



acadsa
ACAD STUDENTS' ASSOCIATION

2.1.4 Director of Leadership & Governance

Position Profile

The Director of Leadership & Governance acts as the liaison between the student body and the Executive Committee and works closely with the General Manager to ensure the Association is working towards accomplishing the goals and objectives as set out in the strategic plan.

Key Areas of Focus

- Management
- Finance
- Governance
- Administration
- Human Resources

Primary Objectives

The Director of Leadership & Governance contributes to the organization by fulfilling the following objectives:

1. Leading the Executive Committee by developing a strong and collaborative team
2. Ensuring the governance and management of the organization is conducted equitably and effectively
3. Promoting accountability between the Executive Committee and the Student Legislative Council
4. Supporting an organizational culture that emphasizes employee well-being, continuous learning, and high quality performance

Responsibilities of the Position

The Director of Leadership & Governance is directly responsible for carrying out the following tasks:

- 1. Development and Implementation of Strategic Plan**
 - a. Facilitates goal setting initiatives to support the positional, professional, and personal growth of the Executive Committee
 - b. Works with the Executive Committee and General Manager to prepare documents that support the Strategic Plan

- c. Ensures that the student voice is adequately represented in the Strategic Planning process

2. Executive and Board Orientation, Development, and Training

- a. Participates in Executive Committee, SLC meetings and other meetings as needed to accomplish the organization's goals
- b. Develops the annual Transition retreat agenda in concert with the General Manager
- c. Facilitates the annual SLC orientation in concert with the General Manager
- d. Encourages the ongoing development of the Executive Committee and SLC by identifying training requirements within the group
- e. Researches potential professional development opportunities that would support the growth and development of the SLC and Executive Committee
- f. Coordinates the hiring process, training, and orientation of the following positions:
 - i. Elections Officer
 - ii. Neutral Chair
 - iii. General Manager

3. Executive Performance Accountability and Management

- a. Identifies opportunities for improvement and resolves any apparent issues within the Executive team
- b. Establishes evaluative measurements that enable the Executive to track the progress of their goals
- c. Works with the Executive Committee to develop individual and group workflow plans to support effective time management
- d. Facilitates all meetings of the Executive which includes:
 - i. Developing and communicating the agenda
 - ii. Scheduling meetings
 - iii. Communicating deadlines
 - iv. Collecting and compiling minutes and reports
- e. Coordinates the Mid-year and annual review of the Executive Committee with the General Manager

4. Financial Management and Oversight

- a. Develops and monitors an annual budget in concert with the Finance Committee and General Manager
- b. Reviews financial statements with the General Manager on a monthly basis
- c. Acts as a member of the Finance Committee
- d. Serves as one of three signing authorities for the Association

5. Policy Development, Review, and Implementation

- a. Ensures that Policies, Procedures, and Guidelines help align the day-to-day operations of the Association with the goals outlined in the Strategic Plan
- b. Monitors the General Manager to ensure that established standards and procedures are carried out in the day-to-day operations
- c. Acts as Facilitator of the Policy Committee

6. Serve as the official spokesperson for the organization

- a. Draft official statements for the Association as required
- b. Speaks on behalf of the Association to represent the views and response of ACADSA to various media outlets in any official capacity

- c. Represents ACADSA on a monthly basis in meetings with the ACAD President
- d. Supports the drafting of any official Agreements the Association enters into
- e. Coordinates with the General Manager to facilitate the Annual General Meeting