



# JOB DESCRIPTION

<b>Job Title:</b>	<b>HSF President</b>
<b>Term of Office:</b>	May 1 to April 30
<b>Reports to:</b>	HSF General Membership, through the HSF Board of Directors
<b>Rate of Pay:</b>	\$34,000 annual salary
<b>Hours of Work:</b>	35 hours per week

## General Scope of Duties

The HSF President is ultimately responsible and accountable to the membership of the HSF with respect to the day-to-day administration of the Humber Students' Federation. As chief spokesperson for the HSF, he/she is ultimately responsible for ensuring the HSF maintains a positive profile in representing its membership within the Humber community and to local, provincial and national governments.

## Major Duties and Responsibilities

<b>Category</b>	<b>Specifics</b>
Supervisory Function	<ul style="list-style-type: none"> <li>➤ The President directly supervises the following paid Full Time Employees: Full-Time Employee: <i>HSF Executive Director &amp; Business Manager (ED&amp;BM)</i></li> <li>➤ participation in annual evaluations of full-time staff with ED&amp;BM</li> <li>➤ make decisions regarding full-time staff salaries, merit increases, bonuses, and benefits in conjunction with the with the ED&amp;BM</li> <li>➤ interpreting, upholding and revising the Full Time Employment policy in conjunction with the ED&amp;BM</li> <li>➤ participation in hiring of full-time employees when Full Time positions become vacant</li> </ul>
Financial & Budgeting Function	<ul style="list-style-type: none"> <li>➤ responsible for monitoring and expending budget lines relevant to his/her initiatives (e.g. expense account)</li> <li>➤ signing authority for the corporation</li> <li>➤ input on changes to budget lines relevant to his/her initiatives</li> <li>➤ set the following year HSF budget in conjunction with the HSF Executive Committee</li> </ul>

<p>Communications &amp; Representation Functions</p>	<ul style="list-style-type: none"> <li>➤ verbal reports to the HSF Board at every meeting to report on activities</li> <li>➤ interactions with various members of the Humber community including (but not limited to): President, VP (Administration), VP (Academic), VP (Business Development, Chief Information Officer, Director of Ancillary Services and Dean of Student Services</li> <li>➤ The President is a voting member of the following HSF committees and boards, including (but not limited to): <ul style="list-style-type: none"> <li>➤ Board of Directors</li> <li>➤ Executive Committee (Chair)</li> <li>➤ Elections Appeal Committee</li> <li>➤ Hiring Committee (as required)</li> <li>➤ Alumni Committee (Chair)</li> </ul> </li> <li>➤ The President serves as an ex-officio member on all other HSF standing and ad-hoc committees</li> <li>➤ The President represents the HSF on a number of college committees, including (but not limited to): <ul style="list-style-type: none"> <li>➤ Academic Council</li> <li>➤ Fee Protocol Committee</li> <li>➤ Information Technology Steering Committee</li> <li>➤ Health Centre Management Board</li> <li>➤ CAPS Advisory Board</li> <li>➤ Key Performance Indicators</li> <li>➤ Learning Assurance Council</li> <li>➤ Horizons Learning Council</li> </ul> </li> <li>➤ The President has “observer” status at Humber’s Board of Governors, and as such must attend these meetings and speak on behalf of the HSF (as pertinent)</li> <li>➤ The President, in conjunction with the VP Administration Lakeshore and North, is responsible for representing the concerns of the HSF through our provincial representation OCCSPA/APECCO by: <ul style="list-style-type: none"> <li>➤ Attending the quarterly conferences</li> <li>➤ Actively participating in the membership meetings and possibly taking on an Executive position of the organization</li> </ul> </li> <li>➤ The President shall familiarize themselves with and liaison with the following organizations within the Humber community: <ul style="list-style-type: none"> <li>➤ CRASH committee</li> <li>➤ Student Athletic Association</li> <li>➤ Humber College Faculty Union</li> <li>➤ Humber College Support Staff Union</li> <li>➤ Humber College Alumni Association</li> </ul> </li> <li>➤ The President must be visible at various events during the year, including (but not limited to) Orientation, Welcome Week, Convocation, Student Appreciation Banquet, Art Show, General HSF Meetings and some sporting events</li> </ul>
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**Knowledge, Skills and Abilities**

- Knowledge of HSF internal operations.
- Knowledge of the working structure of Humber ITAL.
- Excellent organizational and time management skills.
- Excellent public relations skills.
- Ability to work effectively and efficiently under pressure.
- Management skills: ability to work well with others, written and oral communication skills, delegation, conflict resolution, decision-making and patience.
- Strategic Planning skills: ability to identify problem areas; to develop and implement strategies for change.
- Ability to administer and develop human resource procedures: hiring, training, discipline, employee evaluation.
- Public Relations skills: Ability to deal with various forms of media (TV, Radio, Newspapers & Magazines).

### **Effort & Responsibility**

- Effort required to exercise judgement in discipline situations.
- Mentally exhausting at times.
- Accountability as signing authority for corporation (e.g. cheques, legal contracts).
- Accountability as chief spokesperson for the HSF.
- Responsible for reviewing, recommending and approving the Preliminary budget, Annual budget and Budget Review through the Executive Board.

### **Working Conditions**

- Time demands commonly exceed 35 hours per week.
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges.
- Exposure to a diverse range of people and experiences.
- High amount of unexpected work and time demands.
- Potential for high levels of stress and anxiety; possible burn out.

### **Training and Experience**

- Previous HSF experience an asset.
- Previous experience with other governance an asset.

### **Equipment**

- Personal computer, photocopier, fax machine, etc.
- Word processor, spreadsheets, Internet web browsers.