

**DETAILED ROLE DESCRIPTION**  
**President, Non-Academic Staff Association (NASA)**  
**University of Alberta**

**Revised February 2025**

**Compensation**

- Full-time position release; 40 hours/week; Grade 11, Step 9
- Member benefits (ASEBP) and PSPP contributions
- The contract closely follows the provisions of the NASA agreement, with some overlap with the NASA staff CUPE agreement for administrative purposes.

**Preamble:**

The President represents the organization both to the University, in the broader Labour community, and to the public through the media.

As full-time chair of the Executive Board, the President ensures the board works together toward their strategic goals and objectives.

The President ensures the Board's work is in keeping with the Bylaws. This role provides leadership and direction on behalf of the Executive Board to the Association's Director of Operations. The President ensures that NASA actively contributes to the broader labour movement in any area that will advance the broad interests of the members and the union.

The President is expected to exemplify the following characteristics of Servant Leadership: listening, empathy, healing, awareness, persuasion, conceptualization, foresight, stewardship, commitment to the growth of people, and building community.

**Summary of Responsibilities**

**Member Engagement**

- Attend worksite meetings, presentations at new staff orientation events, in person, or through other media/forms.
- Respond to questions and concerns either directly when appropriate or through referral to the designated Board or staff member.
- Work with the Political Action and Membership Education Committee to develop initiatives to provide opportunities for members to participate in union action, development, and education.
- Work with the Member Services Committee to support its goals toward increasing the number of members and engagement events/opportunities.
- Support an active and engaged Union Steward program, by attending events, talks, or training as requested by the Chief Steward, Director of Operations, or their delegated staff.
- Encourage membership activities in the broader labour movement and provide support for those initiatives and campaigns.

## **NASA Strategic/Governance Initiatives**

- Chair regular, special, and annual General Meetings, as well as Executive Board meetings.
- Provide leadership to the Executive Board and ensure appropriate inputs and involvement.
- Lead the Executive Board in annual and multi-year strategic planning retreats that set NASA priorities for the yearly budget process and may include plans for organized and sustained membership outreach, set goals that further the interests of NASA members.
- Work with the Executive Board to brainstorm and develop initiatives for NASA and ensure they are achieved.
- Attend NASA standing committee meetings in an ***ex-officio capacity***, providing advice and assistance when requested by the standing committee.
- Chair standing committees when Executive positions are vacant if there is no Committee Vice-Chair.
- Consult with the Director of Operations on action plans which require the President's support in implementation as per their duties established here and in NASA Bylaws Article 8.1.
- Serve on the Support Staff Benefits Committee as per its terms of reference.
- Work with the Executive Board members and Director of Operations to ensure organizational buy-in and operationalization of the strategic plan by staff, union stewards and elected officers, and others as appropriate.
- Support the work of the Labour Relations Officers where necessary.
- Sit as appointed by the Executive Board on selection panels for NASA Representative positions on various University bodies, including Senate, Board of Governors, General Faculties Council, and internal University committees.

## **NASA/UofA and any other Employer Relations**

- Develop an ongoing and sustained communication strategy with Employer officials and leaders such as the President, Board of Governors, Provost, and others including attending individual meetings and making presentations to University bodies.
- Attend and engage in University and other Employer events and initiatives, such as the University Institutional Strategic Plan, induction ceremonies, convocation ceremonies, awards, retirement, and other events.
- Work with the Director of Operations to proactively identify and manage potential issues with the UofA and other Employers.
- Maintain positive working relationships through difficult situations and often times of significant conflict, with a diverse group of Employer representatives.

## **NASA/External Relations/Advocacy**

- Represent NASA and its point of view on issues campaigns where outside changes or decisions made by government or other bodies will impact NASA members.

- Work with the Alberta Federation of Labour (AFL) to involve NASA and represent our members' interests and voices on AFL initiatives where our members may benefit and may be assigned to serve on AFL Executive bodies.
- As determined by the Board, engage with other labour and social justice organizations, such as the Parkland Institute, the Friends of Medicare, Public Interest Alberta and the Alberta Labour History Institute, and promote their educational events to NASA members.
- Work with other labour unions to ensure NASA is recognized by civil society as a positive force within our community in advancing the rights of workers.

