

POSITION DESCRIPTION

POSITION TITLE:	Vice President: Financial & Volunteer Operations
REPORTS TO:	President & CEO
SALARY RANGE:	Starting at \$37,000
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 either the Waterloo or Brantford campus

SUMMARY:

The Finance & Administration department is the internal support for the departments and business operations of the Wilfrid Laurier University Students' Union. It is focused on ensuring all levels of the Students' Union are operating on a consistent and transparent basis, ensuring best practices are being followed for financial and human resource accountability. Reporting to the President & CEO, you will be focused on achieving the goals of the Finance & Administration department of the Wilfrid Laurier University Students' Union, on both the Waterloo and Brantford campuses. You will need to be results driven with functional 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 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 you include, but are not limited to, the following:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the WLU Students' Union;
- Prepare, or assist with, Board of Director monitoring reports, as required and relevant to the department, illustrating compliance through evidence-based reporting;
- Attend Board meetings as requested by the President & CEO;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act of Ontario;
- Ensure all individuals within the Finance & Administration department, as well as all volunteers, 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 finance, administration, and human resource policies, procedures, risk management requirements, and legal requirements to ensure best practices are achieved;
- Develop, promote, and adhere to best practice systems and procedures across all levels of Students' Union;
- Aid in the continued development, review and maintenance of all Finance & Administration department policies and procedures, ensuring best practices and risk management requirements are achieved;
- Develop departmental goals and objectives for both short- and long-term by assessing student needs, examining program resources and capabilities, and preparing recommendations for long-term initiatives and undertakings;

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- Continuously evaluate, maintain and enhance the Finance & Administration department strategies and experience by recommending potential new initiatives and functions of the Finance & Administration department through student needs analysis using an evidence-based approach;
- Maintain a Finance & Administration department procedural manual, and any related committee manuals;
- Ensure equitable student representation on University committees and input on University initiatives for issues pertaining to the Finance & Administration department on both Brantford and Waterloo campuses, as delegated by the President & CEO;
- Participate in annual budgetary planning for the Finance & Administration department, create a department operating budget, and stay within budgetary restrictions;
- Ensure all Finance & Administration department reimbursements and invoices are processed and completed within a timely manner;
- Ensure that all Finance & Administration department staff and volunteers adhere to the submitted and approved operating budgets;
- Assess the financial performance of all Finance & Administration department functions;
- Ensure all Students' Union assets (property and resources) used by the Finance & Administration department are properly handled and maintained;
- Hire, and directly manage, two Associate Vice Presidents who will aid in the daily operation of the department and directly oversee the committees, unpaid staff on their respective campus;
- Hire coordinators for the Finance & Administration department, as well as support all Vice Presidents in the hiring of their department coordinators;
- Oversee and advise all Finance & Administration staff, paid (Associate Vice Presidents) and unpaid (Coordinators, Executive, and general-level volunteers) within the Finance & Administration department, and ensure they fulfill the requirements of their roles;
- Communicate regularly with both Associate Vice Presidents to create collaboration and cooperation between campus-specific departments;
- Oversee all performance evaluations and formal disciplinary processes for all Student Executive and volunteers in collaboration with Human Resources;
- Establish a strategy for marketing and promotion for the Finance & Administration department, acting as a liaison between the Marketing department and the Finance & Administration department;
- Attend a minimum of one general meeting per departmental committee, per semester;
- Oversee and assist in the annual Students' Union Transition Process, ensuring that adequate resources are available to support the orientation of new student leaders within the Students' Union;
- Act as a human resource consultant by providing guidance and support for all levels of the Students' Union in collaboration with Human Resources;
- Aid in the maintenance of all volunteer and employee personnel files, ensuring information is accurate and up-to-date;
- Aid Human Resources in the maintenance of all job descriptions for all levels of the Students' Union, as needed;
- Maintain records of volunteer completion of required government training and police checks;
- Facilitate, in conjunction with the appropriate department manager or committee coordinator, the recruitment and selection of all volunteers;

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- Manage the Students' Union hiring system on hiring.yourstudentsunion.ca;
- Create and manage the initial orientation and continuous professional training and development for all volunteers of the Students' Union;
- Oversee and supervise the formal disciplinary process, performance evaluations, and general treatment procedures of all volunteers of the Students' Union;
- Manage the organization, implementation and overall execution of all volunteer appreciation events, in conjunction with the appropriate department manager or committee coordinator;
- Develop new initiatives for volunteer appreciation to increase volunteer recruitment and retention;
- Act as a financial consultant and support for all levels of the Students' Union, in collaboration with the Director Finance & Administration;
- Aid the Management Team and department managers in maximizing the long and short-term financial and functional effectiveness of their operations, and the Students' Union;
- Facilitate the annual planning and budget process for the entirety of the Students' Union, in collaboration with each budget leader and their direct supervisor;
- Monitor the ongoing financial performance of all committees within the Students' Union to ensure they adhere to the submitted and approved operating budget(s);
- Ensure that all relevant stakeholders adhere to the operating budget (as approved by the Board of Directors), unless specific changes are amended and approved by appropriate parties;
- Maintain adequate financial controls within all levels of the Students' Union;
- Consistently develop long- and short-term financial plans for the Students' Union, ensuring the viability of the corporation and anticipating issues or problems, in collaboration with the Director, Finance & Administration;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Finance & Administration department;
- Ensure open and honest communication between all Students' Union departments, business operations and staff;
- Continually work in collaboration and consultation with the Director, Finance & Administration and Human Resources;
- Hold regular department-wide meetings including Associate Vice Presidents and full-time support staff;
- Meet regularly with President & CEO and Management Team; 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-weekly, during the months of March and April.

- Full-time, contract position, with the expectation to work 40-44hrs per week;
- Core 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;
- The Students' Union operates on both the Waterloo and Brantford campuses, therefore you are required to maintain duties on both campuses, as required; and
- Work will mainly be completed seated at a desk, using a computer.

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COMMITTEE MEMBERSHIP:

- Management Team;
- Student Executive;
- Vice Presidential Hiring Committee;
- Ex-officio status on any committee within the Finance & Administration department;
- Joint Health & Safety Committee; and
- Any committee as requested or appointed to by the President & CEO.