

PROJECT
at the meeting of the
Council of RSU Student Union
on 17 February 2021,
Minutes No. __

RSU International Student Association (ISA) Job Description
President

The President shall act in the interests of all students of RSU, shall follow the university's news, regulatory enactments, report on changes there, as well as advise students on various issues within the scope of his or her competence.

Main Job Responsibilities:

1. Serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings.
2. Be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large
3. Be responsible for the general management of ISA and coordination of the Executive Board, as well as share the responsibility of their tasks.
4. Prepare preliminary agendas for face to face meetings and chair them. Present an official semesterly report regarding the activities to the General Assemblies.
5. Together with the Vice-President represent ISA towards External Relations.
6. Is co-responsible for the financial stability of the organization together with the Treasurer.
7. Appoint one member of the board to document the board meeting in a protocol and being responsible for making it available to all board members, the person in charge may vary each board meeting.

Commented [1]: kas ir šis?

Commented [2R1]: Its usually the elections. But thanks for bringing it up. Have to change this as we would be having it semesterly

Additional obligations:

1. To know the structure and operational goals of RSU, RSU SU and ISA.
2. To promote positive recognition and attitude of ISA amongst students, faculties, administrations and non-RSU parties.
3. Perform duties according to the developmental goals of ISA.
4. Get acquainted with ISA statutes, hierarchical orders, RSU Constitution, and act in accordance with them.
5. Organize and participate in the development and maintenance of ISA, as well as in the implementation of quality policy.
6. To attend board meetings and actively participate in the decision-making process. If unable to attend, the Vice-President should be notified in a timely manner, explaining the reason for the absence and reporting, in writing, as well as on matters under their responsibility.
7. Handle the allocated resources responsibly and prudently.
8. Submit monthly reports on what has been done during the past month.

Commented [3]: šādus teikumus liekam vienādu visos amatu aprakstos

Commented [4R3]: as in you added them or they shouldn't be so?

Commented [5R3]: i think this is a good point, i would love to have it in all job descriptions.

Responsibility:

1. Comply with the ISA statutes, hierarchy and internal rules.
2. To ensure that duties are fulfilled in a timely manner and are of high quality.

3. To know the consequences of not fulfilling his/her responsibilities.
4. Achieving the developmental goals set by ISA.
5. Not to spread confidential and other information, that may harm ISA.
6. To preserve and not damage entrusted materials.

Rights:

1. To have fair, safe and healthy working conditions.
2. To request the ISA Board to suspend the decision if it is in conflict with the ISA legislation.
3. Receive materials and technical support for the performance of their duties.
4. To manage the money and technical resources allocated by the Council.
5. Request information from RSU SU members, ISA board members, as well as representatives of other RSU organizations, which are necessary for the performance of duties.

RSU SU Chairperson of the board _____ //

RSU ISA President _____ / /