

POSITION DESCRIPTION

POSITION TITLE:	Associate Vice President: Clubs & Associations Waterloo
REPORTS TO:	Vice President: Clubs & Associations
SALARY RANGE:	Starting at \$14,000
OFFICE LOCATION:	Waterloo
EDUCATION:	Pursuing or completed a post-secondary degree at WLU
QUALIFICATIONS:	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, you will be focused on achieving the goals of the Clubs & Associations department of the Wilfrid Laurier University Students' Union on the Waterloo campus. You 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 for the following to be achieved.

JOB SPECIFIC DUTIES:

Recognizing that the function of Associate 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 on the Waterloo campus. Under the supervision of the Vice President: Clubs & Associations to ensure consistency and best practices throughout the entire WLU Students' Union, you will facilitate the following functions:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario;
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union;
- Work in continuous collaboration and consultation with the Director, Student Experience and relevant full-time support staff, as required;
- Maintain the following duties required of all Associate Vice Presidents:
 - Assist the Vice President of your respective department in achieving their mandate;
 - Aid in the execution of departmental goals and objectives for both short- and long-term;
 - Adhere to the department operating budget and stay within budgetary restrictions, and;
 - Monitor operational compliance with Students' Union policy;
- Aid in the coordination and monitoring of all clubs' and associations' activities, including the finance and administration on the Waterloo campus;
- Remain well versed in Clubs & Associations procedures and risk management requirements to ensure best practices are achieved;

POSITION DESCRIPTION

- Promote and adhere to Clubs & Associations best practice and to agreed systems and procedures across all levels of the WLU Students' Union;
- Aid in the continuous evaluation, maintenance and enhancement of club and faculty association strategies of the WLU Students' Union on the Waterloo campus;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Clubs & Associations department;
- Ensure open and honest communication between all WLU Students' Union departments, business operations and staff, as required;
- Act as a consultant and support to all clubs and associations for a comprehensive club experience on the Waterloo campus in collaboration with the Director, Student Experience;
- In collaboration with the Finance & Administration department, achieve the following:
 - Facilitate the annual planning and budget process for all clubs and associations on the Waterloo campus in collaboration with each club or association representative;
 - Ensure all clubs and associations reimbursements and invoices are processed and completed on the Waterloo campus within a timely manner;
 - Ensure that all clubs and associations on the Waterloo campus adhere to the submitted and approved operating budgets; and
 - Assess the financial performance of all clubs and associations on the Waterloo campus; and
- Oversee and advise all Clubs and Associations unpaid staff (coordinators, executive, and general-level volunteers) within the Clubs & Associations department on the Waterloo campus, and ensure they fulfill the requirements of their roles;
- Assist in ensuring all individuals within the Clubs & Associations department on the Waterloo campus 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 Waterloo campus, in collaboration with the Human Resource Full-time Staff Team;
- Ensure the Clubs & Associations Resource Centre is kept tidy and any storage abides by Occupational Health and Safety regulations;
- Meet weekly with Vice President: Clubs & Associations, and;
- 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-weekly, during the months of March and April.

- Part-time, contract position, with the expectation to work 20-22hrs 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;
- 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:

- Student Executive; and
- Any committee as requested or appointed to by the Vice President: Clubs & Associations.