

# POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	Associate Vice President: Clubs & Associations Brantford
<b>REPORTS TO:</b>	Vice President: Clubs & Associations
<b>SALARY RANGE:</b>	Starting at \$15,000
<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 the Waterloo campus

---

## **SUMMARY:**

The Clubs & Associations department is the support for all student-led clubs and associations, and its members, at Wilfrid Laurier University. The Clubs & 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 Vice President: Clubs & Associations, the Associate Vice President: Clubs & Associations' focus is on achieving the goals of the Clubs & Associations department of the Wilfrid Laurier University Students' Union on the Brantford campus. 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 to the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Maintain the following duties required of all Associate Vice Presidents:
  - Assist the Vice President of their respective department in achieving their mandate;
  - Aid in the execution of departmental goals and objectives for both short- and long-term;
  - Adhere to a department operating budget, and stay within budgetary restrictions;
  - Monitor operational compliance with Students' Union policy; and
  - Maintain regular office hours on respective campus;
- Aid in the coordination and monitoring of all clubs' and associations' activities – including the finance and administration – throughout the Brantford campus;
- Remain well versed in Clubs & Associations procedures, and risk management requirements to ensure best practices;
- Aid in the continuous evaluation, maintenance, and enhancement of club and faculty association strategies of the WLU Students' Union on the Brantford campus;
- Build and maintain relationships with external and internal parties to support the overall goals relating to clubs and associations on the Brantford campus;
- 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.

## **JOB SPECIFIC DUTIES:**

Recognizing that the Associate Vice Presidents' functions encompass a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this

# POSITION DESCRIPTION

---

definition, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union on the Brantford campus. Under the supervision of the Vice President: Clubs & Associations to ensure consistency and best practices throughout the entire WLU Students' Union, the Associate Vice President: Clubs & Associations - Brantford will facilitate the following functions:

## **Operational**

- Adhere to Clubs & Associations best practice and to agreed systems and procedures across all levels of the WLU Students' Union;
- Act as a consultant and support for comprehensive clubs and associations experience and financial resource, in collaboration with the Director, Brantford Operations; and
- Ensure the Clubs & Associations Resource Centre is kept tidy.

## **Financial Services**

- Facilitate the annual planning and budget process for all clubs and associations, in collaboration with each club or association representative and the Vice President Clubs & Associations;
- 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
- Assess the financial performance of all clubs and associations, as applicable.

## **Supervisory**

- Ensure that the coordinator, executives, and general-level volunteers within the Clubs & Associations department on the Brantford campus fulfill the requirements of their descriptions;
- Maintain a constructive relationship with the campus and local community;
- Assist in ensuring all individuals within the Clubs & Associations department are adhering to Occupational Health & Safety standards;
- Aid in performance evaluations and formal disciplinary processes for all personnel within the Clubs & Associations department on the Brantford campus, in collaboration with WLU Students' Union Human Resources, when required; and
- Oversee the Clubs & Associations coordinators.

## **Leadership and Collaboration**

- Meet weekly with Vice President: Clubs & Associations;
- Work in collaboration and consultation with the Director, Brantford Operations and relevant full-time support staff when required;
- Meet with all other WLU Students' Union personnel, as required or prescribed;
- Maintains relationships and demonstrates a high degree of interpersonal savvy within the WLU Students' Union and WLU community;
- 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

# POSITION DESCRIPTION

---

- Any other duties as assigned by the Vice President: Clubs & Associations.

## **TIME COMMITMENT:**

The Associate 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 5 hours of work bi-week, during the months of March and April.

- Part-time, contract position, with the expectation to work 20hrs per week;
- Core office hours are 8:30am-4:30pm, 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:**

- Brantford Operations Team;
- Student Executive; and
- Any committee as requested or appointed to by the VP: Clubs & Associations.