

Responsibilities of the President:

- Oversee all aspects of the class executive (example basic functioning) of their graduating year.
- Act as the official class representative for all matters relating to the school of social work or your class to the School of Social Work.
- Represent the class its relations with ASWS (Association of Social Work Students (Presidents & Vice Presidents from Year 2, 3 &4 and designated representatives from 2nd Degree classes), the school, the university and external organizations as appropriate. If unable to do so, the vice-president must act as the representative. In the event that both the president and vice-president are unable to do so, the president must appoint an elected class executive committee member to represent the class
- Attend and Chair class executive meetings.
- Draft the agenda for the meetings. This should include but is not limited to review of action items from last meeting, reports from all committee reps, other business)
- Ensure that all committee representatives are heard from
- Arrange meetings with different committee representatives when needed
- Bring forth any class issues to the school via the appropriate student services representative
- Introduce yourself to the student body.
- Identify student/class/ASWS concerns - via appropriate communication mediums (ex e-mail, class presentations, student newsletters, facebook, signs in student lounge etc).
- Liaise and bridge connections between social work students, the executive and the ASWS.
- Attend ASWS meetings.

- Chair one ASWS meeting per three year term. The presidents from each graduating year will take turns chairing every meeting (this includes developing an agenda).
- Arrange meetings with different committee representatives when needed.
- Delegate and organize tasks as appropriate.
- Responsible for mediation if an issue of conflict arises among members of the class executive.
- The second year president is responsible to organize and hold elections for a graduation representative, orientation representative, academic representative, field liaison, undergraduate representative, social, community, admissions representative and NLASW representative when required.
- The fourth year president is responsible to organize and hold elections for second year social work students.
- Responsible for ratification with the student union.
- Ensure appropriate time management of meetings
- Uphold confidentiality at all times unless otherwise directed.
- Other duties as arise and are appropriate.