

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Associate Vice President: Clubs & Associations Waterloo
<b>REPORTS TO:</b>	Vice President: Clubs & Associations
<b>SALARY RANGE:</b>	\$10,260
<b>OFFICE LOCATION:</b>	Waterloo
<b>EDUCATION:</b>	Pursuing or completed a post-secondary degree at WLU
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Waterloo campus

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## **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 University 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 need to be results driven with function knowledge of the role, have strong leadership skills, and excellent communication 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 of Ontario;
- Assist in ensuring all individuals within the Clubs & Associations department on the Waterloo campus are adhering to Occupational Health & Safety standards;
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union;
- Remain well versed in Clubs & Associations procedures and risk management requirements to ensure best practices are achieved;
- Promote and adhere to Clubs & Associations best practice and to agreed systems and procedures across all levels of the Students' Union;
- Assist the Vice President in achieving their mandate;
- Aid in the execution of departmental goals and objectives for both short- and long- term;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Clubs & Associations department on the Waterloo campus;
- Ensure open and honest communication between all Students' Union departments, business operations and staff, as required;

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- Work in continuous collaboration and consultation with the Director, Student Experience and relevant full-time support staff, as required;
- Facilitate, in conjunction with the Finance & Administration department, the recruitment and selection of all volunteers within the Clubs & Associations department on the Waterloo campus;
- Oversee and advise all Clubs & 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;
- Aid in performance evaluations and formal disciplinary processes for all personnel within the Clubs & Associations department on the Waterloo campus, in collaboration with Human Resources;
- In collaboration with the Finance & Administration department, facilitate the annual planning and budget process for all Clubs & Associations activities on the Waterloo campus;
- Ensure all Clubs & Associations department reimbursements and invoices on the Waterloo campus are processed and completed within a timely manner;
- Adhere to the department operating budget and stay within budgetary restrictions, as well as ensure that any Clubs on the Waterloo campus adhere to the submitted and approved operating budgets;
- Assess the financial performance of all clubs and associations on the Waterloo campus;
- 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;
- Aid in the coordination and monitoring of all clubs' and associations' activities, including the finance and administration on the Waterloo campus;
- Ensure the Clubs & Associations Resource Centre is kept tidy and any storage abides by Occupational Health and Safety regulations;
- Meet regularly with the Vice President: Clubs & Associations to set goals, seek clarification and assistance, and discuss activities within the Clubs & Associations department on the Waterloo campus; and
- Any other duties as assigned by the Vice President: Clubs & Associations.

## **TIME COMMITMENT:**

The Associate Vice President: Clubs & Associations Waterloo term begins in August and concludes in April the following year.

- Part-time, contract position, with the expectation to work 20-22hrs per week;
- Core office hours are 8:30am-4:30pm, Monday to Friday, however hours may vary depending on time of year and project needs, and therefore evening and weekend hours are to be expected; 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.