### **Required Qualification**

- Must be an active NASA member, i.e. support staff employee of the University of Alberta who has submitted the NASA membership form.

### **Desired Skills and Experience**

- The ability to work effectively with a wide variety of people in challenging situations.
- Ability to work well in both a team environment and independently.
- Commitment to union principles, human rights, social justice, and improving the status quo.
- Demonstrated interpersonal skills necessary to provide advice and counsel and skills in persuasion, mediation, and negotiation.
- Demonstrated written and verbal communication skills required to prepare and present reports, analyses, and documents.
- Demonstrated problem-solving and analytical skills necessary to recommend sound courses of action in a variety of time-sensitive circumstances.
- Exhibits creativity and intuition while solving demanding problems.
- Demonstrated time management, decision-making, and prioritization skills.
- An ability to manage multiple projects simultaneously and tolerate frequent interruptions and changes in priorities.

### **Decisions and/or Recommendations**

- Makes decisions congruent with NASA's Bylaws and Policy or with input and/or direction from the Executive Board members. **Approval for major initiatives is required from Executive Board or membership.**
- Significant issues are brought to the attention of the Director of Operations and Executive Board; especially highly political issues and issues that are particularly sensitive in specific environments, or issues that have been identified as high priority strategic initiatives.
- The impact of poor recommendations or decision-making are many and may include failure of the organization, loss of reputation and credibility, financial loss, poor public image.

### **Supervisory and/or Leadership Responsibilities**

- Acts as agent of the Executive Board to provide direction to the Director of Operations.

- Provides leadership to the Executive Board and other elected officers.
- May serve on the Bargaining Team which negotiates a collective agreement between NASA and Canadian Union of Public Employees (CUPE) for the NASA office staff.
- May participate on interview panels for hiring new staff to work for NASA.

### **Employment Responsibilities and Deliverables**

Works towards achieving the goals identified for the President from the Strategic Plan.

Provides completed timesheets on the same cycle as other staff are required, reporting hours worked, absences for illness, vacation or other leaves.

Reports to the membership at General Meetings and to the Executive Board in-between meetings.

Performance reviews will be held every 6 months with the Performance Review Committee chaired by the Vice-President, and including the HR Chair, Director of Operations, and at least one other member of the Executive Board. A typical performance review will at minimum include asking: what do you want the person to keep doing, start doing, and stop doing. [The President will commit to improving their performance based upon feedback.]

Provides a written report to NASA's Annual Report.

### **Contacts:**

#### **Internal NASA Office Contacts**

- Director of Operations - frequent communication to respond or ask questions, exchange information, discuss, and influence decisions.
- Other staff - through the Director of Operations, pass on information as appropriate.

#### **NASA Contacts**

- NASA Members - frequent communication to respond to questions, exchange information, including explanations, instruction, persuasion, and counseling.
- NASA Standing Committee Members - contact as required through committee meetings ***in ex-officio capacity.***
- The Executive Board - frequent communication to respond to questions, exchange information, discuss, mentor, advise, assist, and engage in decision-making processes.

#### **Internal University of Alberta Community Stakeholders**

- Leadership groups - frequent communication to exchange information and respond to questions, to explain, interpret and advise of NASA actions/intent, and potentially to advocate on behalf of NASA.

- Association of Academic Staff University of Alberta (AASUA), Post-doctoral Fellows Association (PDFA), Graduate Students Association (GSA), Student's Union (SU) - regular communication to identify areas of mutual interest, build coalitions where appropriate, exchange information, and respond to questions.

#### **External Contacts**

- Other labour groups - frequent communication to exchange information and positions, to develop organizational relationships and to achieve assistance and recognition.
- Experts (lawyers, benefit specialists, facilitators etc.) - infrequent communication to secure advice/service.

#### **Other Job Demands**

- The President is required to be available to a large range of people, and is required to participate in a large range of events, speaking engagements, presentations and other requests. These activities are often outside of regular office hours and require a flexible schedule.
- The President is uniquely situated to advance the standing and influence of NASA within the University community and in the broader labour community. Personal work ethic, preparation and skill are qualities that will gain credibility for NASA.