



Humber Students' Federation

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General Scope of Duties: President

The HSF President is ultimately responsible and accountable to the membership 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

Category	Specifics
Supervisory Function	<ul style="list-style-type: none"> ➤ Participation in annual evaluations of full-time staff with Executive Director ➤ Make decisions regarding full-time staff salaries, merit increases, bonuses, and benefits in conjunction with the Executive Director ➤ Interpreting, upholding and revising the Full Time Employment policy in conjunction with the Executive Director ➤ Participation in hiring of full-time employees when positions become vacant
Financial & Budgeting Function	<ul style="list-style-type: none"> ➤ Responsible for monitoring and expensing budget lines ➤ Signing authority for the corporation ➤ Input on changes to budget lines ➤ Set the following year HSF budget in conjunction with the HSF Executive Committee and Executive Director
Communications & Representation Functions	<ul style="list-style-type: none"> ➤ Verbal reports to the HSF Board at every meeting to report on activities ➤ Interactions with various members of the College community ➤ Represents the HSF on a number of college committees, including (but not limited to): <ul style="list-style-type: none"> ➤ Academic Council ➤ Fee Protocol Committee ➤ Information Technology / HSF Steering Committee ➤ LinX Advisory Board ➤ Key Performance Indicator Committee ➤ The President has “observer” status at Humber’s Board of Governors, and as such, often attends these meetings and speak on behalf of the HSF when required ➤ The President must be visible at various events during the year, including (but not limited to) Orientation, Frosh Week, Convocation, Student Appreciation Banquet, Art Show, General HSF Meetings and other community events