

Board of Directors

Interest Package

2024-2025



carleton university
students' association



The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

Position Description

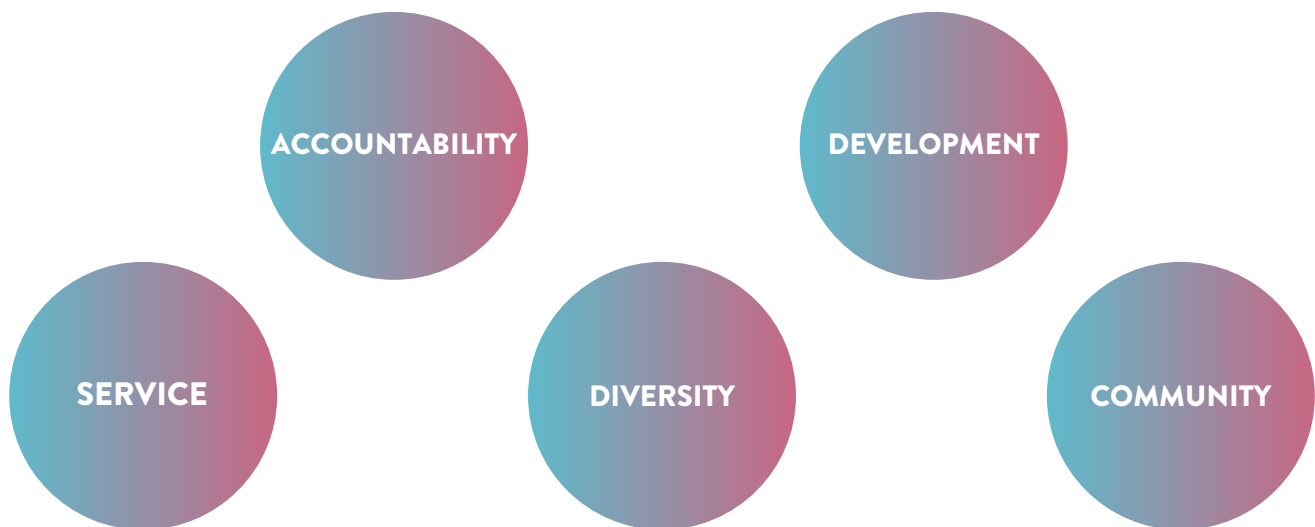
Position Title:	CUSA Board Director
Number of positions:	Two (2) class 2 positions (1 year term) and four (4) class 1 positions (2 year term)
Accountable to:	CUSA Board & CUSA Members (CUSA Council)
Date Revised:	Feb 12th, 2024
Compensation:	None, with option for special compensated commissions
Duration of role:	Class 2: April 8th, 2024 - March 31st, 2025 Class 1: April 8th, 2024 - March 30th, 2026
Union Status:	Not Unionized
Commitment:	10 regular annual meetings & committee work. ~10hrs/month

About CUSA

Located in Ottawa, the Carleton University Students' Association (CUSA) is a private, nongovernmental organization whose aim is to assist its members in making the most of their student experience. The Association's membership is comprised of the undergraduate student body of Carleton University, who are effectively the owners of the Association, and without whom the Association would not exist. It is represented and governed by the Students' Council, which consists of duly and democratically elected members of the Association. The Students' Council is formed by the Executive members as well as representatives of the various constituencies on campus. CUSA is dedicated to improving the undergraduate student life experience at Carleton University by advancing the principles mentioned below.

Our Mission & Values

To effectively represent and advocate on behalf of undergraduate students before the University administration, community organizations and the public.



The Opportunity

As a Not-For-Profit Corporation, CUSA needs to be overseen by a Board of Directors who guide our governance and strategy. Our Board is composed of two elected full-time executive officers and eight student trustees. This is an opportunity to become an active participant in the 10 meetings of the CUSA Board that will take place each year, as well as being on hand to take decisions between meetings when the need arises. There will also likely be the opportunity for Directors to sit on CUSA Board committees and CUSA Board and CUSA Council Joint Committees.

The Objective

Directors are ultimately responsible, individually and collectively, for all activity within the Carleton University Students' Association (CUSA). The CUSA Board is responsible for setting the vision and values of the organization and for ensuring the delivery of organizational purpose. The Directors ensure development and agree on a long-term strategy. They approve and monitor plans to deliver the strategy.

