

**PROJECT
at the meeting of the
Council of RSU Student Union
2025,**

RSU International Student Association (ISA) Job Description

President

The President of the RSU International Student Association (ISA) serves as the chief executive officer and official representative of the organization. The President acts in the interests of all international students of Rīga Stradiņš University (RSU), ensuring that the Association operates in accordance with its statutes, RSU regulations, and the broader goals of the international student community.

Section I – Main Job Responsibilities

- 1.1. The President shall preside over all official meetings of ISA and prepare the meeting agendas in collaboration with the Vice President.
- 1.2. The President shall oversee the overall management and strategic direction of the Association, ensuring the effective functioning of all departments and officers.
- 1.3. The President shall monitor the performance of the board and ensure accountability in the execution of assigned duties.
- 1.4. The President shall ensure adherence to ISA statutes, internal regulations, and university policies.
- 1.5. The President shall maintain familiarity with the structure, governance, and strategic goal of RSU, the RSU Student Union (RSU SU), and ISA.
- 2.1. The President shall serve as the official spokesperson of ISA, standing for the organisation's interests, policies, and positions before RSU administration, the Student Union, and external partners.
- 2.2. The President, together with the Vice President, shall represent ISA in all matters concerning external relations and inter-organisational collaboration.
- 2.3. The President shall promote a positive image of ISA among students, faculty, university administration, and external stakeholders.
- 3.1. The President shall organise and chair at least two mandatory board meetings per month, ensuring that agendas and relevant materials are circulated in advance.
- 3.2. The President shall present an annual report summarising the Association's activities, progress, and achievements during the election period.
- 3.3. The President shall ensure continuous communication and coordination between ISA and the RSU Student Union.
- 3.4. The President shall attend SU Council meetings, preferably accompanied by the Vice President.
- 4.1. The President shall share responsibility for the financial stability of ISA together with the Treasurer.
- 4.2. The President shall participate in financial planning and attend Budget Commission meetings with the Treasurer to finalise the annual budget for next board
- 4.3. The President shall ensure the responsible and transparent use of financial and material resources.

5.1. The President, together with the Vice President and their elected successors, shall organise a formal handover process between the outgoing and incoming boards.

5.2. The President shall ensure the proper transfer of documentation, materials, and institutional knowledge to maintain organisational continuity.

Additional Obligations

1.1. The President shall promote the development and quality improvement of ISA in line with RSU's standards and policies.

1.2. The President shall work to strengthen ISA's visibility and engagement within the international student body.

2.1. The President shall attend and actively take part in all ISA board meetings and decision-making processes.

2.2. In the event of an unavoidable absence, the President must notify the Vice President in advance, providing a valid reason and ensuring that all relevant information and materials are delegated appropriately.

2.3. The President shall ensure the timely and efficient execution of all obligations.

3.1. The President shall manage all allocated resources responsibly and safeguard ISA's property and materials.

3.2. The President shall maintain confidentiality concerning internal matters or information that may compromise ISA's integrity or reputation.

Responsibility

1.1. The President shall comply with the ISA Statutes, hierarchy, and all internal regulations.

1.2. The President shall ensure that all tasks are performed in a timely, effective, and professional manner.

1.3. The President shall bear responsibility for achieving the developmental goals and strategic objectives set forth by ISA.

1.4. The President shall understand and accept the consequences of failing to fulfill assigned responsibilities.

2.1. The President shall handle all entrusted documents, funds, and materials with due care.

2.2. The President shall refrain from disclosing confidential information that may harm ISA or its members.

2.3. The President shall uphold the principles of transparency, fairness, and accountability in all ISA-related matters.

Rights

1.1. The President has the right to perform duties in fair, safe, and supportive working conditions.

1.2. The President has the right to request the ISA Board to suspend or review any decision that conflicts with the ISA Statutes or university regulations.

1.3. The President has the right to access all materials, information, and technical resources necessary for the performance of official duties.

2.1. The President has the right to manage financial and material resources allocated by the

ISA Council in accordance with approved procedures.

2.2. The President has the right to request information and cooperation from RSU SU members, ISA board members, and other RSU organizational representatives as required for the execution of official responsibilities.

The President is accountable to the ISA Board and the international student body for fulfilling all duties with professionalism, integrity, and transparency. The President shall act at all times in the best interests of RSU's international students and ensure the continuous advancement of ISA's mission and values.

RSU SU Chairperson of the board _____ //

RSU ISA President _____ /