

UFVSUS
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2017-2018 Vice President Internal Goal Plan

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Foreword

You can describe this job in one word — support.

Historically, the Vice President Internal (VPI) hasn't been a forward-facing position within UFV's Student Union Society (SUS). The portfolios and names change — we've had a variety of different positions fill what the VPI is now, but finance has long been a quiet, semi-hidden aspect of the Society's workings.

SUS should have a workplace culture of transparency and accountability, extending this ethic to students as much as possible. When we have factual, complete, and verified information publicly available to us, so will students — not only with finance, but all topics under the VPI portfolio, such as our audit results or health and dental plan.

If students have a right to know, they will know.

This year, I'll be focused on fixing internal issues, optimizing our procedures, and reworking outdated policies. The body of my goal plan is a timeline divided into two major sections:

1. Clubs and associations (C&A)
2. Student body

Relevant information

The VPI currently holds a few major responsibilities:

- Acting as the secretary of SUS (scheduling meetings and taking minutes)
- Acting as the treasurer of SUS (reviewing finances)
- Working with C&A regarding registrations, funding, and event planning
- Examining and helping with enforcement of SUS policies
- Annually re-registering the Society with the provincial government

Some customary responsibilities of the VPI have shifted:

- The budget is now drafted by the Executive Director, then approved by the Board of Directors.
 - This is excellent because the budget is suggested by someone with accounting experience, then amended and approved by elected students.
 - In the past, students were ill-equipped to draft functional documents that would shape spending for the next year.
 - Our budget for the 2017-2018 year is a little late, but represents significant positive change in SUS's future.
- The annual audit is largely facilitated by the Executive Director and Finance Manager.
 - Yet another excellent change — it makes much more sense for someone with long-time experience in finance to facilitate the audit.
 - The VPI still presents the audit results at the Annual General Meeting (AGM).

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Major themes

The Mackay Approach to Workplaces:

Tactile — keep in close touch with students.

Tactful — create a culture of diplomacy and mutual respect.

Tactical — calculate; strategize; succeed.

Communication with the student body. Our membership should be aware of our operations from the ground up. I want to provide timely and accessible information in an easily-digested format. Succinct reports, periodic communiques, and an open-door policy are keystones of this.

Communication with clubs and associations. Our C&A make campus a more vibrant and interactive place. For a commuter campus, it is essential to continually grow the circle of involved students and stimulate interest in extracurricular opportunities. I want to help C&A expand their influence and utilize new resources while rewarding groups that are consistently active.

Supporting SUS initiatives. The VPI does quite a few things behind the scenes. I'd like to switch things up and make our operations as transparent as possible. Beyond that, I hope to support my colleagues in their own endeavors.

Clubs and Associations (C&A)

Summer (May – August 2017)

Major goal: train the C&A officer and plan programming for the upcoming year

Other goals:

- Update C&A master registration file
- Recruit the C&A Committee
- Meet with C&A regarding their plans for 2017-2018
- Release “best practices” for funding requests
- Create videos explaining the funding request procedure
- Research archival software

Fall (September – December 2017)

Major goal: help clubs in planning and executing long-term programming, rather than one-off events

Other goals:

- Host a lively C&A week
- Risk management training
- Implement online elections for C&A
- Change registration/re-registration policies

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Winter (January – April 2018)

Major goal: ensure continuity for C&A and incoming VPI

Other goals:

- Fully document all 2017-2018 changes to C&A
- Brush up documentation (policies, forms, etc.)
- Train new VPI throughout April

Student Body

Summer (May – August 2017)

Major goal: prepare for upcoming StudentCare (health and dental) changes

Other goals:

- Coordinate with StudentCare to release timely communiques
- Assist VPE with orientation planning/execution

Fall (September – December 2017)

Major goal: aggressively promote health and dental plan

Other goals:

- Table with StudentCare resources
- Offer subsidized flu shots
- Increase student involvement at Board of Directors

Winter (January – April 2018)

Major goal: hold fair, engaged, and well-documented elections for incoming executives

Other goals:

- Clarify operating procedures for student body
- Present the audit results at the AGM
- Host an AGM with quorum met no later than the second try