



Position Description

Position Title: Vice President Governance and Finance

PURPOSE

The Vice President Governance and Finance (VPGF) provides oversight to the internal financial and governance affairs of SAMU. The Vice President Governance and Finance is the primary contact for students regarding the internal affairs of SAMU, including MacEwan Student Agreements, financial planning and governance. The Vice President Governance and Finance is the second student member on MacEwan's Board of Governors and is responsible for the overseeing the development of the University financial advocacy priorities for SAMU.

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

RESPONSIBILITIES

Position Specific 60%

Student Representation

- Represent students at the MacEwan Board of Governors
- Represent students on other MacEwan Committees as delegated by Executive Committee
- Work to develop the MacEwan board advocacy strategy alongside the President in collaboration with the Governance and Advocacy Office
- Represent students during the tuition and fees consultation process with the University
- Work to develop the MacEwan financial advocacy strategy in collaboration with the Governance and Advocacy office

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 with the support of the Executive Committee
- Oversee the negotiation and interpretation of SAMU Membership agreements that go through referendum with third party organizations (e.g., UPASS, Health & Dental)
- Develop the Department 12 budget and lead the governance side of the budget process.

Governance and Policy

- Oversee the development of governing documents including SAMU bylaws, policy and procedures
- Oversee the input into governance processes including SAMU elections and the Town Hall.
- Oversee the mandatory training sessions for Students' Council organized by the Governance and Advocacy Office

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 internal and 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 in the Executive Committee workplan and advocacy planning processes.
- Hold regular office hours to be available to students
- Other duties as they appear within the portfolio

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

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 and Advocacy
- 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. This position travels occasionally throughout the year.