

**SCHEDULE "A"**

***THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA***

**JOB SPECIFICATION**

**POSITION:** Executive Director, Augustana Students' Association  
**INCUMBENT:**  
**JOINTLY REPORTS TO:** President, Augustana Students' Association, and President, University of Alberta Students' Union  
**DATE:** August 18, 2004

**Position Objective:**

Under the primary guidance and direction of the President of the Augustana Students' Association (ASA), and with indirect reporting status to the President of the University of Alberta Students' Union:

to act as the key organizational, informational and support resource for the President, Vice-Presidents and Student Councilors at the ASA in the wide range of managerial, political, administrative, scheduling and other roles which their positions entail;

to ensure the operation and management of the ASA;

to supervise the on-going maintenance of a relevant and effective records management system for the ASA, including a comprehensive and organized document filing and storage system for office-held files and to archive the Executives' files every term;

to ensure that the ASA Executive Committee is kept informed and provided with suitable background material to assist their deliberations in the areas of relevant administrative matters, policy development and historical perspectives;

to co-ordinate the review, maintenance and smooth operation of ASA Bylaws and Policies;

to act as the first person of contact with students and visitors and handle and direct their inquiries;

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to carry out such other duties as may be required or assigned to assist the ASA and to help the organization to maximize its performance and effectiveness;

to display initiative and sound judgement in fulfilling the roles of the position.

### **Specified Responsibilities:**

Recognizing that the Executive Director's role embraces a broad range of roles and responsibilities, not all of which are capable of definition in a document of this type, the specified roles and responsibilities allocated to this position are as follows:

#### **1. Financial:**

- a) to maintain the ongoing financial records of the organization which includes but is not limited to inputting data into the accounting system, filing GST returns, preparing monthly financial statements, preparing bank deposits, managing bank accounts and recording all transactions;
- b) to ensure that the ASA Executive Committee is provided with the necessary information from which to manage the functions of the ASA
- c) to provide and discuss monthly financial information with the Vice-President (Finance) in order to prepare monthly financial updates for the Augustana Students' Council;
- d) to act as the primary signing officer of the ASA;
- e) to administer the organization's funds consistent with the ASA Budget;
- f) to ensure that proper accounting controls are in place and upheld to ensure fiscal accountability;
- g) to prepare the records for the annual audit and subsequently working with the auditor to complete the audit process
- h) to prepare and distribute T4A slips to students for all bursary positions and report payments to CRA

#### **2. Supervisory:**

- a) to monitor, supervise and appraise the performance of support staff, and to ensure that each is properly trained for, and competent in, his or her duties;

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- b) to apply the resources of the organization in such a way as to ensure that it effectively meets the needs of the individuals it seeks to serve, including any needs for urgency and confidentiality;
- c) to advise and support clubs throughout the academic year;
- d) to supervise, conduct position orientation and support media personnel to ensure they are effectively carrying out their functions;
- e) to ensure that the recruitment, selection, scheduling, remuneration, formal and informal discipline and general treatment of support staff for the ASA take place in a manner consistent with the requirements, policies and principles of the ASA, the Students' Union and, if needed, the requirements of the Collective Agreement of the Canadian Union of Public Employees;
- f) to be conscious of and adept at the tasks of motivation, direction and goal definition for support staff, and to ensure that each of these tasks is practiced in a manner which ensures that the section's human resources are effectively utilized.

### **3. Operational:**

- a) to meet the ASA President and Vice-Presidents on a daily basis (wherever possible) to review needs and implications and determine the required action in the following areas:
  - incoming correspondence and information,
  - the President's or the Vice Presidents daily priorities within the context of the ASA's larger priorities and the goals and objectives of their individual portfolios,
  - the President's or the Vice-Presidents meeting requirements,
  - the Executive Director's daily priorities within the context of the President's or the Vice-Presidents larger priorities,
  - interaction and communication between the President, other members of the Executive, and Student Councilors and other individuals, boards, groups or organizations,
  - outgoing correspondence and communications,
- b) to ensure that the operational and administrative requirements of the ASA are promptly and efficiently put into practice;
- c) to supervise the creation, on-going maintenance and annual archiving of a relevant and effective records management system, this to include

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an organized document filing system for the President and each member of the Executive, and for the ASA as a whole;

