



Sustainability Management Student Association

Master of Science Program, Sustainability Management (SUMA)
Columbia University, The Earth Institute and School of Professional Studies
SUMASA.org | SUMASAboard@sumasa.org

Position Description – PRESIDENT

This position is critical to the SUMASA board and SUMA program. The President helps to achieve SUMASA's overarching mission to develop a meaningful community for students, foster engagement across the SUMA and NYC sustainability community, and host meaningful professional development and networking opportunities.

The President manages the administration of the executive board, works to set strategy and objectives of SUMASA, serves as the liaison between SUMASA and the University, and acts as the face of the MSSM program to the campus and community.

Eligibility: Must be able to take on the position for one full year (Spring 2018 – Spring 2019)

Primary Responsibilities

- *Administration and Management*
 - Work with VPs to execute the mission and vision of the student association.
 - Schedule SUMASA board meetings to conduct regular SUMASA business.
 - Provides support, direction and guidance to the VPs in order for them to succeed.
 - Ensure all VPs remain on track completing projects agreed upon by the board in a timely manner.
 - Set meeting agendas and prioritize action items with VP input.
 - Facilitate meetings and keep them running smoothly.
 - Communicate promptly by email with the board on decisions that cannot wait for a meeting to be scheduled.
- *Involvement and Campus Leadership*
 - Attend SUMASA, EI, SPS and other functions regularly and consistently.
 - Participate actively and represent SUMASA in inter-school, inter-program groups on campus and in NYC to promote networking, collaboration and SUMA's brand.
 - Meet regularly with EI and SPS administration: keep them abreast of SUMASA initiatives, ask for support when needed, identify and pursue opportunities for collaboration, provide feedback coming from the student body.
 - Listen to student concerns and suggestions, bring back to the board where appropriate and act quickly to address issues of serious concern.

Relevant Skills

- Enthusiasm about SUMASA and SUMA!
- Strong leadership and organizational skills.
- Strong networking and interpersonal skills, including conflict resolution and other managerial skills.

What You Will Gain!

- Strong command of personal and project management skills that will impress potential employers.
- Increased visibility in the SUMA program, with students, alumni, and the Greater NYC Sustainability network.
- An insider's view of the SUMA program and a greater understanding of what it takes to support and manage an effective voluntary board.