



## President

### Position Profile

The President is the recognizable leader and representative of the Alberta University of the Arts Students' Association (AUArts SA) who acts as the liaison between the Student Leadership Council and the Executive Committee. The President works closely with the Executive Director to ensure the Association is working towards accomplishing the goals and objectives as set out in the strategic plan, and facilitates opportunities to build respectful and transparent relationships between the SA and AUArts Administration, the President/CEO and their Cabinet, as well as with the Board of Governors.

### Key Areas of Focus

- Governance
- Administration
- Management
- Finance
- Human Resources

### Reporting Relationship

The AUArts SA President reports directly to the Student Leadership Council.

### Primary Objectives

The President contributes to the organization by fulfilling the following objectives:

- Leading the Executive Committee by developing a strong and collaborative team culture
- Ensuring the governance and management of the organization is conducted equitably and effectively
- Promoting accountability between the Executive Committee and the Student Leadership Council
- Supporting an organizational culture that emphasizes employee well-being, continuous learning, and high-quality performance

## Assigned Duties

The President is directly responsible for carrying out the following tasks:

### Executive and Board Development

- Supports the ongoing development of both the Executive Committee and SLC
  - Develops the annual executive transition plan and facilitates the annual SLC orientation in collaboration with the Executive Director
  - Facilitates goal setting initiatives to support the positional, professional, and personal growth of the Executive Committee and researches potential professional development opportunities that would support the growth and development of the SLC and Executive Committee
  - Supports the development and implementation of initiatives put forth by the Executive Committee
  - Identifies opportunities for improvement and supports the resolution of any apparent issues within the Executive team
- Establishes evaluative measurements that enable the Executive Committee to track the progress of their goals
  - Works with the Executive Committee to develop individual and group workflow plans to support effective time management
  - Facilitates the mid-year and annual review of the Executive Committee with support from the Executive Director
  - Facilitates the mid-year and annual review of the Executive Director
- Coordinates the hiring process, training, and orientation of a Neutral Chair and the Executive Director

### Financial Management

- Develops and monitors an annual budget in collaboration with the Finance Committee and Executive Director
  - Reviews financial statements with the Executive Director on a regular basis
  - Reviews and prepares other materials as required
  - Ensures the annual budget process is carried out as per the budget development policy
- Serves as one of three signing authorities for the Association
  - Signs cheques as required
  - Signs required financial documents such as master client agreements, and audited statements

## **Governance**

- Ensures that policies, procedures, and guidelines help align the day-to-day operations of the Association with the goals outlined in the Strategic Plan
- Ensures any operational issues and concerns are brought forward to the Executive Director and review operational progress on a regular basis
- Facilitates the Annual General Meeting in collaboration with the Executive Director
  - Ensure presentation materials are updated and accurate
  - Develop and distribute the meeting agenda and ensures required motions are included

## **Official Representation**

- Serves as the official spokesperson for the organization and speaks on behalf of the Association to represent the views and response of AUArts SA to various media outlets in any official capacity and drafts official statements for the Association as required
- Acts as the representative of the Association during the development of any formal agreements between AUArts SA and other partners and reviews all agreements and contracts to ensure alignment with strategic goals and initiatives and communicates timely feedback on any required amendments
- Represents AUArts SA on a regular basis in meetings with various members of the University leadership team
  - Prepares notes and questions to discuss
  - Ensures appropriate initiatives and inquiries from staff and other executive members are brought forward for discussion
- Serves as an AUArts Board of Governors student representative
  - Attends all meetings of the Board, including the annual Board retreat
  - Prepares AUArts SA board report and ensures all relevant content is submitted
  - Reviews Board packages and prepares any required notes and questions
  - Ensures the SLC is aware of any relevant issues presented to the Board
- Act as chair of Executive Committee, Policy Committee, and of the SLC (when neutral chair position is vacant)
  - Develop and distribute meeting agendas
  - Schedule meetings and book any required spaces
  - Communicate deadlines and submission procedures
  - Collects reports and ensures all meeting package materials are accessible prior to meetings

## **Strategic Planning**

- Works with the Executive Committee and Executive Director to prepare documents that support the long-term goals of the Association
- Ensures that reports are submitted by the Executive Committee
- Completes required materials and ensures content is communicated
- Ensures that the student voice is heard and represented during the strategic planning and goal setting process
- Reviews methods by which student feedback is captured to ensure effectiveness
- Provides oversight on the implementation of the strategic plan initiatives
- Review strategic progress with the Executive Director to ensure that the SLC is updated on a regular basis



## Vice-President Academic Affairs

### Position Profile

The Vice-President of Academic Affairs serves as the official advocate for student concerns in all areas of institutional academic affairs.

### Key Areas of Focus

- Advocacy
- Student Voice
- Institutional Development
- Governance
- Campus Engagement

### Reporting Relationship

The AUArts SA Vice-President Academic Affairs reports directly to the AUArts SA President.

