

## TITLE: PRESIDENT ROLES AND DUTIES

**Policy No.: B2001**

**Category:** Council and Self-Governance

**Sub-Category:** Roles and Duties Terms of Reference

**Effective Date:** TBA

---

**Please note: The following policies give an overview of expectations. However, policies will be revised in the Fall 2017; Where policies herein contradict the LSU Bylaws, the LSU Bylaws will prevail.**

### 1. POSITION DESCRIPTION

The President is an elected, voting Officer of Council. Working closely with the Executive Director (ED) (if any) and Staff, The President serves year-round and is responsible for overseeing the governance and records management of LSU. The President is LSU's Official Spokesperson.

### 2. AUTHORITY

- The President exercises their authority on Council through casting a vote at Council meetings and in committees of Council.
- The President exercises their role-related authority through:
  - Acting as a signing authority for LSU per Policy B2052, *Signing Authority*;
  - Overseeing the recording of minutes of Council meetings and Special and General Meetings of Members;
  - Monitoring compliance with Bylaws and Policy;
  - Offering recommendations for Policy revisions, as necessary and appropriate, to improve the governance of LSU; and
  - Signing off on proposed revisions to Bylaws and Policy prior to going to Council or Members for approval as appropriate.

### 3. GENERAL DUTIES

As an Officer on Council, the President:

- 
- Upholds the professional and ethical standards and duties as articulated in the *Oath of Office, Code of Conduct, and Conflict of Interest, and Ethics Policies*. The President consistently conducts themselves in a professional and respectful manner, and portrays LSU in a positive manner within and beyond Langara College;
  - Attends Council meetings and Chairs Council on a rotating basis if no hired Chair is in place;
  - Prepares and presents Activity Reports to Council during the Fall and Spring semesters, and to the Executive Committee for the Summer semesters;
  - Serves on the Executive Committee and performs duties as identified in the *Terms of Reference – Executive Committee Policy*;
  - Chairs the Executive Committee on a rotating basis;
  - Chairs and serves on Standing Committees, Committees and Sub-committees as assigned by Council and as specified in the LSU Bylaws;
  - As LSU's Official Spokesperson, carefully consults internally and with necessary professional advisors to positively and accurately represent LSU to media;
  - Guides other Council-appointed Spokespersons as needed to fulfill duties positively, accurately, and consistent and within LSU Bylaws and Policies;
  - Attends and presents reports or information, as appropriate, at the Annual General Meeting (AGM) and other Special or General Meetings;
  - Schedules, posts and keeps regular office hours;
  - Works with committee and sub-committee Chairs to schedule meetings for the Fall and Spring semesters;
  - Works with the Vice President Student Life to ensure that committee and sub-committee meeting schedules are properly posted;
  - Supports the VP Student Life in orienting LSU members who are interested in volunteering on committees and sub-committees on which they are eligible to serve per Policy B1001, *Committees and Sub-committees*;
  - In VP Student Life's absence, acts as Member Relations liaison;
  - Acts as a rotating Emergency Contact for LSU Council;
  - Participates and assists with LSU special events, programs and services as needed;

- 
- Thoroughly understands *Robert's Rules of Order Newly Revised*, LSU Constitution, Bylaws and Policies;
  - Understands the *British Columbia Society Act* and Regulations and the *Personal Information Protection Act (PIPA)* and Regulations; and
  - Performs other duties and tasks as assigned by Council and reports on progress in a timely fashion.

#### 4. RESPONSIBILITIES AND REQUIREMENTS

The President liaises and works closely with the ED (if any) and Staff to fulfill the following roles and duties:

- Chairs the Electoral Committee and performs duties specified in *the Terms of Reference – Electoral Committee Policy*;
- Acts as liaison on electoral matters with the Chief Electoral Officer (if any), and if no Chief Electoral Officer, with the Staff member responsible for Elections to ensure the smooth conduct of electoral proceedings;
- Supports the Chief Electoral Officer (if any), and if no Chief Electoral Officer, the Staff member responsible for Elections, in the preparation of the Electoral Results and Report for approval of the Council or Members, as appropriate;
- Oversees the implementation of Contracting Policies as they relate to the hiring of legal counsel, Chair, and other professionals hired to resource, represent, advise or assist LSU;
- Supports and closely liaises with the hired Chair (if any);
- If no hired Chair, duly calls Council meetings, and provides training on, and acts as a resource to, the rotating Chair on *Robert's Rules of Order Newly Revised*;
- Brings forward motions concerning the governance or records keeping of LSU to Council, Executive Committee, other Committees, and/or Members at Special or General Meetings or AGM. For motions that are more complex, the President uses the *Motion to Council* template found in the Appendix of Policy B1002, *Meetings and Agenda*;
- In the Vice President Finance & Administration's absence, signs off on the timesheets of elected Members of Council;
- Vets and signs the VP Finance & Administration's timesheets;
- Acts as a resource to other Officers and all Members at Large to help them ensure their plans and budgets comply with LSU Bylaws, Policies and accepted procedures;

