**ROLE DESCRIPTION – Vice President**

The Waterloo Undergraduate Student Association (WUSA) is committed to improving the lives of UWaterloo undergrads both in and outside the classroom. The Board of Directors represents UWaterloo undergrads both in governing WUSA on their behalf and advocating for them to the university as well as federal, provincial, and municipal governments. WUSA is the central student voice advocating for accessible, affordable, accountable, and quality education. The Board of Directors sets the strategic direction of WUSA, ensuring the organization is set up to accomplish this important work.

As a Director on the Board, the Vice President is expected to always act honestly, ethically, and diligently for the organization and its members. The purpose of the board is to govern WUSA on behalf of the membership and to represent the student voice on a variety of university committees and working groups. Leveraging the experience gained on these committees and knowledge gained about university & government policy, directors report back to board which collectively determines advocacy stances and strategizes how to achieve them through meetings with relevant stakeholders.

SUMMARY OF DUTIES  
Governing

* Be knowledgeable about organization documentation and policies as well as the Ontario Not-for-Profit Corporations Act, 2010 and other regulations from time to time
* As Vice-Chair, assist the Chair in leading and serving the Board, ensuring the focus of the Board’s attention is on strategically important issues and there is cohesion of direction and purpose at a policy and strategic level;
* Sit on WUSA and external committees as assigned by the Board
* Ensure the Board has the resources required to fulfill its responsibilities
* Obligation to subordinate personal interests to the best interests of the Corporation

Advocacy

* Maintain relationships with key partners in all levels of government
* Act as spokesperson of the Association, if the President is not able, supported by the communications team
* Attend one-on-one, and committee meetings, with key stakeholders to advocate for student issues and bring updates back to the Board
* Keep government facing advocacy organized and focused with the support of staff
* Ability to collaborate with stakeholders across party lines and willing to publicly act and hold oneself in a non-partisan manner for their duration of the role

Expertise and Cooperation

* Develop teamwork within the Board in addition to promoting collegiality and professionalism among Directors
* Oversee the formation of Committees and ensures that, the functions are carried out and results are reported to the Board
* Support the legitimacy of Board decisions made in good faith by informed Directors at a legally constituted meeting
* Ensure relevant background information is provided for meetings of Committees and with external stakeholders

Planning and Evaluation

* Determine strategic direction set out by the Long-Range Plan and other strategic plans
* Set annual priorities each year
* Evaluate if the organization is adhering to its outlined commitments
* Guide future change through systematic adherence to both regulations and organization mission

Financial Stewardship & Risk Management

* Allocating organizational financial resources to achieve the strategic direction and operational requirements of the organization through budget approval
* Act as a signing authority for the organization for all cheques issued
* Monitor the legal requirements of the organization and make sure best HR and risk mitigation strategies are in place

QUALIFICATIONS

Each Director shall:

1. be an individual who is at least eighteen (18) years of age;
2. not have the status of bankrupt;
3. not be a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
4. not be a person who has been declared incapable by any court in Canada or elsewhere;
5. not be a current employee of the Corporation;
6. (f) not be absent for three (3) consecutive meetings of the Board without providing a reason satisfactory to the Board;
7. consent in writing to hold office as a Director within ten (10) days after the individual's election or appointment, provided that where a Director consents in writing more than ten (10) days after election or appointment, it shall not invalidate the individual's election or appointment as a Director; and
8. be a Member of WUSA.

KEY COMPETENCIES

* Strong interpersonal communication skills and comfort speaking in public
* Teamwork and respect for others in an environment where decisions are made
* Experience advocating on behalf of student issues to any level of Government
* Ability to synthesize large amounts of information and critically apply it
* Knowledge around division of government powers and which level handles which priorities
* Some experience with OUSA – Ontario Undergraduate Student Alliance or federal and local advocacy partner groups would be an asset
* Able to identify confidential and sensitive information and understand its reasonable use
* Understanding government policy and regulations relevant to students and interpreting their effects
* Coordinating timelines and gradual steps needed in the work of moving advocacy initiatives past milestones
* Experience in past leadership positions in the university or broader K-W community