### Primary Objectives

The Vice-President Academic Affairs contributes to the organization by fulfilling the following objectives:

- Representing the student voice in areas of academic concerns
- Ensuring that all student voting members are well-informed of impact and context when voting on arising issues
- Informing the membership of the impact and context for institutional change

## Assigned Duties

The Vice-President Academic Affairs is directly responsible for carrying out the following tasks:

### Community Engagement

- Stewards proactive relationships between various areas of the school
- Fosters engagement and facilitates opportunities for students to participate in critical dialogue on issues that impact the membership
- Researches concerns of the membership to present items for discussion and/or recommendation to the SLC in areas of academic student experience such as:
  - Curriculum Development
  - Timetable Structure and Studio Access
  - Academic Policy + Procedures
  - Course Registration, Availability and Variety
- Ensures that the membership is informed of both context and potential impact on issues regarding institutional change
  - Prepares summarized content for communications materials
  - Coordinates with the AUArts SA communications team to determine a communications strategy
- Advocates for efficient and consistent communication of academic information and academic concerns to the student body and ensures that the membership receives communication regarding their rights as a student of AUArts and monitors information captured on media platforms to ensure accuracy
- Maintains effective communication with appropriate members of the Presidents' Cabinet and academic administration and attends regular meetings with the following groups/persons:
  - Registrar
  - Academic Advising team
  - Learning Assistance Resources team
  - Director of Research + Graduate Studies
  - Vice-President Academic Affairs + Provost

### Official Representation

- Represents the student voice on areas of student experience in various committees related to the scope of the position including but not limited to the General Faculties Council and the Academic Planning Committee

- Prepares AUArts SA reports for committees, councils, and the SLC and ensures all relevant content is captured
- Reviews meeting packages and prepares any required notes and questions
- Takes note of any items that would require additional discussion and input and connects with appropriate persons prior to voting on important issues to ensure a diverse array of perspectives are considered on issues arising and motions at hand
- Ensures the SLC receives a summarized report of any discussions held
- Ensures the SLC is aware of any relevant issues presented to the committee or council
- Establishes and maintains working relationships with affiliated organizations and personnel such as other provincial Vice-Presidents of Academic Affairs
- Establishes and maintains working relationships with various AUArts administrative personnel such as those responsible for:
  - International Student support
  - Scholarships + Awards
  - Registration
  - Accommodations
- Serves as one of three signing authorities for the Association
  - Signs cheques as required
  - Signs required financial documents such as master client agreements, and audited statements

### **Strategic Planning**

- Works with the Executive Committee and Executive Director to prepare documents that support the long-term goals of the Association
- Completes required materials and ensures content is communicated
- Ensures that the student voice is heard and represented during the strategic planning and goal setting process
- Reviews methods by which student feedback is captured to ensure effectiveness
- Prepares reports as requested to support the work of the Association
- Review strategic progress on a regular basis with the AUArts SA President



## Vice-President External Relations

### Position Profile

The Vice-President of External Relations serves as a representative of the Executive Committee and promotes the mandate and objectives of the organization to the external community.

### Key Areas of Focus

- Networking
- Advocacy
- Strategic Partnerships
- Fundraising

### Reporting Relationship

The AUArts SA Vice-President External Relations reports directly to the AUArts SA President.

### Primary Objectives

The Vice-President External Relations contributes to the organization by fulfilling the following objectives:

- Building the profile of the organization by engaging with the public community
- Advocating on behalf of the membership with official governing agencies
- Establishing mutually beneficial relationships with affiliated organizations
- Engaging in meaningful ways with external advocacy groups and organizations



## Assigned Duties

The Vice-President External Relations is directly responsible for carrying out the following tasks:

### Advocacy

- Fosters engagement and facilitates opportunities for students to participate in critical dialogue on issues that impact the membership
- Researches concerns of the membership to present items for discussion and/or recommendation to the SLC in areas of student experience that may be impacted by externally regulated factors such as:
  - Tuition + Student Aid Funding
  - The Post-Secondary Learning Act
  - Access to Affordable transportation
- Ensures that the membership is informed of both context and potential impact on any local, provincial, and/or federal issues affecting the post-secondary sector
  - Reviews and reports on current events and changes in the post-secondary landscape
  - Prepares summarized content for communications materials
  - Coordinates with the AUArts SA communications team to determine a communications strategy
- Ensures that Executive Committee periodically reviews AUArts SA's membership in local, provincial, and national lobby organizations and makes recommendations to the SLC on any changes deemed necessary
- Consults with the Policy committee on which policy related initiatives need to be advocated for in the external community

