



The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title: Vice President Internal/Secretary
Reports to: CUSA Board & President/CEO
Department: Executive
Date Revised: February 12th, 2024
Compensation: Competitive with entry-level non-profit work at ~\$43,000 annually pro rata
Contract Duration: May 1st, 2024 - April 30th, 2025
Union: Not Unionized
Hours: Fulltime at 35 hours/week from May 1st, 2024 to August 31st, 2024;
Part time at 25 hours/week from September 2nd, 2024 to April 30th, 2025

OBJECTIVE OF THE POSITION

To manage the operations of CUSA Clubs, Council administration, and governance document administration.

CORE COMPETENCIES

- Accountability
- Written and Oral Communication Skills
- Decision Making
- Time Management
- Planning & Organizational Skills
- Independence & Teamwork
- Networking & Relationship Building
- Creative & Innovative Thinking
- Confidentiality

DUTIES & RESPONSIBILITIES

Document Management:

1. Keep a roll of the names and addresses of the Members.

2. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation including the Board, Board committees, Council, and Council committees.
3. Attend correspondence on behalf of the Board.
4. Have custody of all minute books, documents, policies, registers and the seal of the Corporation and ensure that they are maintained as required by law.
5. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Council:

1. Coordinate Members' meetings and prepare the agenda.
2. Oversee the Clerk of Council and provide procedural assistance to the Speaker of Council.
3. Assist Council committee chairs in coordinating meetings, setting agendas, and taking minutes.
4. Run Council training during the summer term and distribute a Student Representative Manual to all Members by the beginning of the Fall term.

CUSA Clubs:

1. Oversee CUSA Clubs and maintain communication between CUSA and CUSA Clubs.
2. Sit on the Clubs Oversight Commission. Ensure the monetary requirements of Clubs are brought to the attention of the Clubs Oversight Commission.
3. Assist Clubs in their administrative requirements.
4. Assist the Student Groups Administration in organizing training for club executives, including a Presidents' meeting held at the beginning of the fall term.

Executive:

1. Coordinate executive meetings and prepare the agenda.
2. Serve as the clerk for all Executive meetings.

Provide policy and governance support and advice to executives, staff, and the corporation at-large.

Be responsible for the coordination, general management, and supervision of the affairs and operations of the Front Office, with the assistance of professional staff.

Run the Get-Out-The Vote campaign for the by-election, general election, and any other elections. Provide logistical and policy support to the Chief Returning Officer.

Oversee CUSA Awards. Chair the CUSA Awards Committee.

Supervise the Associate Vice President Student Groups with the assistance of the President/CEO.

Successfully transition the incoming Vice President Internal/Secretary.

ELIGIBILITY / QUALIFICATIONS / EXPERIENCE

- Eligibility is outlined within the [Vice Presidential Elections Policy](#) and [Nomination Guidelines](#). All prospective candidates must thoroughly read the policy and associated guidelines to understand all aspects of the election, eligibility, and more.
- Desired
 - Familiarity with policy & procedure writing and enforcement
 - Familiarity with the Not For Profit Corporations Act (2010)
 - Excellent organizational skills
 - Excellent communication and interpersonal skills
 - Flexible with the ability to work under pressure and meet deadlines
 - Ability to work independently
 - First Aid and CPR Training is an asset
 - Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite

CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

HOW TO APPLY

Nominations will be open from Wednesday February 14th, 2024 – Monday, February 26th, 2024 at 5pm. Nomination forms must be submitted through the [CUSA 2024 Vice President Nominations Form](#). Please note the nomination form must include an attachment with at least 25 eligible nominators information in order to be valid. If you have any questions, please contact CUSA's Chief Returning Officer (CRO) Connor Plante at cro@cusaonline.ca. In rare cases, the deadline may be extended to remain in compliance with other policies and procedures or to ensure the roll is filled.