



# Special Advisor to the President

Category:	Governance
Number:	
Audience:	University Community
Issued:	April 15, 2018
Owner:	President
Approved by:	Board of Governors
Contact:	President's EA at (306) 790-5950 ext. 2100

## Introduction

“Special Advisor to the President” positions may be created to provide a full range of support to the President of First Nations University of Canada to complement efficient delivery of a variety of executive initiatives pertaining to university affairs and student success. The tenure of a special advisor is tied to that of the President. These positions fall under the Code of Conduct policy for the university.

## Definitions

**Special Advisor** - A special adviser works in a supporting role to the President. Their duty is to assist and advise. Financial compensation is not paid to anyone accepting the additional duties of a Special Advisor.

## Role and Responsibilities

Duties are dependent on the appointed position and could include:

- Draft letters/emails, writing speeches/briefings, creating presentations as necessary and make appropriate referrals throughout the university
- Assist with research, background and draft notes for presentations, speeches, meetings, projects and communication for the President
- Coordinate special projects, programs and initiatives associated with the Office of the President
- Participate on committees as assigned
- Coordinate special visits to the university by outside constituencies
- Coordinate with Vice Presidents on special projects
- Identify and develop university-wide initiatives
- Help make sure the President's long and short term objectives are met.