- d) to schedule individual and repetitive special, board and committee meetings for the President and the Vice-Presidents, this to include the tasks of contacting invited parties, formulating and circulating agendas and associated agenda materials, arranging meeting accommodation, and preparing and circulating minutes or subsequent notes.
- e) to co-ordinate, schedule and organize advertising, training and interviews for hiring Media personnel and bursary positions;
- f) to co-ordinate aspects of the Leadership Awards selection process;
- g) to coordinate and ensure the timely and efficient production and archiving of agendas and minutes for Executive Meetings, Students' Council and other Boards and Committees of the ASA, this to include, but not be limited to, the following sub-tasks:
  - collecting of source material,
  - typing,
  - collecting and appropriately presenting background material,
  - editing and proof-reading,
  - liaising with source to ensure accuracy,
  - copying and distributing,
  - ensuring the existence of secure but accessible and well-organized archive copies,
- h) to coordinate and ensure a timely and efficient follow-up concerning any matters on which such follow-up is required or advisable, this to include, but not be limited to, the following sub-tasks:
  - updating the database of decisions made by the Executive Committee, Augustana Students' Council and other Boards and Committees of the ASA, with the objective of providing those bodies with a historical record of their decisions and the criteria under which they were reached,
  - ensuring that, where applicable, the decisions of the President, and Executive Committee are communicated to those affected in a timely and efficient manner,
  - ensuring appropriate administrative support so that any administrative or financial requirements resulting from decisions made by the Executive Committee, Students' Council and other

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Boards and Committees of the ASA enacted in a timely and efficient manner.

- i) to make appropriate travel, accommodation and venue arrangements for the needs of the ASA in connection with any visits, conferences or meetings which the Executive and/or the Executive Director are scheduled to attend;
- j) to maintain an accurate database covering internal and external contacts and all members of the Augustana Students' Council and other Boards & Committees of the ASA, and to maintain an adequate record of past contacts in these categories;
- k) to maintain an up-to-date master copy of the ASA's Bylaws and Policies, and to ensure that updates are properly created, approved and circulated to the Executive and Students Council and filed under the provisions of the Societies Act of Alberta;
- l) to act as recording secretary for the Executive Committee and other Boards and Committee meetings;
- m) to coordinate all internal and external correspondence of the ASA Executive Committee, this to include, but not be limited to, the supervision of any mass or bulk mailings initiated or required by the Executive, any Executive Member or the General Manager;
- n) (In liaison with the President) to plan, organize and schedule the annual Council Retreat and the Executive Transition Day in such a way as to ensure that the required subject matter is appropriately covered, and the arrangements are conducive to the coverage of that subject matter;
- o) to assist in providing incoming Executive members with an organized and objective orientation into the affairs of the ASA, including its guiding documentation, its political and administrative processes, its policies and procedures, and its employees and staff;
- p) to provide administrative support, as required, for special events initiated by the ASA with the objective of contributing to the success of the event in question;
- q) to manage the operations of the consignment used bookstore which includes, but is not limited to, overseeing all transactions and updating consignment files;

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- r) to assist the Advertising Coordinator in the sales and placement of advertising in ASA publications;
- s) to maintain positive relations and liaise with Augustana faculty and staff and with the business community;
- t) to administer the elections process;
- u) to ensure the creation and publication of the student day planner and student directory;
- v) to oversee fridge and locker rentals to students and maintain associated records and refundable deposits;
- w) to maintain the ASA website;
- x) to record bookings for the ASA boardroom for outside users.

### **4. Creative:**

- a) through the effective performance of the tasks outlined above, together with a strong awareness of the current, long term and strategic goals and priorities of the ASA, to provide overall co-ordination concerning the political and general business of the ASA, this to include, but not be limited to:
  - identifying and tracking current and emergent issues within ASA, Augustana Faculty, the Students' Union, and the University
  - collecting, collating and distributing information regarding these issues to the ASA Executive Committee,
  - monitoring and reporting on the progress of initiatives of the ASA through the decision-making and organizational structures of the ASA and (where appropriate) the Augustana Faculty or other outside organizations.
- b) to adopt and maintain a creative attitude which contributes to the development and implementation of concepts that help to make the ASA a more effective organization, that help to maximize communication with students, and that help to heighten the relevance of the ASA to everyday student needs, interests and concerns;
- c) to provide creative support, where applicable, to special events initiated by the ASA President, Executive Committee and/or Augustana Students' Council or the ASA as a whole with the objective of contributing to the success of the event in question.