

**Position Description**

Position Title:	President
Accountable to:	RRRA Council, RRRA general members
Date Revised:	November 16, 2023
Hours:	May to August: full-time (35 hours/week, remote option possible)  September to April: part-time (25 hours/week, subject to change)
Compensation:	\$350.00 bi-weekly, room and board, reimbursement for 1.0 tuition credit
Duration:	May 1st, 2024 to April 30th, 2025
Union status:	Not unionized
Commitment:	12 months (full and part-time, see above)

Note: this document is meant to serve as an overview of the position for those interested in running for RRRA president. **The nomination period for candidates will begin on February 26, 2024.**

**Rideau River Residence Association**

Founded in 1968, the Rideau River Residence Association (RRRA) is Canada's oldest and largest residence association, representing over 3,600 undergraduate students in 11 residence buildings. RRRA is dedicated to setting leadership standards, serving as the voice of students in residence, and ensuring a quality of life conducive to high academic achievement. The organization facilitates opportunities for academic and personal growth in residence life, with its office at 232 Residence Commons serving as a central hub for students. RRRA organizes events, collaborates with campus partners, and strives to enhance the overall positive and impactful experiences of residence students.

## **The Opportunity**

The President of RRRA is responsible for steering the organization's vision, fostering a positive and engaging residence community, and advocating for the interests of students. The President works collaboratively with executives, campus partners, and residents to enhance the overall quality of life in residence. The President is responsible for maintaining the financial, legal, and reputational success of the organization and ensuring that RRRA can advocate on behalf of residence students for years to come.

## **Notable Benefits**

- Bi-weekly salary (\$350.00)
- Reimbursement of room and board, 1.0 tuition credit
- Professional development in navigating budgets, human resources, RRRA business operations, strategic plans, legal contracts, and tax matters.
- Gain valuable experience working with lawyers, auditors, and other necessary advisors.

## **Duties and Responsibilities**

### Strategic Leadership

- Develop and communicate a strategic vision for RRRA in alignment with the organization's mission and goals.
- Provide dynamic leadership to the executive team and office staff, fostering a collaborative and inclusive environment.
- Work with Abstensions managers to ensure the successful operation of the store.

### Advocacy and Representation

- Serve as the primary advocate and representative for residence students, addressing their concerns and needs.
- Collaborate with university administration to ensure student interests are considered in decision-making processes.
- Commit to upholding equity and diversity in internal and external relations.

### Community Engagement

- Foster a sense of community among residents through the development and execution of engaging events and initiatives.

# RRRA

RIDEAU RIVER  
RESIDENCE  
ASSOCIATION

- Act as a liaison between RRRA, Residence Services, Dining Services, and University Administration in general, promoting open communication channels and a strong working relationship.

## Organizational Management

- Oversee the effective functioning of RRRA, including financial management, event planning, and communication strategies.
- Ensure compliance with the RRRA Constitution and other organizational policies.
- Maintain strict confidentiality with regards to sensitive internal matters.
- Oversee and chair the Financial Review, Constitutional Review, and Residence Issues Committees of the RRRA Council.
- Prepare the RRRA budget for presentation at the second council meeting of the academic year.
- Oversee the operation of existing RRRA programs and initiatives (e.g. Bike Sharing Program, Club Initiative Fund).

## Cross-Campus Collaboration and Networking

- Establish and maintain effective partnerships with campus organizations (e.g. CUSA, GSA, and others), administration, and external stakeholders.
- Represent RRRA in university-wide committees and events.

## **Commitment Required**

- May to August: full-time hours (9-5pm, 5 days a week) to prepare for the upcoming academic year and develop an organizational strategy in collaboration with the executive team.
  - It is strongly recommended that executive members are physically present in the RRRA office for at least 1 month during the summer, to build team relationships and ease of operations. Summer accommodation is available.
- September to April: part-time hours, below is an overview of a typical week:
  - 10-15 hours in the RRRA office
  - 3-5 hours on additional duties as required
  - 2-3 hours attending internal and external meetings

*Please note that RRRA executives may need to limit external commitments(e.g. part-time jobs) to under 15 hours per week, with a focus on availability during 9-5 PM. Your active on-campus presence during these hours is vital for any urgent matters, and you may be called into the office at any time during these hours.*



### **Eligibility, Qualifications, and Experience**

- Prior to nomination, the candidate must be an active member of the organization in good standing. Additionally, the candidate must be enrolled in Carleton university undergraduate courses the semester the election is being held and a semester prior (excluding summer semesters).
- Demonstrated leadership experience, especially in a student or community organization.
- Strong communication and interpersonal skills.
- Ability to collaborate effectively with diverse stakeholders and form long-lasting partnerships.
- Understanding of student advocacy and community-building principles.
- Experience in managing non-profits or student organizations is a strong asset.

### **Application and Electoral Process**

See the RRRA constitution *Electoral Code* for more information. More information about the RRRA 2024-2025 executive election will be published closer to the election period.