

*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 Internal

**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 Internal is Treasurer and Secretary of the Society, and is ultimately responsible for ensuring financial responsibility and compliance with governing documents, and overseeing the management of student organizations. This is an operations and organization intensive position, with significant time spent working with processes, documents, spreadsheets, and other internal duties. 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 INTERNAL

The Vice President Internal 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;
- Assist the President in all matters relating to the internal workings of the Society and UFV;
- Act as the primary contact person for all Board Members;
- Schedule, plan, record, and oversee the operation of Board Meetings and General Meetings;
- Work with the Board Chair and train them as necessary;
- Ensure that there is adequate non-Board student representation in all decision making processes of the Society;
- Enforcement of the policy, bylaw, and other governing legislation of the Society;

- This includes ensuring the BC Society Act is adhered to, and all necessary regulatory filings are completed.
- Review and propose revisions to bylaw and operational policy;
- Oversee all financial processes, ensuring adherence to the operating budget, and all financial control measures;
- Lead the creation of the annual budget in accordance with relevant bylaw and policy;
- Ensure long-term financial sustainability of the Society, and prepare monthly financial reports to the Board, and quarterly and annual reports to the membership;
- Facilitate the annual audit of the Society by the appointed auditor, and present the audited financial statements to the membership at a General Meeting;
- Provide all necessary support and resources for student clubs and associations, and help facilitate the operations of these students groups and resolve concerns as required; 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 Internal, 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;
- Working knowledge of finances, budgeting, and/or money;
- Willingness to learn and develop professional skills;
- Excellent written and oral communication, large-scale public speaking;
- Highly organized and attentive to detail, able to manage and ensure compliance with a broad range of documents and legislation;
- 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
- Excellent knowledge of the Microsoft Office suite, particularly Word and Excel.

## ELECTION PROCEDURE

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