

TITLE: VICE PRESIDENT STUDENT LIFE ROLES AND DUTIES

Policy No.: B2003

Category: Council and Self-Governance

Sub-Category: Roles and Duties Terms of Reference

Effective Date: March 01, 2013

1. POSITION DESCRIPTION

The Vice President Student Life is an elected, voting Officer of Council. Working closely with the Executive Director (ED) (if any) and Staff, The VP Student Life serves year-round and is responsible for the provision of programming, services, supports, activities, advocacy, benefits and events that benefit LSU Members and enhance student life. The VP Student Life is also the Spokesperson for Member events and activities.

2. AUTHORITY

- The VP Student Life exercises their authority on Council through casting a vote at Council meetings and in committees of Council.
- The VP Student Life exercises their role-related authority through:
 - Acting as a signing authority for LSU per Policy B2052, *Signing Authority*;
 - Overseeing the annual plan for Member Relations;
 - Monitoring compliance with Bylaws and Policy, especially those concerned with Member programs, services, support, activities, advocacy, benefits and events;
 - Making recommendations for Policy revisions, as necessary and appropriate, to improve Member programs, services, support, activities, advocacy, benefits and events offered by LSU;
 - Vetting proposed revisions to Bylaws and Policy concerning Member programs, services, support, activities, advocacy, benefits and events prior to going to Council or Members for approval as appropriate; and
 - Approving print and electronic materials on behalf of LSU that are within the scope of this position and in compliance with applicable Bylaws and Policies.

3. GENERAL DUTIES

As an Officer on Council, the Vice President Student Life:

- Upholds the professional and ethical standards and duties as articulated in the *Oath of Office, Code of Conduct, and Conflict of Interest, and Ethics Policies*. The VP Student Life consistently conducts themselves in a professional and respectful manner, and portrays LSU in a positive manner within and beyond Langara College;
- Attends Council meetings and Chairs Council on a rotating basis if no hired Chair is in place;
- Prepares and presents Activity Reports to Council during the Fall and Spring semesters, and to the Executive Committee for the Summer semester;
- Serves on the Executive Committee and performs duties as identified in Policy B2025, *Terms of Reference – Executive Committee*;
- Chairs the Executive Committee on a rotating basis;
- Chairs and serves on Standing Committees, Committees and Sub-committees as assigned by Council and as specified in the LSU Bylaws;
- Acts as primary Member Relations liaison;
- Attends and presents reports or information, as appropriate, at the Annual General Meeting (AGM) and other Special or General Meetings;
- Schedules, posts and keeps regular office hours;
- Acts as a rotating Emergency Contact for LSU Council;
- Assists VP INTERNAL on approved LSU advocacy campaigns as assigned by Council;
- Understands *Robert's Rules of Order Newly Revised*, LSU Constitution, Bylaws and Policies;
- Understands the *British Columbia Society Act* and Regulations and the *Personal Information Protection Act* (PIPA) and Regulations; and
- Performs other duties and tasks as assigned by Council and reports on progress in a timely fashion.

4. RESPONSIBILITIES AND REQUIREMENTS

The Vice President Student Life liaises and works closely with the ED (if any) and Staff to fulfill the following roles and duties:

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- Chairs the Member Relations Committee and performs duties specified in Policy B2022, *Terms of Reference – Member Relations Committee*;
 - Chairs the Communications Committee, if any;
 - As Official LSU Spokesperson on member activities and events, carefully consults internally and with necessary professional advisors to positively and accurately represent LSU to media;
 - Refers all Member, non-member and media inquiries that are not related to member activities and events to Council's Official Spokesperson, the Secretary to Council;
 - As the Officer chiefly responsible for Member Relations, the VP Student Life schedules, posts and keeps additional office hours to be available for in-person consultations with Members. Office hours will typically be heavier at the start of semesters and within the first six (6) weeks of the new term of Council;
 - Regularly monitors phone, email and written messages from LSU Members and non-members, and responds in a timely and professional manner;
 - Responds and/or follows-up with Member and non-member inquiries;
 - Directs Member and non-member inquiries to other Officers and/or Staff, as appropriate, for follow-up, and ensures that those asked to respond do so in a timely fashion;
 - Arranges for coverage of office hours and message monitoring should the Student Affairs Officer be unavailable for any reason;
 - Tracks Member and non-member inquiries and reports to Council on trends that may indicate Member issues or impacts not previously identified or fully understood;
 - Investigates and/or monitors and reports on trends among similar student organizations in BC and beyond to inform best practices and/or Ethics and Advocacy Policies;
 - Brings forward motions concerning the Member Benefits and Services Policies to Council, Executive Committee, other Committees, and/or Members at Special or General Meetings or AGM. For motions that are more complex, the VP Student Life uses the *Motion to Council* template found as an Appendix to the *Meetings and Agenda Policy*;
 - Develops, gets approved, and implements a Member Relations Plan which includes a complement of Member events and activities targeted at the LSU Membership as a whole;
 - Assists the VP Internal and designated Members at Large to ensure appropriate planning, implementation and monitoring of events, activities, programs and services targeted at advancing awareness and integration of inclusion and diversity principles within LSU and generally in the Student Union Building and on campus;

