



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 19th, 2024
Hours: 35 hrs/week with some evening and weekend work as necessary
Compensation: \$45,000/ year
Duration: May 1st, 2025 to April 30th, 2026
Union Status: Not Unionized
Commitment: 12 months

HOW TO BE NOMINATED

Nominations open January 6th, 2025 and close January 20th, 2025 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. Dates for the CUSA Board meetings are determined by the Board, and are typically once a month in addition to any Special meetings that may arise to deal with specific issues.

CUSA Council Attendance: CUSA Council will have approximately 10 scheduled meetings each year, with other special meetings added as required. Each meeting will require reading and preparation. The regular monthly meetings are typically held on the last Monday of the monolith, in the evening on campus. The tentative dates for the CUSA Council meetings, which are still subject to change and ultimately the decision of Council itself, in the upcoming year are:

- March 9, 2025: 12pm (Annual Members Meeting Part II)
- March 31, 2025
- May 26, 2025
- June 23, 2025
- September 29, 2025
- October 27, 2025
- November 24, 2025
- January 19, 2026
- February 23, 2026
- March 2, 2026: (Annual Members Meeting Part I)
- March 8, 2026: 12pm (Annual Members 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: April 2024 (as per Schedule A of the CUSA Bylaws)

Reporting to: CUSA Board, CUSA Council

1.1	Role Statement If appointed, the President/Chief Executive Officer of the Corporation and 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 or and 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 Operation and Management: <ol style="list-style-type: none">1. Serve as the official spokesperson of the Carleton University Students' Association.2. Oversee the day-to-day operation of the organisation along with the Director of Operations.3. Assist the Vice President Finance/Treasurer along with the Director of Operations in the creation and presentation of the Annual Budget.4. Assist senior management in goal setting, creating and implementing the Executive Roadmap, and implementing the Long Term Strategic Plan.5. Maintain primary correspondence with senior university stakeholders and lead advocacy on major student issues.6. Assist senior management in other long term projects and continue projects from successive years.7. Maintain legal correspondence on behalf of the CUSA Board, CUSA Council, and the Association.8. Support senior management on matters such as, but not limited to, the health and dental plan, UPASS, labour unions, and the master fees and services agreement. Executive Committee and Executive Council: <ol style="list-style-type: none">1. Mentor, train, and lead the Vice Presidents and Associate Vice Presidents of the Association.2. Create the annual Executive Roadmap with members of the Executive Committee that outlines the executive's plans and goals for the year.3. Act as liaison between full-time staff and the Executive Committee. Ensure good lines of communication. CUSA Board: <ol style="list-style-type: none">1. Serve as the Board's central point of communication with the senior management, if any, of the Corporation. Provide guidance to senior management 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. Ensure that management strategies in addition to planning and performance information are appropriately presented to the Board.

2. Lead the Board in monitoring and evaluating the performance of senior management, if any, through an annual process.

3. Ensure that a Board work plan is developed and implemented with the assistance of the Chair of the Board that includes annual goals for the Board and embraces continuous improvement in alignment with the Long Term Strategic Plan.

4. Serve as the Board's primary contact with the public.

5. Report regularly to the Board on issues relevant to its governance responsibilities.

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

7. Serve as a member on all Board committees.

Supervise the Associate Vice President Executive Relations.

Successful transition the incoming President/CEO.