

President

Role and Responsibilities:

Strategic Leadership:

- **Vision and Planning:**
 - Lead the development and execution of OTSU's strategic plan, aligning with student needs and organizational goals.
 - Set organizational priorities and provide vision and direction for the executive team and staff.
- **Organizational Development:**
 - Oversee major hiring processes to ensure the recruitment of competent and dedicated staff and executives.
 - Collaborate with the Executive Director to develop, review, and update internal policies.

Chief Executive Officer and Official Spokesperson:

- **Representation:**
 - Serve as the primary representative and official spokesperson of OTSU in all external communications, including media relations and partnerships.
 - Establish and maintain relationships with key university administrators, including the Chancellor, President, Provost, and other senior leaders.

Governance and Representation:

- **University Committees:**
 - Secure and maintain positions on significant university committees such as the Academic Council and the University Board of Governors.
 - Ensure that student interests are well-represented in all university governance matters.
- **Board Involvement:**
 - Attend all Board of Directors (BoD) meetings and relevant committee meetings to provide updates and gather input.

Operational Duties:

- **Financial and Legal Authority:**
 - Exercise signing authority for OTSU financial and legal documents.
- **Team Supervision:**
 - Supervise and guide the executive team and the Executive Director to ensure alignment with organizational goals.

Accountability:

- **Student Engagement:**
 - Maintain regular office hours for student consultations and address their concerns.
- **Reporting and Transition:**
 - Prepare and present monthly reports to the BoD.
 - Create comprehensive transition documents and provide training for the incoming President.

Vice President of Student Services

Role and Responsibilities:

Strategic Planning:

- **Service Enhancement:**
 - Develop strategies to enhance services that improve student life, including clubs, health plans, and wellness initiatives.
- **Needs Assessment:**
 - Identify student needs and work with the executive team to align services with organizational goals.

Service Development and Oversight:

- **Program Leadership:**
 - Lead the development and enhancement of student services.
 - Oversee societies to ensure effective operation.
- **Communication:**
 - Collaborate with the Marketing and Communications Manager to ensure timely and effective communication about OTSU services and events.

Operational Duties:

- **Committee Coordination:**
 - Chair and coordinate internal committees focused on events and wellness, such as the OTSU Clubs & Societies Committee (CSC).
- **Quality Assurance:**
 - Ensure OTSU services meet student needs and expectations.

Partnership Development:

- **Collaboration:**
 - Work with the VP of University Affairs to maintain regular contact with key university staff related to student life services.
- **External Relationships:**

- Develop positive relationships with campus and community partners who share the mission of enhancing student life.

Accountability:

- **Student Support:**
 - Hold regular office hours to address student inquiries and concerns regarding clubs and services.
 - Chair the Society President's Council on a bi-weekly basis.
- **Reporting and Transition:**
 - Write monthly reports for the BoD and prepare comprehensive transition documents for the incoming VP of Student Services.

Vice President of University Affairs

Role and Responsibilities:

Strategic Advocacy:

- **Policy Influence:**
 - Develop and implement advocacy strategies on key academic issues affecting Ontario Tech students.
 - Collaborate with the President to review and influence academic policies and procedures.
- **Campaign Leadership:**
 - Lead and coordinate advocacy campaigns addressing student concerns.

Advocacy and Representation:

- **Student Advocate:**
 - Act as the primary advocate for student interests within the university, addressing academic and non-academic concerns with relevant staff and administrators.
- **Academic Support:**
 - Oversee academic appeals to ensure fair processes for students.

Operational Duties:

- **Committee Involvement:**
 - Co-chair the Student Advocacy Advisory Committee with the President.
 - Participate in university committees like the Orientation Committee to represent student interests.
- **Event Collaboration:**
 - Collaborate with the VP of Student Services to plan and execute events and services for the downtown campus and other initiatives.
- **Leadership:**
 - Chair the Downtown Advisory Committee and other relevant committees to ensure comprehensive representation.

Partnership Development:

- **Faculty Relations:**
 - Maintain regular communication with downtown faculty deans and administrative staff to address student concerns and service needs.
- **Administrative Collaboration:**
 - Develop and maintain relationships with university administrative staff to ensure advocacy aligns with student needs.

Accountability:

- **Student Engagement:**
 - Respond to student advocacy concerns through regular communications and office hours.
- **Data Management:**
 - Record and categorize student concerns for future policy development and case-building.
- **Reporting and Transition:**
 - Write detailed monthly reports for the BoD and prepare transition documents for the incoming VP of University Affairs.

Vice President of External Affairs

Role and Responsibilities:

Strategic Partnerships and Advocacy:

- **External Strategy:**
 - Develop and implement strategies to enhance OTSU's external presence and support student initiatives.
- **Representation:**
 - Act as the chief liaison between OTSU and external stakeholders, including government representatives and community organizations.
- **Organizational Involvement:**
 - Represent OTSU in external organizations such as the Ontario Undergraduate Student Alliance (OUSA) and the Canadian Alliance of Student Associations (CASA).

External Relations and Advocacy:

- **Government Liaison:**
 - Serve as the primary contact with municipal, provincial, and federal government representatives.
- **Transportation Advocacy:**
 - Present student concerns to the Transit Executive Committee.
 - Advocate for improved public transportation services, including frequent routes and equitable access.

Operational Duties:

- **Communication Coordination:**
 - Collaborate with Ontario Tech to improve communication about transit updates and disruptions.
- **Service Monitoring:**
 - Monitor and report on the effectiveness of transit services for students.

Partnership Development:

- **Relationship Building:**
 - Develop and maintain positive relationships with government officials and external advocacy groups.
- **Community Engagement:**
 - Collaborate with community partners to support student initiatives.

Accountability:

- **Student Support:**
 - Hold regular office hours for student consultations regarding external affairs.
- **Strategic Meetings:**
 - Meet regularly with the Senior Leadership Team to discuss advocacy and partnership strategies.
- **Reporting and Transition:**
 - Write monthly reports for the BoD and prepare transition documents for the incoming VP of External Affairs.