



# FROST STUDENT ASSOCIATION

Job Title: **FSA President**  
Appointment Term: **May – April**  
Reports to: **Frost Student Association Board of Directors**  
Hours of Work: **May thru Aug 35 hours per week**  
**Sept thru April 15 hours per week**  
Wages: **May thru Aug - \$20.47 per hour**  
**Sept thru April - \$1,172.86 monthly honorarium**

**To run for this position, you must be a full-time student registered with the Fleming College, Frost Campus for the 2024-2025 academic year.**

## **The President shall:**

- Inform the Board of Directors of all correspondence, reports and business that pertains to the Frost Student Association, being provided in the form of a detailed monthly report.
- Be responsible for providing a round table discussion to the Board of Directors at every Board meeting on their activities since the previous meeting.
- Facilitate the Board monitoring process to ensure that the duties of the Board of Directors are carried out in the best interest of the membership.
- The ability to call any regular and emergency meetings of the Board of Directors and be fully responsible for calling and Chairing the Annual General Meeting.
- Review all job descriptions annually, in consultation with the Vice President and Board members, in the month of November, and bring recommendations to the Board for approval during the first Board of Directors meeting in November.
- Be the primary point of contact for all College and Frost Student Association relations.
- Be responsible for completing the Annual Planning Cycle and providing it to the current Board of Directors for review and vote, in April.
- Working with the Vice President, and with the guidance of Frost Student Association Staff, draft a plan for the Sustainability Report which will be presented to the Board of Directors at the first fall term meeting. This plan is to outline the direction that the Board will take throughout the remainder of their term.
- Take positive action toward fulfilling the initiatives outlined in the strategic plan.



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- Provide a year-end “legacy” report to the Board of Directors, which summarizes the President’s annual activity, and provides suggestions for activities moving forward, this must be completed prior to receiving the last payment of honorarium.
- Assist all Director’s in contract dealings and negotiations.
- Attend the President’s Advisory Committee Meetings
- Develop Board of Director’s Training program upon their return in September.
- Act as one of the signing authorities for the Frost Student Association.
- Assist VP with review and sign off bi-weekly payroll documents, monthly reconciliations, and Request for Payments.
- Assist students with the appeal process.
- Perform other duties as prescribed by the Board.