

VICE PRESIDENT INTERNAL

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

POSITION DESCRIPTION

The Vice President Internal is Treasurer and Secretary of the Board of Directors. This is an operational and organization-intensive position, with significant time spent working processes, policies, documents, spreadsheets, and other internal duties. This position works closely with the Governance & Finance department and the Board of Directors, and is responsible for ensuring fiscal responsibility and compliance with governing documents during the Executive's tenure. 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 2-3 courses per semester.

QUALIFICATION & ASSETS

An ideal candidate for Vice President Internal 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 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;
- A working knowledge of finances and budgeting and/or the willingness to undergo training in these areas;
- A working knowledge of non-profit and post-secondary governance structures;
- Professional work ethic, exercising good judgement, initiative and a high degree of professionalism;
- Ability to adapt to changing goals and environments;
- Strong critical thinking and problem-solving skills;
- 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;

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

RESPONSIBILITIES & DUTIES OF THE VICE PRESIDENT INTERNAL

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

Governance & Administration

- Work alongside the President in all matters relating to the internal workings of the Society and UFV;
- Act as the primary contact person for all Board members;
- Be the direct line of contact with the Board Chair and ensure their training is up-to-date;
- Schedule, plan, record and oversee Weekly Executive Meetings, Board Meetings and General Meetings;
- Schedule, plan, and coordinate annual Board training for all Board members;
- Ensure the *BC Society Act* is adhered to, and all necessary regulatory filings are completed;
- Maintain Board-ratified policies, ensuring they are reviewed by the scheduled date, and propose any necessary amendments;
- Lead the organization of the SUS Annual General Meetings with the Executive Committee;
- Liaise with the Office of the Registrar regarding relevant SUS items;
- Act as the primary executive signatory for the Society on designated official documents, contracts and other matters;
- Review all contracts alongside the Executive Director;
- Perform other duties, as may be required by the Society in the fulfillment of its values, mission, vision, and goals within the strategic plan.

Finance

- Ensure familiarity with prepared monthly financial reports to the Board, and annual reports to the membership;
- Work with the Executive Director and Finance & Governance Manager on budget creation;
- File and submit necessary requisition forms for C&A funding and other expenses;
- Approve and release payroll as well as other financial transfers and payments.

GENERAL RESPONSIBILITIES OF THE EXECUTIVE

The Vice President Internal, 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.