTSU, as needed, at other advocacy conferences, or events across Canada.
- Ensuring research and issue-raising is approached with due-diligence, that advocacy activities are considered for feasibility, and that an evidence-informed approach is taken when gathering information on key issues.
- Publish and sign statements on behalf of the UTSU speaking to key issues, in the President's capacity as organizational spokesperson

Stakeholder Relations

- Act as primary spokesperson for the UTSU, and represent the UTSU in a manner that is in line with the conduct policies of the organization.
- Representing the UTSU with media, including University media, local media, and national media.
- Maintain positive and productive relationships with on- and off-campus stakeholders, including but not limited to:
 - UTSU and non-UTSU student-groups
 - Various student governments at U of T,
 - Course unions
 - University of Toronto administrative bodies
 - Student Unions of the Mississauga and Scarborough campuses
 - Other university and college Student Unions
 - MPs, MPPs, and City Councilors for the UofT St. George Area

- Maintaining general awareness of stakeholder activities, and ensuring that partners ethics and conduct is in line with UTSU values and policy expectations
 - Reviewing prospective partnerships (both short and long term) from a due diligence and risk assessment standpoint
- Alongside the General Manager, leverage the Student Commons to effectively engage tenants and building partners, and pursue new building partnerships.
- Support the pursuit of general partnerships that support programming, services, outreach efforts of the UTSU in collaboration with UTSU staff.
- Evaluating on a periodic basis the effectiveness of existing partnerships to ensure ongoing mutual benefit to all parties involved.
- Actively seek out ways in which the UTSU can promote, enhance, or support the activities of other stakeholders (i.e. student groups, value-based partnerships, etc.)

Governance & Administration

- Maintain in depth knowledge and awareness of the UTSU's governance processes, include the administration and procedures of meetings of the board
- Attend the monthly Board of Directors meetings and report on the progress of the President's portfolio
- Coordinate special projects, draft presentations, and other materials for the board as applicable
- Engage and support the UTSU's Board of Directors to actively contribute and participate in the UTSU's activities
- Support the VP, Finance & Operations to actively engage and solicit feedback from the student membership and seek their input on the governance and administration of their student union
- Support the VP, Finance & Operations, in collaboration with the UTSU staff and Executive team, to coordinate and deliver of the UTSU's Annual General Meetings, Special General Meetings as needed, and the Annual Ratification Meeting
- Serves as an ex-officio member with a vote on all Committees of the Board with the exception of the People & Culture Committee, with an expectation to participate in all board committees as directed, or delegate their responsibility accordingly in line with the procedures of the Board.
- In collaboration with the VP Finance & Operations, Chief Returning Officer, and UTSU staff, coordinate the administration, promotion, and execution of annual elections and byelections.
- Considering and putting forward referenda to the Board and leadership, as the priorities of each year dictate, ensuring referendums for consideration are widely communicated to membership, and referenda outcomes are communicated to OVPS so they can be approved by University of Toronto governing council
- In coordination with any direct reports, ensure correspondence to the President is managed, responded to, or redirected in a timely fashion
- Keep careful records of work and progress in portfolio efforts to support knowledge transference from year to year
- Perform any other such duties as directed by the Bylaws and the Board of Directors

- Maintain and implement best practices relating to student union governance

Due to the nature of the President's role, students in this position should be prepared for the possibility of other students (i.e. general members, staff, volunteers, etc.) to disclose with them issues of mental health or harm, and should be generally prepared to identify, assist, and refer individuals who do disclose to seek appropriate supports.

DIVISION OF DUTIES AMONG EXECUTIVE COMMITTEE

Each elected Executive Committee member holds individual responsibility and accountability for their own portfolios. However, job descriptions will also contain overlaps and redundancies between Executive Committee members, due to the flexible and collaborative nature of the position. Executive Committee members are expected to work with each other, in good faith, to negotiate any overlaps in responsibilities and delegate them accordingly. It is encouraged that this is done in line with the interests and priorities of each individual, taking into account the team leadership and fiduciary responsibilities of the President and Vice-President, Finance & Operations.

OPERATIONAL STANDARDS

The President's term begins on May 1 and concludes on April 30 the following year. Prior to May 1, there is a transition period from April 1 to May 1, during which hours are variable and flexible, and contingent on Executive availability. Additionally the needs of the position may occasionally require work early mornings, nights, or weekends. Local, provincial, or federal travel may also be required.

The general time commitments of the position are as follows

- Full-time with an expectation of work 40 hours per week, though hours can vary and may go above 40 hours during periods of high organizational need.
- General availability during the core hours of operations (9:00am to 5:00pm, Monday to Friday), though hours may vary depending on time of year and project needs
- Work is mainly completed seated, at a desk, using a computer.
- The UTSU operates in a hybrid model, with a requirement to occasionally work in-person at the Student Commons at 230 College Street (or attend events/initiatives offsite as applicable), as well as work remotely.
- Elected executives must be available to work for the in-person onboarding period for the month of May, which will be held at the Student Commons.
- An individual holding this elected office cannot simultaneously hold other full-time opportunities (including but not limited to: another full-time employment, internship, co-op, research, or study abroad opportunity).

KEY QUALIFICATIONS:

- Is an eligible member of the University of Toronto Students' Union, eligible to work in Canada.
- Strong interpersonal and relationship management skills
- Superior project management and time management skills
- General knowledge and awareness of: event planning, campaigning and outreach work, communications, operations, governance, and budgeting/finance

- In-depth knowledge in these areas is not required. The UTSU supports all Executives in learning these various skills, and provides them with ample resources and individuals with expertise in various areas to support overall learning and development.
- Ability to work independently with minimal supervision and effectively as part of a team, in a dynamic work environment.
- Strong communication skills, including written, verbal and presentation skills, with the ability to deal effectively with all levels of the organization, program partners, political representatives, and community members.
- Conflict resolution and problem solving skills (for both task and interpersonal conflicts)
- Previous University of Toronto student society experience and/or student group experience, especially holding key leadership roles or team management positions, is considered to be an asset.

LEARNINGS & BENEFITS

Throughout your term, you can expect to gain the following skills/ experiences:

- Leading, developing, and supporting campaigns for change
- Improved advocacy and lobbying skills
- Collaboration & stakeholder relations skills & experiences
- Leadership & management skills
- Public speaking & debate skills
- Gain an in-depth knowledge of the workings of the UTSU and the University of Toronto
- Training & professional development opportunities, tailored to the individual role

IMPORTANT DATES:

- April 1 - 30 : Available for approximately 5-10 hours per week for initial transition meetings, taking into consideration your school schedule
- May 1 to 22 : Available 40 hours per week, Monday to Friday, from 9:00am to 5:00pm for onsite onboarding
- May 23-25 : Available for an offsite retreat for connection and planning