

VICE PRESIDENT STUDENTS

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 Students is a public-facing role involved in student programs and development within UFV and with frequent collaboration with many departments at UFV, as well as committees and organizations in the provision of programs and services that will aid students' wellbeing and engagement. The Vice President Students provides guidance to funding for Clubs & Associations and takes an active role in their meetings and events. This role works closely with the Programs & Services department and will be involved in event planning, risk management, volunteer recruitment and marketing. 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 (3-7 credits) per semester.

QUALIFICATION & ASSETS

An ideal candidate for Vice President Students 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 SUS and UFV policies and procedures, such as C&A funding, the SUS election cycle and internal governance structures;
- Previous experience in the student services sector, preferably with a focus on student governance, student work and/or event planning;
- The drive to take on new challenges with the self-motivation for continuous personal and team development while having the ability to prioritize tasks and meet deadlines within a given timeframe;
- 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;

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- 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;
- The ability to maintain strict confidentiality, discretionary judgement and act with tact and diplomacy.

RESPONSIBILITIES & DUTIES OF THE VICE PRESIDENT STUDENTS

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

Events & Collaboration

- Assist in the development and planning of the annual event calendar planning, ensuring all Executive events and programs fall in line with UFV's and SUS' strategic plans;
- Work to develop engagement and interaction with the student membership by remaining active within the UFV community, which includes attending all SUS-led events and programs, reaching out to Clubs & Associations and collecting feedback from the University and external stakeholders;
- Promote collaboration with internal and external partners, specifically UFV International, Lá:lem te Baker (Baker House), Student Life and Student Affairs, as well as other institutions and organizations that can have a positive impact on student experience, engagement and learning at UFV;
- Meet regularly with UFV's Vice President Students to provide updates, create opportunities for collaboration and communicate student concerns to the University;
- Actively promote projects and the work of SUS via official channels on social media while encouraging students to engage and maximize the opportunities available to them;
- Serve as the point of contact for UFV International and work collaboratively to address student issues, develop programming and ensure adequate student representation for international students;
- Serve as the point of contact for Lá:lem te Baker (Baker House) and work collaboratively to address student issues, develop programming and ensure adequate student representation for students living on campus dormitories.
- Serve as the liaison between UFV and SUS on any matters related to the UFV-SUS Breakfast Program, and be responsible for its management and operation insofar as these responsibilities fall under SUS' jurisdiction.

Administrative

- Serve as the point of contact for Club & Association related questions, receive and analyze funding requests and be prepared to present and provide commentary during Weekly Executive Meetings to assess the organization's capacity to provide funding;
- Work with the Vice President Internal on all policies and governance issues of mutual concern, such as the *Fund Request Policy* and *Fund Request Procedure*;
- 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.