



The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title:	President/Chief Executive Officer (CEO)
Accountable to:	CUSA Council & CUSA Board
Date Revised:	December 13th, 2023
Hours:	35 hrs/week with some evening and weekend work as necessary
Compensation:	\$45,000/ year
Duration:	May 1st, 2024 to April 30th, 2025
Union Status:	Not Unionized
Commitment:	12 months

HOW TO BE NOMINATED

Nominations open January 8th, 2024 and close January 22rd, 2024 at 5:00pm EST. Nominations must be submitted through the official nominations form on the CUSA Elections website.

CARLETON UNIVERSITY STUDENTS' ASSOCIATION

Located in Ottawa, the Carleton University Students' Association (CUSA) is a private, not-for-profit organization whose aim is to assist Carleton undergraduate students in making the most of their student experience. It is represented and governed by CUSA Council, which consists of duly and democratically elected members of the Association. CUSA is dedicated to improving the undergraduate student life experience at Carleton University by advancing the principles mentioned below.

Mission

Provide all Carleton undergraduate members with essential services, community, and peer support.

Values of the Association:

SERVICE ACCOUNTABILITY DEVELOPMENT DIVERSITY COMMUNITY

THE OPPORTUNITY

As a Not-For-Profit Corporation which adopts and ingrains democratic principles, CUSA is led by an elected President/CEO responsible for overseeing the Corporation and representing student interests. CUSA functions much like a small town would, with an at-large representative (President/CEO) elected by the entire population to be responsible for representing student opinion and ensuring the smooth operation of corporate functions. CUSA is staffed by a number of student vice presidents, and approximately 22 full-time staff and 120 student staff across the CUSA main office, the service centers, and the 3 CUSA businesses.

A student looking for careers in Not-For-Profit management, start-up management, education, policy, or government would be well served by pursuing the CUSA Presidency.

The CUSA President meets regularly with university administrators and politicians at every level to advocate for the needs of students and ensures student input is present in every level of decision-making within the corporation, including by representing both the Board and Council and their respective meetings.

OBJECTIVE OF THE POSITION

The President/CEO serves on both CUSA Council and the CUSA Board of Directors. Directors are ultimately responsible, individually and collectively, for all activity within the Carleton University Students' Association (CUSA). CUSA Council is responsible for generating, modifying, repealing, and managing policies for advocacy and student interest positions and policies. CUSA Council is responsible for some of the most important tasks of the Corporation, including passing a budget, appointing directors to the Board of Directors, selecting or electing CUSA's Vice Presidents, and receiving the audit report.

The CUSA Board oversees CUSA in accordance with provincial law and applicable policies. The Board should always secure CUSA's long-term future while managing resource allocation and ensuring due process in business operations. As a Director on the CUSA Board, you would serve as a fiduciary for CUSA, meaning you must put the best interests of CUSA ahead of other interests. Directors are successful when they complete their term and CUSA is financially, legally, and reputationally in-tact for future student leaders to continue executing CUSA's mandate.

The CUSA President should always represent the student opinions of the day, assist student leaders in adopting motions staking out CUSA's external stance and make recommendations of the Board of Directors on operational matters within Board jurisdiction. CUSA Presidents are successful when they complete their term and CUSA is representative of student opinion and reputationally, financially, and legally in-tact for future student leaders to continue advocating on behalf of their constituents.

NOTABLE BENEFITS

- Salary comparable with entry-level non-profit positions
- a 10% discount on select items at CUSA-owned businesses
- a validation of experience in the Co-Curricular Record

- Professional development and gaining management experience in navigating budgets, human resources, business operations, strategic planning, pertinent laws and other topical matters
- Experience working with lawyers, auditors, and other necessary advisors
- The opportunity to improve your students' union and the student experience on campus
- Enrollment in a complete benefits package on your first day on the job, with 100% of the premium paid by CUSA
- A corporate-paid holiday with two (2) weeks of closure in December as well as one (1) reading week in February – our gift to you!
- Friday afternoon off from May long weekend to September Labour Day
- Hybrid working options
- A Corporate discounted membership with GoodLife Fitness

DUTIES & RESPONSIBILITIES

The above notwithstanding, the President/CEO has a duty to:

- Represent the views of their constituents
- Work to improve the student experience
- Be accountable for delivering the responsibilities detailed in the [CUSA ByLaws](#), the Articles of Incorporation, and responsibilities as outlined in the Not For Profit Corporations Act (2010)
- Ensure CUSA acts in accordance with its guiding documents and remains true to its mission, vision, and values
- Facilitate the student leadership of the organization
- Help CUSA achieve its objectives and improve the lives of students
- Ensure CUSA complies with all relevant legislation and regulations
- Work with other CUSA Councilors, members of the Board of Directors, staff, and volunteers in a constructive manner and for the greater good of CUSA.
- Participate fully in CUSA Council meetings and sit on Committees if required/desired
- Use personal skills and experience to ensure CUSA Council represents student interest and opinion
- Add value to CUSA Council and CUSA through generating ideas, challenging the status quo, broadening thinking, and supporting and promoting innovation and creativity
- Abide by any CUSA Policies or Codes of Conduct
- Ensure decisions of CUSA Council and its committees consider the needs and views of students
- Ensure CUSA Council considers the needs and views of all student groups, including for example, international and part-time students
- Ensure effective communication between CUSA and its members

The President reports to and is expected to attend every meeting of:

- CUSA Council
- The CUSA Board

The President is the Chair or Facilitator of the following committees or regular meetings

