

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Vice President: Clubs and Associations
<b>REPORTS TO:</b>	President & CEO
<b>SALARY RANGE:</b>	Starting at \$35,000
<b>OFFICE LOCATION:</b>	Waterloo
<b>EDUCATION:</b>	Pursuing or completed Post-Secondary Degree
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from either the Waterloo or Brantford campus

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## **SUMMARY:**

The Clubs and Associations department is the support for all student-led clubs and associations, and its members, at Wilfrid Laurier University. The Clubs and Associations department offers a self-directed experience to anyone involved in a club or association on campus, by providing a variety of resources and financial support, and acting as the liaison between each club or association, the Wilfrid Laurier University Students' Union, and the WLU administration.

Reporting to the President and CEO, the Vice President: Clubs and Associations will be focused on achieving the goals of the Clubs and Associations department of the Wilfrid Laurier University Students' Union, on both the Waterloo and Brantford campuses. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills in order that the following is achieved:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Maintain the following duties required of all Vice Presidents:
  - Develop departmental goals and objectives for both short- and long-term;
  - Create a department operating budget, and stay within budgetary restrictions;
  - Monitor operational compliance with Students' Union policy
  - Maintain regular and equivalent office hours on all campuses; and
  - Prepare or assist with Board of Director monitoring reports, as requested by the President.
- Facilitate the coordination and monitoring of all clubs and associations activities – including the finance and administration – throughout the WLU community;
- Evaluate, maintain, and continuously enhance the club and association experience;
- Support the development of the faculty association structure on both campuses;
- Remain well versed in clubs and associations policies, procedures, and risk management requirements to ensure best practices;
- Continuously evaluate, maintain, and enhance the clubs and associations strategies of the WLU Students' Union;
- Build and maintain relationships with external and internal parties to support the clubs and associations goals of the WLU Students' Union;
- Follow all Health & Safety policies and procedures as outlined by the WLU Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario; and
- Remain knowledgeable of all applicable department and human resources policies and procedures of the WLU Students' Union.

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## **JOB SPECIFIC DUTIES:**

Recognizing that the function of Vice President encompasses a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union. Specific roles and responsibilities allocated to the Vice President: Clubs & Associations include, but are not limited to the following:

### **Operational**

- Develop, promote, assess and adhere to clubs and associations best practice and to agreed systems and procedures across all levels of the WLU Students' Union;
- Aid in the continued development, review, and maintenance of all clubs and associations policies and procedures, ensuring best practices and risk management requirements are achieved;
- Act as a consultant and support for a comprehensive clubs and associations experience, in collaboration with the Director, Student Experience;
- Assist in risk management assessments of all clubs and associations, in consultation with the Director, Student Experience;
- Liaise between the WLU Students' Union and Undergraduate Faculties, regarding respective faculty associations; and
- Ensure clubs website is kept up to date with all opportunities for student involvement.

### **Financial**

- Act as a financial consultant and support for all clubs and associations of WLU; in collaboration with the Director, Student Experience and Clubs & Associations Administrator;
- In collaboration with the WLU Students' Union Finance & Administration department, achieve the following:
  - Facilitate the annual planning and budget process for all clubs and associations, in collaboration with each club or association representative;
  - Monitor the ongoing performance of all clubs and associations,
  - Ensure all clubs and associations reimbursements and invoices are processed and completed within a timely manner,
  - Ensure that all clubs and associations adhere to the submitted and approved operating budgets; and
  - Assesses the financial performance of all clubs and associations, as applicable.

### **Supervisory**

- Ensure that all paid (Associate) and unpaid (coordinators, executive, and general-level volunteers) staff within the Clubs & Associations department fulfill the requirements of their descriptions;
- Ensure all individuals within the Clubs & Associations department are adhering to Occupational Health & Safety standards;
- Oversee all performance evaluations and formal disciplinary processes for all personnel within the Clubs & Associations department, in collaboration with the WLU Students' Union Human Resources; and
- Oversee the coordinators and committees within the Clubs & Associations department, which currently consists of the following committees:
  - Associate Vice President: Clubs & Associations – Brantford Campus

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- Clubs Coordinator Team – Brantford campus
- Clubs Coordinator Team – Waterloo campus
- Clubs Marketing Team – Brantford campus
- Clubs Marketing Team – Waterloo campus
- Club Governance Committee – Waterloo campus

## **Organizational Accountability**

- Complete all Board of Director Monitoring Reports, as required and relevant to the Clubs & Associations department, illustrating compliance through evidence-based reporting;
- Maintain, and modify where appropriate, a Clubs & Associations department procedural manual, and any related committee manuals;
- Recommending long and short-term goals of the Clubs & Associations department by assessing student needs; examining program resources and capabilities; preparing recommendations for long-term initiatives and undertakings;
- Recommend potential new initiatives and functions of the Clubs & Associations department by analyzing student needs, with an evidence-based approach;
- Ensures adequate student representation on university committees and input on university initiatives for issues pertaining to the Clubs & Associations department, as delegated by the President & CEO;
- Implement Students' Union policy and procedures, as confirmed by Management Group; and
- Ensure all WLU Students' Union assets (property and resources) used by the Clubs & Associations department are properly handled and maintained.

## **Leadership and Collaboration**

- Meet regularly with President & CEO and Management Team;
- Advise and oversee any Associate Vice Presidents of Clubs & Associations, who will aid in the daily operation of the department at the campus level;
- Work in collaboration and consultation with the Director, Student Experience, and relevant full-time support staff;
- Meet regularly with each committee coordinator, as required;
- Hold regular departmental-wide meetings (including both coordinators and full-time support staff);
- Meet with all other WLU Students' Union personnel, as required or prescribed;
- Attend Board of Director Meetings;
- Maintain a constructive relationship and demonstrates a high degree of interpersonal savvy within the WLU Students' Union and WLU community;
- Develop, promote, and adhere to best practice and to agreed systems and procedures across all levels of WLU Students' Union;
- Ensure open and honest communication between all WLU Students' Union departments, business operations and staff, as required; and
- Any other duties as assigned by the President & CEO.

## **TIME COMMITMENT:**

The Vice President term begins on May 1 and concludes on April 30 the following year. Prior to the May 1 start date, there is a transition period with an expectation to complete up to 10 hours of work bi-week, during the months of March and April.

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- Full-time, contract position, with the expectation to work 44hrs per week;
- Core hours are 8:00am-4:00pm, Monday – Friday, however hours may vary depending on time of year and project needs, and therefore evening and weekend hours are to be expected throughout the year;
- The Students' Union operates on both the Waterloo and Brantford campuses, therefore the employee is required to maintain duties on both campuses as required; and
- Work will mainly be completed seated at a desk, using a computer.

**COMMITTEE MEMBERSHIP:**

- Management Team;
- Student Executive;
- Ex-officio status on any committee within the Clubs and Associations department; and
- Any committee as requested or appointed to by the President & CEO.