

# Role and Responsibilities

## President

Campus Location	Cairns or Townsville
Hours per week	Up to 22hrs (excluding set periods as approved by Council)
Reports To	President
Number of positions supervised	Nil
Date Last Reviewed	02/03/2020

## Role

The role of the President is to represent the Student Association and provide a service to the student cohort.

The President will actively participate in stipulated committees as documented in the JCUSA Regulations.

The President is responsible for the delivery of exceptional customer service, accurate reporting, leading and managing JCUSA events and other tasks as directed by the President.

The President will also:

- Oversee and co-ordinate all aspects of the Association's activities;
- Give administrative effect to the resolutions of Association Council;
- Ensure that the Association is carrying out its objectives as listed in the Constitution;
- Be the official spokesperson for the Association for all forms of media;
- Ensure that office bearers are aware of and are carrying out their duties;
- Convene the Management Committee;
- Be the proprietor of all Association Publications during his/her term of office;
- Be an ex-officio voting member of all Association Standing Committees;
- Ensure that there is effective student representation on the various University Committees and that student representatives attend meetings and report regularly to Association Council on matters that arise in those meetings; and
- Maintain, or develop where necessary, contacts with other organisations (including the media) and represent the Association where necessary.

## Responsibilities

1. Attend, lead and participate in Council Events;
2. Mingle and interact with students;
3. Set up and pack down at events;
4. Complete required risk assessments at least 1 week prior to the event and post event evaluations within 5 business days;
5. Identify events and participate in brainstorming ideas for events;
6. Report regularly to students through student publications;
7. Submit a written report a written report on the activities/campaigns related to the President to the Council Secretary one week prior to the ordinary meeting;
8. At each ordinary meeting of the association council outline activities conducted and decisions made since the previous meeting;
9. Attend meetings of committees, organisations and bodies of which they are a member by virtue of the constitution or regulations or by resolution of the association council;
10. Perform any other duties imposed by the constitution or regulations or directed by association council;
11. Present a written report to the last ordinary meeting of the association council reviewing activities in the portfolio for the year and if appropriate making recommendations to the association council for the following year;
12. To act in accordance with the association's general operations policy;
13. Work out of a JCUSA Office and document this on a timesheet;
14. Will set key performance indicators that will be presented at the first ordinary council meeting of the association council with a review by the association council four (4) times annually; and
15. Will review the key performance indicators of each office bearer four (4) times annually and present the review to the Student Council at the next scheduled Council Meeting.

## Expectations:

1. To be familiar with the content in the JCUSA Constitution and Regulations;
2. Work out of the office for at least 50% of the allocated hours for the role so students can meet with them and to promote a visual presence;
3. Respond to emails, phone messages and written communication within 2 business days;
4. Complete and submit true and accurate timesheets by the due date and time;
5. Complete required risk assessments at least 1 week prior to the event and post event evaluations within 5 business days of the event; and
6. Effectively communication with the Councillors and General Manager on their current tasks, activities and plans.

## Generic Accountabilities

There are generic responsibilities that apply to all James Cook University Student Association Councillors.

1. The **President** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand and comply with the Statutes and Rules of the Student Association, the policies and decisions of the Student Association subject to the Student Association Council as in force from time to time.
2. The **President** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The **President** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.

## Breach of Discipline

Breach of Discipline and/or Loss of Confidence. If the President fails to act in accordance with the Associations Code of Conduct or the duties outlaid in this document. The President will be liable to be subjected to proceedings for breach of discipline and/or loss of confidence as provided under the Regulations.

## President's Leave of Absence

When the President is not able to be contacted all powers of the President will be exercised by the Vice President. In the absence of both, the powers of the President will be exercised by a member of the Management Committee nominated by the President, which member must also be a voting member of the Association Council.

