

Director, Laurier Student Poll

Position Description and Priorities

Reports To: President and Executive Director

Supervises: Laurier Student Poll Volunteers

Term of Office: May 1, 2019 to April 30, 2020 for 15 hrs/week

General Function: Hired by the President/Publisher, LSP Co-Director is responsible for overseeing LSP functions including but not limited to research, analysis, promotion and planning and ensuring all deadlines are met. The Co-Director hires and supervises the work of all LSP staff and volunteers.

Responsibilities:

1. Responsible for hiring and overseeing all LSP volunteers
2. Ensure all volunteers are properly oriented and trained
3. Meet regularly with Co-Director
4. Manage all direct report staff and ensure the effective supervision of all staff and volunteers
5. Ensure that all LSP staff and volunteers are informed of and compliant with WLUSP policy and code of conduct, etc.
6. Facilitate regular professional development activities for LSP staff and volunteers
7. Oversee and participate in activities undertaken to recruit and orient new LSP staff and volunteers
8. Prepare and manage LSP's budget
9. Attend all staff meetings unless due warning is provided to the President
10. Attend all meetings and conferences as required by the President
11. Ensure that deadlines are met
12. Responsible for the overall research and analysis within LSP and laurierstudentpoll.ca
13. Manages and oversees all uses or representation of the LSP logo or brand
14. Prepare reports for the BOD as required by the BOD or President
15. Prepare a year end transition report for the next LSP Co-Director
16. Any other reasonable duties as required by the President