### Official Representation

- Stewards proactive relationships between various areas of the school
- Represents the student voice on areas of student experience in various committees related to the scope of the position including but not limited to the Alberta Students' Executive Council and the Canadian Federation of Students
  - Prepares AUArts SA reports for committees, councils, and the SLC and ensures all relevant content is captured
  - Reviews meeting packages and prepares any required notes and questions
  - Takes note of any items that would require additional discussion and input and connects with appropriate persons prior to voting on important issues to ensure a diverse array of perspectives are considered on issues arising and motions at hand

- Ensures the SLC is aware of any relevant issues presented to the committee or council and that they receive a summarized report of any discussions held
- Establishes and maintains working relationships with affiliated organizations and personnel such as other provincial Vice-Presidents of External Relations and groups such as:
  - Art, Craft and Design Student Organizations
  - Local, Provincial, and Federal Student Associations
  - Municipal, Provincial, and Federal elected representatives
  - AUArts Faculty Association
  - Alberta Union of Provincial Employees
- Attends networking events, meetings, and conferences on behalf of the Association to represent AUArts SA's membership and their views
- Attends and arranges meetings with local, provincial, and federal government representatives to communicate and advocate AUArts SA's position on issues affecting our student membership

### **Strategic Planning**

- Works with the Executive Committee and Executive Director to prepare documents that support the long-term goals of the Association
- Completes required materials and ensures content is communicated
- Ensures that the student voice is heard and represented during the strategic planning and goal setting process
- Reviews methods by which student feedback is captured to ensure effectiveness
- Prepares reports as requested to support the work of the Association
- Review strategic progress on a regular basis with the AUArts SA President
- Conducts research and prepares supporting documents for any strategic advocacy initiatives



## Vice-President Student Life

### Position Profile

The Vice-President of Student Life develops the culture of the AUArts community by advocating for quality student experience and encourages student engagement with campus programming initiatives.

### Key Areas of Focus

- Communications
- Internal Relationships
- Student Experience
- Event Planning

### Reporting Relationship

The AUArts SA Vice-President Student Life reports directly to the AUArts SA President.

### Primary Objectives

The Vice-President Student Life contributes to the organization by fulfilling the following objectives:

- Representing the student voice on areas of student experience
- Developing an inclusive and vibrant culture and community on the AUArts campus
- Building transparent relationships between the AUArts SA and its membership

## Assigned Duties

The Vice-President Student Life is directly responsible for carrying out the following tasks:

### Community Engagement

- Stewards proactive relationships between various areas of the school
- Supports the SLC representatives in coordinating department and school-wide meetings
- Develops an integrated campus programming and events strategy
  - Plan the events calendar and share the schedule with appropriate positions
  - Play a key role in establishing a connection to the SA from first year onward including participating in the planning/delivery of the Orientation available through the University
  - Co-Facilitate a planning session with the Program Manager and all student groups to encourage a coordinated programming schedule and ensure student group officers are aware of communications procedures for event promotion
- Fosters engagement and facilitates opportunities for students to participate in critical dialogue on issues that impact the membership
- Researches issue-related concerns of the membership and presents items for discussion and/or recommendation to the SLC in areas of non-academic student experience including but not limited to:
  - Community engagement
  - Cultural Development
  - Diversity & Equity
  - Health & Wellness
  - Facilities
  - Accessibility

### Official Representation

- Represents the student voice on areas of student experience in various committees related to the scope of the position
  - Prepares AUArts SA reports for committees, councils, and the SLC and ensures all relevant content is captured
  - Reviews meeting packages and prepares any required notes and questions
  - Takes note of any items that would require additional discussion and input and connects with appropriate persons prior to voting on important issues to ensure a diverse array of perspectives are considered on issues arising and motions at hand
  - Ensures the SLC receives a summarized report of any discussions held

- Establishes and maintains working relationships with affiliated organizations and personnel such as personnel at SAIT responsible for student experience and student housing, as well as other provincial Vice-Presidents of Student Life
- Acts as chair of the AUArts SA Events Committee
  - Develop and distribute meeting agendas
  - Schedule meetings and books any required spaces
  - Communicates deadlines
  - Collects and compiles minutes and reports
  - Ensures related programming initiatives are considered when developing the event calendar
  - Attends AUArts SA events and initiatives run both by programming staff and the events committee
- Establishes and maintains working relationships with various AUArts administrative personnel such as those responsible for:
  - International Student support
  - Facilities + Ancillary Services
  - Indigenous Relations
  - Community Engagement
  - Student Wellness
  - Alumni Relations

### **Strategic Planning**

- Works with the Executive Committee and Executive Director to prepare documents that support the long-term goals of the Association
- Completes required materials and ensures content is communicated
- Ensures that the student voice is heard and represented during the strategic planning and goal setting process
- Reviews methods by which student feedback is captured to ensure effectiveness
- Prepares reports as requested to support the work of the Association
- Review strategic progress on a regular basis with the AUArts SA President