- Executive Council Meetings

- Executive & Senior Management Meetings
- The Human Resources Subcommittee of the Board (Co-Chair)

The President has access to every committee as a Director of the Corporation. Some committees and subcommittees include:

- The Finance & Governance Subcommittee of the Board
- The Agenda Subcommittee of the Board
- Governance & Council Operations Committee
- University Affairs Committee
- Fees, Finances, & Funds Committee
- External Affairs Committee
- Student Life Committee
- Clubs Oversight Commission
- Social Media Moderation Commission

EXPECTATIONS

CUSA President/CEOs should be:

- Excellent role models who promote the highest standards of probity and integrity
- Excellent organizational leadership, communication, and people skills
- Committed to the purpose and values of CUSA
- Committed to facilitating student leadership both within and through the CUSA Council and through the wider democratic structures of CUSA
- Constructive about other Councillors opinions in discussions and in response to Director, Executive, and staff members' contributions at meetings
- Able to act reasonably and responsibly when undertaking Council responsibilities
- Able to maintain strict confidentiality
- Understand the importance and purpose of Council and Committee meetings and be committed to preparing for them adequately and attending them regularly
- Able to analyze information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between the jurisdiction of the CUSA Board and CUSA Council
- Firm supporters of equity and committed to promoting diversity

COMMITMENT REQUIRED

Regular Office Hours: Monday to Friday, 9:00am-5:00pm for the duration of the contract, with some overtime required on evenings and weekends. Accommodations can be made for international students who may from time to time have a weekly hourly working limit.

CUSA Board Attendance: This role's highest duty will be to attend and contribute to the meetings of the CUSA Board. The Board will have a number of scheduled meetings each year, with other meetings added if required. Each meeting will have some reading and preparation work to do beforehand. The tentative dates for the CUSA Board meetings in the upcoming year will be:

- March 10th, 2024: noon (nomination and confirmation to Board) and 7:00pm (first meeting Immediately after appointment from CUSA's Annual General Meeting)

- March 23rd, 2024 (a Saturday, Training Day)
- Dates as agreed by the Board
- June 23rd, 2024: 2pm (Following Council Meeting)
- Dates as agreed by the Board, not exceeding 10 regular meetings
- March 9th, 2025 (Annual General Meeting) (A Sunday)

CUSA Council Attendance: CUSA Council will have 10 scheduled meetings each year, with other meetings added if required. Each meeting will require reading and preparation. The tentative dates for the CUSA Council meetings in the upcoming year will be:

- March 10th, 2024: 12pm - 5pm (Annual General Meeting)
- March 25th, 2024: 6:00pm - 9pm
- June 23rd, 2024: 10am - 2pm
- September 23th, 2024: 6:00pm - 9pm
- October 28th, 2024: 6:00pm - 9pm
- November 25th, 2024: 6:00pm - 9pm
- January 13th, 2025: 6:00pm - 9pm
- February 25th, 2025, 6:00pm - 9pm
- March 3rd, 2025: 6:00pm - 9pm (Annual General Meeting Part I)
- March 9th, 2025: 12pm - 5pm (Annual General Meeting Part II)

Meetings are expected to take place physically, and dates may be altered with proper notice.

A President may occasionally also need to be available and contactable to approve decisions between meetings via e-votes.

ELIGIBILITY / QUALIFICATIONS / EXPERIENCE

- Required:
 - Be a current, actively enrolled, Carleton University undergraduate student at the time of nomination and the semester prior
 - Be a current, actively enrolled, Carleton University undergraduate student at the time of application, intending on remaining a Carleton undergraduate student for the duration of the term of appointment (1 year term)
 - Be eligible to hold leadership positions on Carleton University campus as confirmed by Carleton University
 - The President, by being an ex-officio Director of the corporation, may not hold any additional employment with the corporation beyond their employment as President
 - The President, by being an ex-officio Director of the corporation, may not maintain or hold fiduciary responsibility to another entity that could conceivably regularly conflict with their fiduciary responsibility to CUSA while a member of the Board
- Desired:
 - Familiarity with financial statements
 - Familiarity with a policy-making process

- Familiarity with the Not For Profit Corporations Act (2010)
- Excellent communication and interpersonal skills
- Flexible with the ability to work under pressure and meet deadlines
- Proficient in the use of computers and technology, with practical experience in the use of current software applications i.e. Excel, Google Suite
- Desire to pursue career in Nonprofits, government, policy, education, or equity, diversity, and inclusion

CUSA values employment and educational equality and welcomes candidates from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

President/CEO Terms of Reference

Updated: December 6th, 2021

Reporting to: CUSA Board, CUSA Council

1.1	Role Statement If appointed, the President/Chief Executive Officer of the Corporation shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation. The President shall be entitled to receive notice to attend and speak at all meetings of the Board and of meetings of Members as a non-member thereof without the right to vote, save and except when the Board is discussing the position, salary or benefits of the President.
1.2	Responsibilities Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually. Direction. Serve as the Board's central point of communication with the senior management, if any, of the Corporation; provide guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies, planning and performance information are appropriately presented to the Board. Performance Appraisal. Lead the Board in monitoring and evaluating the performance of senior management, if any, through an annual process. Work Plan. Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement. Representation. Serve as the Board's primary contact with the public. Reporting. Report regularly to the Board on issues relevant to its governance responsibilities. Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct. Mentorship.

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with the underperformance of individual Directors.

Succession Planning.

Ensure succession planning occurs for senior management, if any, and Board.

Committee Membership.

Serve as a member on all Board committees.