

GENERAL MANAGER

The position of General Manager is a full-time position. The General Manager reports directly to the President and through that person to the Students' Representative Council.

General

- To formulate and recommend policy to the President
- To offer advice on matters that would benefit the Union
- To serve as a source of continuity and as a resource person for the Union
- To provide advice on the financial status of the ASU and what areas can be improved upon
- To coordinate the day-to-day operation of the ASU Students' Centre, including maintenance of all Union property.
- To be responsible for implementation and coordination of long-range planning for the ASU, in accordance with the policies of the ASU
- Attend all professional conferences and developmental seminars deemed necessary by the President and the Executive

Reports to: President
Direct Reports: 6 Non-Student Staff (Full Time)
 1 Student Staff (Part Time)

Specific Responsibilities

1. Staff

The supervision, training, and evaluation of:

- All Full Time and non-student employees
- To coordinate the flow of information between the Executive and Full Time Staff
- To effectively supervise staff according to the policies and procedures of Acadia Students' Union
- To hire, train, schedule, evaluate, and discipline staff according to the policies and procedures of Acadia Students' Union
- To hold regular Full Time Staff and operational meetings
- To hold regular meetings with each department
- To manage the benefit plan, health plan, and pension plan of full time staff
- To sit on various hiring boards to fill employment needs of staff

2. Personnel

- To maintain and post accurate job descriptions of all ASU employment positions.
- To maintain Staff Manuals for each of the Union's operations

3. Students' Centre Facilities

- To conduct inventories of all Union property and to report on any irregularities within inventories
- To conduct regular custodial and maintenance inspections of the building and to track and report work orders
- To ensure sufficient security standards are in place for the building

4. Office Duties

- To advise the Grad Class Executive on their activities
- To coordinate and manage the Extended Student Health Plans, Emergency Trust Fund, and Legal Aid Program on behalf of the ASU
- To coordinate the annual ASU Christmas Craft Expo in conjunction with the ASU's contracted event partner
- To ensure that the terms of all contracts are being observed and that irregularities in enactment are brought to the attention of the President and VP Finance & Operations
- To negotiate all operational contracts and leases entered into by the ASU, according to terms specified by the President and VP Finance & Operations
- To organize and coordinate the annual transition process for the ASU Executive, including a comprehensive retreat and orientation program

4. Finances

- To authorize all expenditures of Union funds
- To be responsible for researching and preparing budget information as directed
- To ensure that approved measures of financial control are implemented and maintained by staff members under the direct supervision of the General Manager
- To provide advice on financial matters and potential investments
- To refer all unbudgeted for and abnormal expenditures to the attention of the President and the VP Finance & Operations
- To research new sources of revenue for the ASU
- To serve as a signing officer of the ASU
- To supervise, in conjunction with the VP Finance & Operations, the accounting procedures of the ASU and Union organizations
- To work closely with the VP Finance & Operations on all financial matters

5. Union Policy

- To assist in the formation of policy and job descriptions
- To carry out all policy directives of the Union
- To ensure that all policies are communicated and adhered to
- To provide advice on Union matters to the President, Executive Committee, or SRC when requested
- To provide input into Union policy changes

6. Committees

The General Manager is a member of the following ASU committees;

- Executive Committee
- Grad Class Executive

9. Budget

Responsible for researching and preparing budget information as directed.

10. Reports & Miscellaneous

To submit a quarterly report to the President on the activities of his or her office. To complete and submit reports as directed and carry out other duties or objectives as assigned.

Carry out any other tasks assigned by the President or the Executive.

Salary \$55,000 - \$60,000 range