

POSITION DESCRIPTION

POSITION TITLE:	Associate Vice President: Clubs & Associations Brantford
LOCATION:	Brantford based
POSITION LEVEL:	Part-time, contract (4-months)
SALARY RANGE:	\$5,780.00 for the contract period
REPORTS TO:	VP: Clubs & Associations
EDUCATION:	Pursuing or completed a post-secondary degree at WLU within the current academic year
TECHNICAL:	Experience with clubs or volunteer groups an asset
CERTIFICATION:	None required

SUMMARY:

The Clubs & Associations department offers a self-directed experience to anyone involved in a club or association on campus. The department strives to provide a variety of resources, as well as financial and event support, while also acting as the liaison between each club or association, the Wilfrid Laurier University Students' Union and Wilfrid Laurier University. Reporting to the Vice President: Clubs & Associations, you will be focused on executing an Annual Plan which provides and enhances a comprehensive experience for all department staff, volunteers, and clubs and associations personnel on both the Waterloo and Brantford campuses. To be successful in this role you will need to have high attention to detail, adequate written and verbal communication, time management and organizational skills, as well as be capable of problem-solving from a lens of diversity and equitability.

JOB SPECIFIC DUTIES:

Recognizing that the functions of an Associate Vice President role encompass a broad and wide variety of responsibilities, it is important to note that not all functions are contained within the list below, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union and its members. Specific roles and responsibilities allocated to you include, but are not limited to, the following:

Supervisory Duties:

- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act of Ontario, and ensure your department's volunteers abide by such;
- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws, human resources practices, policies and procedures of the Wilfrid Laurier University Students' Union, and ensure your volunteers abide by such;
- In collaboration with the Vice President: Volunteer Operations and Human Resources department:
 - Assist your Vice President in supervising the Clubs and Associations Marketing Committee volunteers; and
 - Assist you Vice President in completing performance evaluations, as well as participate in coaching and/or disciplinary processes for your department volunteers, as required;
- Assist your Vice President in the execution of department functions, which include but are not limited to the following:
 - Executing your department's Annual Plan;

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- Establishing a strategy and timeline for marketing and promotional processes for your department;
 - Managing the Clubs and Associations Marketing Committee social media accounts;
- Ensuring your department volunteers and functions adhere to budgetary constraints throughout the current year, and confirm all department reimbursements and invoices are processed and completed within a timely manner;
- Ensure all Students' Union assets, property and resources used by your department and its volunteers are properly handle, stored and maintained;
- Maintaining positive relationships with all Students' Union-based clubs, faculty-based clubs and faculty associations on both campuses;
- Ensuring all Students' Union-based clubs, faculty-based clubs and faculty associations on both campuses abide by proper policy and procedure; and
- Confirming all Students' Union-based clubs, faculty-based clubs and faculty associations on both campuses adhere to budgetary constraints; and
- Build and maintain constructive relationships with Students' Union support staff, WLU partners, and external community members at large to support the goals of your department;

Role Specific Duties:

- Continuously work in collaboration and consultation with the Director, Student Experience, and the Student Experience Administrator;
- Work in collaboration with your counter parts on the Waterloo campus to ensure consistency across campuses, where appropriate;
- In collaboration with your Vice President, assist in maintaining a Clubs & Associations department policies and procedures manual, and any related committee manuals;
- As a major function of your role, assist with the administrative processes of the clubs management system, such as new club registration, club transitions, event risk assessment, budget allocations, and presidents training, and provide recommendations for improvement throughout the year, as needed;
- Support the Student Experience Administrator in executing the Get Involved Fair for Orientation Week on the Brantford campus;
- In collaboration with your Vice President, act as a consultant and support to all Students' Union-based clubs, faculty-based clubs and faculty associations on the Brantford campus for a comprehensive club experience;
 - Meet regularly with Clubs and/or Association Presidents, as needed;
- Aid in monitoring the functions of all Students' Union-based clubs, faculty-based clubs and faculty associations on the Brantford campus;
- In collaboration with your Vice President, aid in the maintenance of the Clubs storage space on the Brantford campus; and
- Any other duties as assigned by the Vice President: Clubs & Associations.

COMMITTEE MEMBERSHIP:

- Executive Leadership Team;
- Brantford Operations Team, and;
- Any committee as requested or appointed to by the Vice President: Clubs & Associations.

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WORKING CONDITIONS:

- Work will mainly be completed in-office, seated at a desk, using a computer;
- Though this position is based in Brantford, there is an expectation of bi-monthly travel to our Waterloo office for training, development and team building initiatives;
- Exposure to mental health crises and personal disclosures of violence/harassment likely; and
- There will be some physical activity required throughout the year, including:
 - Walking and standing as a major job function;
 - Carrying and transporting objects of various sizes up to a maximum of 50lbs;
 - Pushing or pulling contents that weigh a maximum of 75lbs; and
 - Stretching, reaching, bending, stooping, crouching and/or kneeling for short periods of time.

TIME COMMITMENT:

- The Associate Vice President term begins January 2 2024, and concludes on April 30 2024;
 - Part-time, contract position, with the expectation to work 20hrs per week;
 - Core hours are 8:30am-4:30pm, Monday to Friday, however hours may vary for any club related initiative as they will likely have to be conducted outside of regular office hours to accommodate student schedules, and therefore evening and weekend hours are to be expected; and
- You cannot be an active Students' Union volunteer, club or association member of any kind while working in an Associate Vice President capacity due to conflicts of interest.