The CUSA Board is responsible for overseeing CUSA Inc in accordance with provincial law and applicable policies. The Board should always secure the long-term future of CUSA while managing resources allocation and ensuring due process in business operations. As a Director on the CUSA Board, you would serve as a fiduciary for CUSA, meaning you must put the best interests of CUSA ahead of other interests. Directors are successful when they complete their term and CUSA is financially, legally, and reputationally in-tact for future student leaders to continue executing CUSA's mandate.

Notable Benefits

- This chance to serve on the CUSA Board is exclusively for Carleton University undergraduate students. A Corporate Board of a multi-million dollar corporation is not often afforded to 18-23 year olds, and this experience could make you an ideal candidate for other corporate Boards in the future
- CCR recognition
- Professional development in navigating budgets, human resources, CUSA business operations, strategic plans, pertinent laws and other topical matters
- Experience working with lawyers, auditors, and other necessary advisors
- The opportunity to improve your students' union

Duties & Responsibilities

The above notwithstanding, all Directors have a duty to:

- Be accountable for delivering the responsibilities detailed in the [Board Terms of Reference](#), the [CUSA ByLaws](#), the Articles of Incorporation, and responsibilities as outlined in the Not For Profit Corporations Act (2010).
- Ensure CUSA acts in accordance with its guiding documents and in particular remains true to its mission, vision, and values
- Facilitate the student leadership of the organization
- Help CUSA achieve its objectives and improve the lives of students
- Ensure CUSA complies with all relevant legislation and regulations
- Ensure CUSA does not undertake activities that put its financial stability, members, or reputation at undue risk
- Work with other Directors, staff, and volunteers in a constructive manner and for the greater good of the Union.
- Participate fully in CUSA Board meetings and sit on the Board's Committees if required
- Use their personal skills and experience to ensure the Union is well-run and efficient
- Seek external professional advice where there may be material risk to CUSA or where the Directors may be in breach of their duties or at any other appropriate moment
- Add value to the CUSA Board and CUSA through generating ideas, challenging the status quo, broadening thinking, and supporting and promoting innovation and creativity
- Abide by any CUSA Codes of Conduct
- Ensure decisions of the CUSA Board and its committees take into account the needs and views of students
- Ensure the CUSA Board considers the needs and views of all student groups, including for example, international and part-time students
- Ensure effective communication between CUSA and its members

Expectations

Directors should be:

- Committed to the purpose and values of CUSA
- Committed to facilitating student leadership both within and through the CUSA Board and through the wider democratic structures of CUSA
- Constructive about other Director's opinions in discussions and in response to staff members' contributions at meetings
- Able to act reasonably and responsibly when undertaking Board responsibilities

- Able to maintain strict confidentiality
- Understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly
- Able to analyze information and, when necessary, challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equity and committed to promoting diversity

Commitment Required

Attendance: This role's highest duty will be to attend and contribute to the meetings of the CUSA Board. The Board will have 8-10 scheduled meetings each year, with other meetings added if required. Each meeting will have some reading and preparation work to do beforehand. The dates for the CUSA Board meetings in the upcoming year will be:

- Immediately after appointment from CUSA's Annual Members Meeting, April 8th, 2024
- Training Day/Weekend TBC (based on Director Availability)
- Monthly dates at a time and place as agreed by all members of the Board
- March 30th, 2025 (Annual General Meeting) immediately following Part III of the Annual Members Meeting

Meetings are expected to take place physically, and dates may be altered with proper notice.

Board members may be invited or put their name forward to sit on committees that have been delegated authority by the Board in different areas. CUSA Board members may occasionally also need to be available and contactable to approve decisions between meetings.

Training: We utilize support that is available from the University, internal staff, our lawyers, our auditors, and consultants to ensure all Directors are fully trained on the responsibilities associated with Not-For-Profit Corporation Directorship.

Eligibility/Qualifications/Experience

- Required:
 - Be a current Carleton Undergraduate student at the time of application, intending on remaining a Carleton Undergraduate student for the duration of the term of appointment (1 and 2 year terms available)
 - Directors may not be employees of CUSA, unless occupying ex-officio positions (President/CEO, VP Finance/Secretary-Treasurer)
 - Board Members may not maintain or hold fiduciary responsibility to another entity that could conceivably regularly conflict with their fiduciary responsibility to CUSA while a member of the Board
- Desired:
 - Familiarity with financial statements
 - Familiarity with a policy making process
 - Familiarity with the Not For Profit Corporations Act (2010)
 - Excellent communication and interpersonal skills
 - Flexible with the ability to work under pressure and meet deadlines
 - Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite

CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

HOW TO APPLY

Please submit your application via the [ADP Portal](#). The deadline to apply is March 12th, 2024 @ 5pm, but may in rare cases be extended to remain in compliance with other policies and procedures.