- 
- Advises and liaises with Officers, Members at Large and Committees as necessary and appropriate to monitor the effective governance and implementation of Bylaws and Policies of LSU;
  - Assists Officers and Members at Large in determining whether newly identified priorities or opportunities comply with LSU Bylaws and Policy and regulatory and legal requirements;
  - Monitors and updates Policies in cooperation with the appropriate Officers, Staff and other individuals as appropriate;
  - Ensures the implementation of, compliance with, existing, new or revised Policies;
  - Works closely with the Staff member responsible for keeping the historical records of LSU;
  - Ensures that the LSU Policy Manual is kept up-to-date;
  - Works collaboratively with the Vice President Student Life and Staff to ensure that Members are accurately notified in a timely fashion of any new or special procedures as a result of changes to Bylaws, Policy or operations of LSU;
  - Responds to member inquiries regarding the Bylaws, Policies or governance of LSU;
  - Ensures that accurate and thorough minutes and other records of LSU are duly approved, kept and filed;
  - Works with the ED (if any), fellow Council Members and Staff to ensure LSU compliance with, and investigates allegations of violations of, protection of privacy and confidentiality provided for under LSU Bylaws, Policies and PIPAR Regulations;
  - Acts as a signatory for filings with the British Columbia Registrar of Companies;
  - Ensures that properly approved changes to the Bylaws are duly filed by Staff with the British Columbia Registrar of Companies per the British Columbia Society Act and Regulations;
  - Ensures that the names and term dates of newly elected Council Members are duly filed with the British Columbia Registrar of Companies per the British Columbia Society Act and Regulations;
  - Contributes to approved publications of Council and Staff as appropriate;
  - Documents activities and evaluates success of Annual Work Plan in a way that allows their successor to improve upon the plan and benefit from lessons learned. This includes providing a resource list, budgets, important dates, location of special materials and equipment, and contact lists; and
  - Suggests new activities, events or ideas that would make benefit their successor.

---

**5. EVALUATION AND EVIDENCE**

Council may withhold stipends for unmet expectations. In addition to successfully completing the roles and responsibilities of this Policy, The President will provide the following evidence so that Council and/or the Executive Committee may evaluate the performance of the President on an ongoing basis:

- i) Proof of attendance in Council, Executive Committee and Member meetings as demonstrated in the approved minutes of meetings;
- ii) Completed timesheet reporting work hours and activities as necessary and required;
- iii) Completed and approved Activity Reports using approved report template;
- iv) Successful contracting cycle with Chief Electoral Officer (if any) as evidenced by the approved Electoral Results Report;
- v) Successful contracting cycle with the Chair (if any) as evidence by duly held Council proceedings;
- vi) Accurate minutes and record keeping of LSU in compliance with applicable Bylaws, Policies, and regulatory Acts and legal requirements;
- vii) Satisfactory fulfillment of Spokesperson duties. Evidence against this may include letters or complaints to Council. Council will fairly investigate claims prior to holding this as evidence against the successful fulfillment of duties of the Secretary to Council;
- viii) Completion of a year-end report on activities that includes recommendations and resource lists for successor; and
- ix) Consistently professional conduct as evidenced by compliance with the *Code of Conduct, Oath of Office, Conflict of Interest, and Ethics Policies*.

---

FACT SHEET

**Relevant Dates**

Approved: Date to be announced  
Effective: Date to be announced

**History**

March 01, 2013 This is a new Policy created to support the new LSU Bylaws that came into effect. Approved by Motion to Council.

**Related Policy**

- B1001 Committees and Sub-committees
- B1002 Meetings and Agenda
- B1003 Code of Conduct
- B1004 Conflict of Interest
- B1005 Oath of Office
- B2021 Electoral Committee Terms of Reference
- B2024 Diversity and Inclusion Committee Terms of Reference
- B2025 Executive Committee Terms of Reference
- B2052 Signing Authority

**References and Acknowledgements:**

Not applicable.

**Hard Copy:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_