

POSITION DESCRIPTION

POSITION TITLE:	Vice President: Clubs & Associations
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 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 Wilfrid Laurier University administration. Reporting to the President and CEO, you will be focused on achieving the goals of the Clubs & Associations department on both the Waterloo and Brantford campuses. 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 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 Wilfrid Laurier University Students' Union;
- Prepare, or assist with, Board of Director monitoring reports, as required and relevant to the department, illustrating compliance through evidence-based reporting; and
- 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 Clubs & Associations department 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 policies, procedures and risk management requirements to ensure best practices;
- Develop, promote, assess and adhere to Clubs & Associations best practice, and to agreed systems and procedures across all levels of the Students' Union;
- Aid in the continued development, review and maintenance of all Clubs & Associations 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 Clubs & Associations department strategies and experience by recommending potential new initiatives and functions of the Clubs & Associations department through student needs analysis using an evidence-based approach;
- Maintain and modify where appropriate, a Clubs & Associations department policies and procedures manual, and any related committee manuals;
- Ensure equitable student representation on University committees and input on University initiatives for issues pertaining to the Clubs & Associations department on both the Brantford and Waterloo campuses, as delegated by the President & CEO;
- In collaboration with the Finance department, participate in annual budgetary planning, create a department operating budget, and stay within budgetary restrictions;
- Ensure all Clubs & Associations department reimbursements and invoices are processed and completed within a timely manner;
- Ensure that all Clubs & Associations department staff and volunteers adhere to the submitted and approved operating budgets;
- Assess the financial performance of all Clubs & Associations department functions;
- Ensure all Students' Union assets (property and resources) used by the Clubs & Associations 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 and municipal advocacy on their respective campus;
- Aid in the hiring of all coordinators within the Clubs & Associations department;
- Oversee and advise all Clubs & Associations staff, paid (Associate Vice Presidents) and unpaid (coordinators, executive, and general-level volunteers) within the Clubs & Associations 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 personnel within the Clubs & Associations department in collaboration with Human Resources;
- Establish a strategy for marketing and promotion for the Clubs & Associations department, acting as a liaison between the Marketing department and the Clubs & Associations department;
- Maintain relationships with all of the faculty associations on both campuses through regular meetings with the faculty associations as a direct support and liaising between the Students' Union and Undergraduate Faculties regarding respective faculty associations;
- Act as a consultant and support to all clubs and associations for a comprehensive club experience in collaboration with the Director, Student Experience and Director, Brantford Operations;
- Assist in risk management assessments of all clubs and associations in consultation with the Director, Student Experience and Director, Brantford Operations;
- Maintain the Clubs management system;
- Facilitate new club registration, budget proposals, Special Events Funding, etc.;
- Act as a financial consultant and support for all clubs and associations in collaboration with the Director, Student Experience, Director, Brantford Operations and Clubs & Associations Clerk;
- Organize and execute Clubs Fair during Orientation Week on both the Waterloo and Brantford campuses

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- 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 Students' Union departments, business operations and staff, as required;
- Continuously work in collaboration and consultation with the Director, Brantford Operations and Director, Student Experience, and relevant full-time support staff when required;
- Hold regular departmental-wide meetings at their own discretion 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 from February to 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.

COMMITTEE MEMBERSHIP:

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