



Position Description

Position Title: Vice President Operations and Finance

PURPOSE

The purpose of the Vice President Operations and Finance (VPO) is to provide oversight to the internal financial and governance affairs of SAMU. The Vice President Operations and Finance is the direct contact for internal affairs of SAMU, including MacEwan Student Agreements, financial planning and governance.

The VPO reports to SAMU's Students' Council and the Executive Committee while serving on both bodies. The VPO is knowledgeable on and advises Students' Council and SAMU membership of SAMU finances and internal governance operations.

RESPONSIBILITIES

Position Specific 55%

Financial Management Oversight

- Oversee all necessary financial planning and reporting functions are completed, adhering to the financial policies, procedures and controls in place
- Oversee and provide student input into the student health and dental plans
- Oversee the negotiation and interpretation of SAMU Membership agreements that go through referendum with third party organizations (e.g., UPASS, Health & Dental)

Governance and Policy

- Oversee governance processes such as Elections and Policy/Procedure development
- Coordinate Students Council Orientation, Executive Committee retreats and transition events alongside the President and the Governance Office

Council and Executive Committee Operations

- Develop and report on the Department 12 budget and priorities
- Develop internal processes to increase the effectiveness and efficiency of the Executive Committee
- Liaise with SAMU Senior Leadership Team to support EC Operations

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 15%

- Lead special projects, as identified as a part of the Budget and business planning processes
- Research, develop and execute effective business 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

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

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.

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.

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

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

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

- Financial Management
- Effective Governance
- Policy Development
- Internal Operations

Position Specific Knowledge, Skills and Abilities

- Excellent communication skills (written, verbal, and interpersonal)
- Ability to understand and present 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