

POSITION DESCRIPTION

Position Vice President Student Affairs (REC)	Department Representation Executive Council (REC)
Formal Supervisor Accountability Committee, Student Governing Board (SGB)	Revision Date February 2020
Team Lead President (REC)	Position Classification Coordinator

Functional Area Responsibilities Representation Executive Council	Major Project Areas Non-Academic Representation at Mount Royal University (MRU) Non-Academic Advocacy at Mount Royal University (MRU)
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Employees/volunteers Directly Supervised	Number	FTE Calculation	Position Type	Position Duration
Occasional Volunteers	Variable	N/A	N/A	N/A

Representation Executive Council

- Makes recommendations to the Representation Executive Council (REC) by identifying short-term and long-range issues to be addressed; providing written information and commentary pertinent to the REC's deliberations; presenting options and recommending courses of action, especially where strategic, technical and legal considerations are involved.
- Advises the Representation Executive Council (REC) on work priorities and challenges in functional areas; developing and evaluating options; recommending courses of action; keeping REC members informed; remaining accessible; answering questions; providing information.
- Provides regular 'exceptions' reporting for each area of functional reporting, noting compliance concerns with all related policies and procedures.
- Recommends representation goals by studying the changing needs of the membership; evaluating existing context; reviewing the SAMRU strategic plan, especially strategic priorities and organizational values, and connecting representation goals accordingly; identifying and anticipating trends; offering options to the Representation Executive Council.
- Maintaining organizational stability and positive reputation by complying with the SAMRU Bylaws, the Code of Ethics, SAMRU Policies and Procedures, employment agreement(s) and with organizational standards through established systems.
- Contributes to positive internal and external relationships by upholding and communicating role clarity; by operating within established organizational systems and positional authorities and in alignment with the SAMRU Bylaws, the Code of Ethics, SAMRU Policies and Procedures, employment agreement(s) and with organizational standards through established systems; and by focusing efforts towards Representation Executive Council endorsed and Student Governing Board approved annual goals.
- Recognizes the difference between personal voice and professional voice, and only presents professional voice on all SAMRU work-related assignments and especially on representation and advocacy work.

- Serves as a mentor and coach to employees and volunteers directly supervised and as a role model to all current and future representation staff and volunteers, supporting the Representation Executive Council's success through positive, value-based and goal-oriented work relations within the parameters of the SAMRU's Code of Ethics.
- Contributes to the ongoing success of the Representation Executive Council and the organization by avoiding conflicts of interest and conflicts of loyalty and declaring them when they arise; promoting fair and accessible elections and other selection processes; avoiding privileging personal relationships over duties to the organization and general membership.
- Contributes to Representation Executive Council and organizational success by accomplishing related results as needed; caring about everyone's success; maintaining positive flow of information; working independently or as part of a team (depending on project requirements); carrying out special projects and performing other related duties as required; exercising judgment and initiative.
- Upholds and practices high professional standards, including excellent follow-through, punctual attendance of required meetings and functions, responsible conflict management and resolution, prudent financial management, altruism and compassion, serving as an effective 'boundary-spanner' between the Representation Executive Council and other internal and external stakeholders, conscientious interpersonal communications, timely, accurate and considered reporting, supporting and enforcing Student Governing Board and Representation Executive Council decisions.
- Develops professional competence by communicating challenges; seeking to understand; asking for help as needed; requesting relevant training to fill gaps; accessing internal SAMRU resources through appropriate channels (i.e. REC President, Executive Director, Representation Executive Council, REAL meetings); admitting mistakes and learning from them.

Representation and Advocacy

- Supports the development and maintenance of member-supportive non-academic policy and procedure at Mount Royal University (MRU) by attending meetings, gathering information and assessing risks and possibilities; coordinating non-academic representation through formal and accountable systems (i.e. VPSAAC); informing and mobilizing students on key academic issues; formulating opinions on emerging non-academic issues and seeking endorsement of goals related to these; conducting direct non-academic representation and advocacy to targeted MRU individuals, committees and councils, reporting results internally and to the membership.

Supervisory

- Maintains any required level of functional non-academic representation through volunteers by recruiting, selecting, orienting and training representatives; developing people by providing information and experiential growth opportunities; monitoring work load of functional areas; identifying peak and slack periods; making work load adjustments; coaching volunteers; planning, monitoring, and appraising job results; seeking organizational support for volunteer management issues and discipline.

Financial Responsibilities

- Is accountable to the Representation Executive Council for the financial performance of their functional areas, including developing reasonable budgets with accurate projections of revenues and expenses, monitoring accomplishment of related goals, reviewing financial operating reports denoting progress and reporting on variances, developing and implementing corrective actions early.
- Meets organizational financial requirements by complying with SAMRU Bylaws, policies and procedures for spending and reimbursements; submitting payroll information as required.

Legal Responsibilities

- Maintains the organization's stability and reputation by complying with legal requirements; studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management.

General

- Supports SAMRU by advising on work priorities and challenges in functional areas; developing and evaluating options; recommending courses of action; keeping members informed; remaining accessible; answering questions; providing information.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional organizations as appropriate.
- Contributes to team and organizational success by accomplishing related results as needed; maintaining positive flow of information; working independently or as part of a team (depending on project requirements); carrying out special projects and performing other related duties as required; exercising judgement and initiative.
- Maintains organizational integrity by working in accordance with the best interests of the Students' Association, its established policies and procedures, Code of Ethics, Bylaws, and contractual agreements.
- Contributes to a positive organizational image by having a general knowledge of Wyckham House and Mount Royal University to answer inquiries and respond to requests from organizational stakeholders.
- Maintains departmental operations by initiating, coordinating, and enforcing program, operational and personnel policies and procedures.
- Maintains a spirit of inter-departmental and intra-departmental work flow by fostering a spirit of cooperation and customer service.
- Promotes SAMRU branding by ensuring application of SAMRU style guide to all publicity and communications vehicles.
- Protects staff, volunteers and students by maintaining a safe environment; developing and enforcing rules of conduct.
- Performs all other job-related duties as directed by the Representation Executive Council or designate (team lead), the Accountability Committee and the Student Governing Board or designate (Speaker).