

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilities a number of services such as the UFV Shuttle Bus, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, UFV, and the community.

SUS Vice President External

Work Schedule: Minimum 30 hours weekly, of which a minimum of 22 hours must be done at UFV
Reporting to: President & SUS Board of Directors

POSITION DESCRIPTION

The Vice President External is a public-facing role involved in student advocacy and policy development within UFV and up to the federal government, with frequent collaboration with various partners in post-secondary education. The Vice President External also manages the operations of all student engagement initiatives and opportunities. The position must be filled by a current student of UFV who will be enrolled in at least one for-credit course in the Fall and Winter semesters.

Note: This is an intensive and demanding role, which requires complete commitment for the entire term of office, and travel time away from home and classes. It is strongly recommended not to take more than 2-3 classes (6-9 credits) per semester for these reasons.

RESPONSIBILITIES AND DUTIES OF THE VICE PRESIDENT EXTERNAL

The Vice President External has specific responsibility for a variety of functions, including but not limited to the following:

- Manage and supervise the relevant Officer portfolios, and sit on and provide guidance for all relevant committees;
- Represent the Society to national and provincial student advocacy groups, government officials, and local community groups regarding student issues;
- Act as a liaison between the Society and the UFV Provost & Vice President Academic and other academic staff;
- Maintain awareness of current issues and developments regarding academic and non-academic matters relevant to the Society, both at UFV and in the larger post-secondary environment;
- Manage the consultation and development of policy relating to academic and educational affairs, and advocacy campaigns;

- Ensure that students have an avenue to address any concerns they might have during their post-secondary career;
- Ensure the adequate planning, smooth operation, and appropriate assessment of the Society's events, with particular involvement in orientation activities;
- Through the relevant Officer portfolio, develop engagement and interaction with the membership in general, and for special activities such as elections and referenda;
- Successfully operate, or provide for the operation of, the various areas of student support offered by the Society, including but not limited to the food bank, financial aid, and advocacy efforts;
- Assume the duties of the President for absences of less than one week; and
- Perform other duties, as may be required for the Society to achieve its mission, vision, and goals.

GENERAL RESPONSIBILITIES AND DUTIES OF THE EXECUTIVE:

The Vice President External, in conjunction with other Executives, has responsibility for a variety of functions, including but not limited to the following:

- To oversee the day-to-day operations, administration, and management processes of the Society in conjunction with the Executive Director;
- Develop individual Executive Goals Plans in accordance with the SUS Strategic Plan and the approved Operational Budget, and ensure the completion of all goal plan items;
- Provide a report of recent activities to the Board at each Board meeting, including all significant information which may affect the Society operations or its Membership, and all portfolios under the Executive's position;
- Present an annual end-of-term report to the Board before leaving office;
- Act as a liaison between the Society staff and the Board, and prepare any reports on office staff matters;
- Sit on the Executive Committee;
- Continually review strategic and other plans of the Society, ensure completion of benchmarks, and revise as appropriate;
- Act as a signatory for the Society on official documents, contracts, and other matters;
- Review all contracts on behalf of the Society; with the Executive Director;
- Coordinate the investments of the Society; with the Executive Director;
- Prepare an annual operating budget for the Society for presentation to and approval by the Board and the Membership prior to March 31 at a General Meeting;
- Keep current on the goals, concerns, and needs of the Membership, including education trends and other matters which may affect the Membership in the future;
- Maintain, develop, foster, relationships with UFV and other partners in post-secondary education;
- Perform critical analysis of UFV, or other institutions involved in post-secondary education; and

- Transition the incoming Executive in accordance relevant governing policy and procedures.

ASSETS

- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of professionalism;
- Must work with and treat all people respectfully and equally;
- Willingness to learn and develop professional skills;
- Excellent written and oral communication, large-scale public speaking;
- Personable nature, able to interact with many different character types;
- Highly organized and attentive to detail;
- Ability to effectively supervise and manage staff and volunteers, and assess performance;
- Strong critical thinking and logic-based decision analysis;
- Experience working in non-profit organizations, and in particular SUS;
- Ability to adapt and react to changing goals and environments;
- Working both independently and cooperatively as part of a team, and in non-traditional work environments and schedules;
- Consistent work ethic throughout the entire year, and committed to remaining in the position for the entire year;
- Able to maintain confidentiality of sensitive information; and
- Working knowledge of the Microsoft Office suite.

ELECTION PROCEDURE

The position of Vice President External is elected through the annual SUS General Elections. Please see the Elections Policy for more information.