



JOB EXPECTATIONS

President

1. Always acts in a responsible and professional manner to maintain the student governments' image and to set a level of excellence.
2. Be the official representative of the Seneca Student Federation (SSF).
3. Assists the Vice-Presidents in fulfilling their duties and keeps them posted on items they may not be aware of.
4. Call and chair all Central Council meetings according to Robert's Rules of Order.
5. Attends all Central Council meetings. Be available to advise Local Branch Councils (LBC) at their meetings.
6. Keeps the Central Council informed of all matters of concern, from a college-wide perspective, through the use of correspondence and/or presentations in council meetings.
7. Represents the members and expresses their needs and concerns at all levels of student government.
8. Represents student needs and concerns and advocates on their behalf when deemed necessary.
9. Works with LBC VPs on capital build projects, corporate sponsors etc.
10. Works with the Vice-Presidents and Executive Director, in the preparation of all annual reports, including: i. Capital Expenditures and Leasehold Improvements; ii. the operating budget; iii. pre-audit work; iv. by-laws; v. policies & procedures.
11. Be an official signing authority for Incorporation financial documentation; and be accountable for overall spending under the operating budget.
12. Represent the SSF on the Ancillary Fees Protocol Committee along with other general College committees as needed.
13. Be a representative on the Alcohol Events Committee.
14. Be a student representative on at least one College committee (excluding the Alcohol Events Committee) and submit a written report to SSFC and BoD.
15. Attends all Board of Directors meetings.

16. Attends Orientation events and assists with Orientation activities as well as doing a welcome speech. Must write a welcome speech for the student handbook, welcome email, and SSF website.
17. Shall be available, as an ex-officio member of council, for one year after his/her term of office ends.
18. Hold the required minimum of 40 hours per week as designated for their position which includes attending committee meetings. Shall not take more than 2 courses.
19. Ensures that the President-elect is oriented to their new position. This includes mandatory attendance and participation during the transition period.
20. Presents verbal Member Report at each Central Council meeting and maintains an on-going Member Report file.
21. Advises the councils in the organization of council activities.
22. Must complete a written Transition Report at the end of their term.
23. Attends the AGM (Annual General meeting) and General Information Sessions.
24. Serve as the primary advocate for current student issues to the College.
25. Negotiate with the College on behalf of the SSF.
26. Plan and conduct at least one Presidential forum (Town Hall Meetings) per semester.
27. Participation in hiring of full-time staff employees when positions become vacant with the Executive Director of the SSF.
28. Responsible for monitoring and expensing budget lines.
29. Assist with SSF budget with the SSFC and the Executive Director of the SSF.
30. Should any new responsibility pertaining to the Governance of the SSF arise, it will be first allocated to the President.