

## VICE PRESIDENT EXTERNAL

### EXECUTIVE COMMITTEE

WORK SCHEDULE: Minimum of 30 hours a week (26 hours at the SUS office within office hours)

COMPENSATION: \$19.24/hr

REPORTING TO: SUS Board of Directors

JOB DESCRIPTION STATUS: Board-ratified on January 26, 2023

### POSITION DESCRIPTION

The Vice President External is a public-facing role involved in student advocacy and policy development within UFV. This role is SUS' representative to the municipal, provincial and federal governments and works directly with various partners in advocacy organizations and at UFV. In the role of an advocate for the interests of UFV students, the Vice President External also sits on various committees within UFV pertaining to academic, governmental and career development issues. This position must be filled by a current UFV student who will be enrolled in at least one-for-credit course in the Fall and Winter semesters.

Note: this is an intensive and demanding role, which requires complete commitment for the entire term of office, and travel time away from home and classes if necessary. It is strongly recommended not to take more than 1-2 courses per semester.

### QUALIFICATION & ASSETS

An ideal candidate for Vice President External will bring experience, passion and skills necessary to adequately represent the student body and meet UFV's and SUS' strategic goals. These qualifications include:

- Knowledge of resources available to UFV students, such as myCampusLife, Co-Curriculum Record, Academic Success Centre, PRLC, Food Bank and other departments and services that aid student wellbeing, engagement and promotes the campus experience at UFV;
- Familiarity with academic and administrative policies and procedures of UFV;
- A working knowledge of the functioning of the relationship between the provincial and federal governments;
- Professional work ethic, exercising good judgement, initiative and a high degree of professionalism;
- Strong critical thinking and problem-solving skills;
- Ability to adapt to changing goals and environments;
- Willingness to learn and develop professional skills;
- Work both independently and cooperatively as part of a team, and in non-traditional work environments and schedules;
- Consistent work ethic throughout the entire year, and commitment to remaining in the position for the entire year;
- Excellent interpersonal skills including active listening, written and verbal communications, conflict management and the ability to manage diversity across identities, perspectives and behaviours;

**E** info@ufvsus.ca

**P** 604 864 4613

33844 King Rd Room S1109,

Abbotsford, BC V2S 7M8

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- The ability to maintain strict confidentiality, discretionary judgement and act with tact and diplomacy; and
- A working knowledge of the functioning of the relationship between the provincial and federal governments.

## RESPONSIBILITIES & DUTIES OF THE VICE PRESIDENT EXTERNAL

The Vice President External has specific responsibility for a variety of functions, including but not limited to:

### Advocacy

- Represent SUS on various University committees connected with academic, career development or governmental policy issues;
- Represent SUS to national and provincial student advocacy groups, government officials and local community groups regarding student issues;
- Act as a liaison between SUS and the UFV Provost & Vice President Academic and other academic staff;
- Maintain awareness of current issues and developments regarding academic and non-academic matters relevant to SUS, both at UFV and in the larger post-secondary environment;
- Manage the consultation and development of advocacy campaigns
- Manage and serve as the project lead and default host to the *Know Your Rights* video series;
- Ensure that students have an avenue to address any concerns they might have during their post-secondary career;
- Research new emerging university pedagogical approaches; university governance issues; student financial aid strategies and community issues affecting students and recommend policy positions to be considered by the Executive and the Board of Directors;
- Advocate for transparency and reduction of tuition and student fees where appropriate and the appropriate allocation of university resources to best serve students' academic and career development;
- Advocate on behalf of the specific interests of international students and indigenous students to UFV and the various levels of government;
- Serve as an active member on the national advocacy group, the Canadian Alliance of Student Associations (CASA);
- Research provincial student issues and provincial advocacy opportunities and take part in provincial advocacy initiatives;
- Represent the interests of students at all times, with specific responsibility for non-academic issues of UFV.

### Administrative

- Perform other duties, as may be required by the Society in the fulfillment of its values, mission, vision and goals within the strategic plan.

## GENERAL RESPONSIBILITIES OF THE EXECUTIVE

The Vice President External, in conjunction with other Executives, has responsibility for a variety of functions, including but not limited to:

- Represent the interests of students at all times, with specific responsibility for non-academic issues at UFV;
- Uphold the Society's bylaws and other governing documents;
- Ensure adequate student representation in the decision-making processes of UFV;
- Ensure compliance with policy, bylaws and other governing legislation of the Society;
- Develop an Executive Goal Plan in accordance with the SUS Strategic Plan and the approved annual budget and ensure approval from the Board and the completion of all goal plan items;
- Provide a report of monthly activities to the Board at each Board meeting, including all information which may affect the Society's operations or its membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board and membership before leaving office;
- Sit on the Executive Committee and attend all Weekly Executive Meetings;
- Continually review strategic and other Executive plans of the Society and ensure the completion of benchmarks and/or provide updates and revise as appropriate;
- Act as a signatory for the Society on designated official documents, contracts and other matters;
- Stay updated on the goals, concerns and needs of the membership, including educational trends and other matters which may affect the membership in the future;
- Maintain, develop and foster relationships with UFV and other partners in the post-secondary education sector;
- Perform critical analysis of UFV, or other institutions involved in post-secondary education;
- Transition the incoming Executive in accordance with relevant governing policy and procedures;
- Work alongside the Operations team to contribute to the activities and programs of the Society;
- Contribute to support the continuous growth and improvement of the Society.

## TERM OF EMPLOYMENT

A weekly schedule will be set and agreed upon at the beginning of each semester and within reason, accommodate the Executive's academic schedule.

## APPLICATION PROCEDURE

This is an elected position. For more information, please visit [www.ufvsus.ca/elections](http://www.ufvsus.ca/elections).