



# Position Description

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## **Position Title: Vice President External**

### **PURPOSE**

The purpose of the Vice President External (VPE) is to provide oversight to SAMU's role in government relations. The Vice President External is responsible for overseeing the development of the external advocacy priorities for SAMU, while engaging with relevant external stakeholders, including government officials, on matters concerning SAMU and its membership. The VPE also serves as the SAMU representative for all external advocacy organizations SAMU is a member of and works to champion SAMU's priorities through these organizations.

The VPE reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The VPE is knowledgeable on and advises Students' Council and SAMU membership on the external affairs of SAMU, including external student advocacy and government lobbying.

### **RESPONSIBILITIES**

#### **Position Specific 60%**

##### **Student Representation and Advocacy**

- Represent SAMU as the primary delegate in our Federal Advocacy Organization the Canadian Alliance of Student Associations (CASA)
- Lobby the federal government on issues important to MacEwan Students
- Be the Executive lead and oversee the Advocacy Plan in its entirety
- Work to develop the external advocacy strategy alongside the Advocacy and Governance Office
- Represent SAMU as the primary delegate in our Provincial Advocacy Organization the Council of Alberta University Students (CAUS)
- Strengthen relationships with other Student Associations through joint advocacy efforts
- Run for a leadership position in one of our external advocacy associations
- Represent SAMU as the primary delegate at our Municipal Advocacy Group the Edmonton Student Alliance (ESA)

- In the case the VPE holds a leadership position in one of the external advocacy organizations they may not be the primary delegate of that organization

### **Executive Committee Duties 30%**

- Engage with MacEwan Administration regarding ongoing and emerging advocacy issues within the portfolio
- Engage with students to gather student input on advocacy issues within the portfolio
- Review and approve the Advocacy plan
- Attend all Executive Committee and Students' Council Meetings
- Provide up-to-date oral reports to Executive Committee on their respective areas of responsibility
- Provide up-to-date, written reports to Students' Council on their respective areas of responsibility, Reporting includes projects, significant issues affecting SAMU or its members, and decisions made at meetings attended on behalf of SAMU
- Chair Committees as delegated by the Executive Committee
- Be an ambassador of SAMU at external events
- Participate in the strategic planning and budgeting processes
- Act in good faith on behalf of Students' Council on day-to-day operations
- Participate in the orientation of Council and their Executive Successors.
- Oversee the General Manager on behalf of Students' Council

### **Other 10%**

- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective strategies that support both SAMU's strategic plan and budget
- Hold regular office hours to be available to students

## CORE COMPETENCIES

Accountability – Being accountable for one's own actions and those of colleagues and the organization.

Adaptability – The ability to remain fully functional by adapting to changing circumstances (environment, procedures, people).

Student Orientation – The ability and willingness to find out what the student wants and needs and to act accordingly, taking the organization's costs and benefits into account.

Cooperation – The ability to work effectively with others in order to achieve a shared goal - even when the object at stake is of no direct personal interest.

Forming Judgment – The ability to balance facts and potential approaches taking the appropriate criteria into account.

Effective Communication – The ability to communicate in clear language and to adjust one's use of language to the audience's level; the ability to show one absorbs and understands important (non-) verbal information and to ask further questions when necessary.

Integrity – Adherence to the standards, values and rules of conduct associated with one's position and the culture in which one operates. Abiding by the Code of Conduct.

## POSITION COMPETENCIES

Networking - The ability to develop and maintain relations, alliances and coalitions within and outside the organization and to use them in order to obtain information, support and cooperation.

Social Awareness - Being aware of relevant social, political and professional trends and developments and using this information for the organization's benefit.

Leadership of Groups - The ability to provide direction and guidance to a group of people and to encourage cooperation between team members in order to attain an objective.

Business Orientation - The ability to recognize opportunities for new services and products and to act accordingly, taking measured risks into account.

Result-Orientedness - The ability to take direct action in order to attain or exceed objectives.

Vision - The ability to step back from one's daily routine, explore ideas for the future, regard the facts from a distance and see them in a broader context or in the longer term.

## **EXPERIENCE and INTERESTS**

- Networking
- Public Speaking
- Political Acumen
- Government Relations
- Stakeholder Relations

### **Position Specific Knowledge, Skills and Abilities**

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand financial information
- Ability to exercise sound judgment and integrity on financial and business decisions, consulting professionals when required
- Experience and enthusiasm working with a diverse range of staff, colleagues, stakeholders and students
- Ability to multi-task and work under pressure
- Ability to inspire teamwork and positive work environment within SAMU

## **WORKING CONSIDERATIONS**

Sedentary, some lifting