



## 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

The President is a key leader in achieving 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 is responsible for creating a productive student organization through effective management. 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 SUMA program to the campus and community.

**Term:** This role is year-long, transitioning on Spring Graduation Day each year (in mid/late May).

#### 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 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 informed of SUMASA initiatives, ask for support when needed, identify and pursue opportunities for collaboration, and provide feedback from the student body.
  - Listen to student concerns and suggestions, convey issues to the board where appropriate, and act quickly to address issues of serious concern.

#### What Can Help You Succeed in This Role:

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

#### What You Could Gain:

- Interpersonal and project management skills that signal professionalism to potential employers.
- Increased visibility in the SUMA program and networking presence with students, alumni, and the greater NYC sustainability network.
- An understanding of what it takes to manage an effective voluntary board.