- Advises and liaises with Officers, designated Members at Large and Committees as necessary and appropriate to monitor the effective governance and implementation of Bylaws and Policies of LSU, especially as they pertain to Member relations, benefits, programs, services, support, activities, events and advocacy;
- As Council's Officer responsible for Member Relations, works collaboratively with others to ensure that Members are accurately notified in a timely fashion of any new or special procedures as a result of changes to Bylaws, Policy or operations of LSU;
- Proposes new communications, advertising and marketing materials or initiatives on behalf of LSU that advance awareness or education of LSU programs, services, positions, or operations;
- Oversees the drafting, approval and distribution of approved print and electronic materials of LSU consistent with Communications Policies;
- Notifies LSU Members about volunteer opportunities within LSU, especially the opportunity to serve on a committee or sub-committee of LSU and attend open meetings per Policy B1001, *Committees and Sub-committees*;
- Acts as liaison to members who are interested in volunteering on committees and sub-committees;
- Works cooperatively with the Secretary to Council to orient LSU Members who volunteer on LSU Constitution, Bylaws, Policy, and other applicable processes and rules;
- Ensures that the approved committee and sub-committee meeting schedules and agendas are posted in a timely fashion;
- Provides LSU Members with copies of the meeting notes or minutes from committee or sub-committee meetings per Communications Policy and upon request;
- Assist with the production, distribution and promotion of information and resources regarding Member benefits and services;
- Documents activities and evaluates success of Annual Work Plan in a way that allows their successor to improve upon the plan and benefit from lessons learned. This includes providing a resource list, budgets, important dates, location of special materials and equipment, and contact lists; and
- Suggests new activities, events or ideas that would make benefit their successor.

5. EVALUATION AND EVIDENCE

Council may withhold stipends for unmet expectations. In addition to successfully completing the roles and responsibilities of this Policy, The Student Affairs Officer will provide the following evidence so that Council (Fall and Spring semesters) and/or the Executive Committee (Summer semester) may evaluate the performance of the Student Affairs Officer on an ongoing basis:

- i) Proof of attendance in Council, Executive Committee and Member meetings as demonstrated in the approved minutes of meetings;
- ii) Completed timesheet reporting work hours and activities as necessary and required;
- iii) Completed and approved Activity Reports using approved report template;
- iv) Successful delivery of Member events and activities per Member Relations Plan;
- v) Professional and accurate representation as LSU Spokesperson for Member activities and events as evidenced by publications and/or quotes in media coverage;
- vi) Professional and timely communications with LSU Members and non-members. Evidence against this may include letters or complaints to Council. Council will fairly investigate claims prior to holding this as evidence against the successful fulfillment of duties of the Student Affairs Officer;
- vii) Completion of a year-end report on activities that includes recommendations and resource lists for successor; and
- viii) Consistently professional conduct as evidenced by compliance with the *Code of Conduct, Oath of Office, Conflict of Interest*, and *Ethics Policies*.

FACT SHEET

Relevant Dates

Approved: February 25, 2013
Effective: March 01, 2013

History

March 01, 2013 This is a new Policy created to support the new LSU Bylaws that came into effect March 01, 2013. Approved by Motion to Council.

Related Policy

B1001 Committees and Sub-committees
B1002 Meetings and Agenda
B1003 Code of Conduct
B1004 Conflict of Interest
B1005 Oath of Office
B2022 Member Relations Committee Terms of Reference
B2025 Executive Committee Terms of Reference
B2052 Signing Authority

References and Acknowledgements:

Not applicable.

Hard Copy:

Signed: _____

Print Name: _____

Position: _____

Date: _____