



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.

The description of the VP Student Internal role can be found in Schedule C of the Bylaws. The material below provides more information for potential candidates to consider before they submit an application.

POSITION DESCRIPTION

Position Title:	Vice President, Internal
Reports to:	CUSA President/CEO
Department:	Executive
Date Revised:	February 8th, 2026
Compensation:	Competitive with entry-level non-profit work at ~\$43,000 annually pro rata
Contract Duration:	May 1st, 2026 - April 30th, 2027
Union:	Not Unionized
Hours:	<ul style="list-style-type: none">• Full time at 35 hours/week from May 1st, 2026 to August 31st, 2026;• Part time at 25 hours/week from September 2nd, 2026 to April 30th, 2027

OBJECTIVE OF THE POSITION

The Vice President Internal is responsible for overseeing student governance, clubs, and council administration within CUSA. They serve as the primary liaison between student groups, the executive leadership, and governance bodies to ensure transparency, compliance, and effective student representation. This role is pivotal in maintaining organizational governance, fostering student engagement, and strengthening CUSA's democratic processes.

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

A. Governance & Policy Management

- Ensure CUSA policies and bylaws are up-to-date, enforced, and aligned with student interests.
- Ensure compliance with the Not-for-Profit Corporations Act (2010) and internal governance policies.
- Serve as an advisor to Council and Executives on governance and procedural matters.
- Support policy drafting and amendments, ensuring accuracy and alignment with student interests.

B. Council & Executive Support

- Ensure council members receive proper orientation and ongoing training to effectively participate in governance.
- Coordinate Council meetings, training sessions, and procedural workshops.
- Assist committee chairs in governance-related matters, such as setting agendas and ensuring meeting efficiency.
- Serve as the primary liaison between CUSA's Executive and Council to facilitate policy discussions and execution.

C. Student Organization & Clubs Management

- Support the development and oversight of CUSA Clubs and student groups.
- Maintain active communication with student club leaders to ensure accessibility to funding, training, and compliance support.
- Organize club training sessions and administrative workshops for club executives.

D. Elections & Democratic Engagement

- Lead the Get-Out-The-Vote campaign to promote student engagement in elections.
- Support the Chief Returning Officer in organizing elections, ensuring compliance with election regulations, and increasing voter engagement.

- Ensure election fairness and procedural integrity by maintaining clear governance standards.

E. Executive Collaboration

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

F. Supervisory Responsibilities:

- Ensure a smooth transition for the incoming Vice President Internal.
- Create a comprehensive transition handbook to guide and support the incoming Vice President Internal, detailing key processes, responsibilities, and best practices.

PERFORMANCE INDICATORS (KPIs)

To ensure effectiveness in the role, the Vice President Internal will be evaluated based on the following key performance indicators:

1. Governance & Documentation Compliance:
 - Ensure all meeting minutes, governance documents, and policies are recorded and made publicly available within 48 hours of each meeting.
 - Maintain an up-to-date database of all governance documents.
2. Council & Committee Engagement:
 - Conduct 3-5 governance training sessions per year for council members, with at least 80% participation.
 - Ensure that all Council committees receive timely agendas and meeting support.
3. Student Organization & Club Support:
 - Maintain at least 90% satisfaction among student clubs regarding administrative support and funding access.
 - Ensure that all club executives receive governance training at the start of each term.
4. Election & Student Engagement:
 - Increase student voter turnout by at least 10% per year by implementing targeted awareness campaigns, online voting resources, and candidate information sessions.
 - Provide clear election logistics support to ensure at least 95% of election procedures comply with governance rules.

ELIGIBILITY/QUALIFICATIONS/EXPERIENCE

Minimum Requirements:

- Must meet eligibility criteria outlined in the [Electoral Code](#) and [Nomination Guidelines](#).
- Excellent organizational and time-management skills.
- Strong written and oral communication abilities.
- Ability to manage multiple projects simultaneously and work under tight deadlines.
- Understanding of student governance structures and student advocacy.
- Availability to work in-person during regular business hours for the duration of contract.

Preferred Qualifications:

- Experience in policy writing, governance, or legal compliance.
- Familiarity with the Not-for-Profit Corporations Act (2010).
- Previous experience with student clubs, student government, or advocacy organizations.
- First Aid and CPR Training (Asset).
- Proficiency in Microsoft Office and 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 **Monday, February 9th, 2026 – Monday, February 23th, 2026, at 5 PM.**

Application Requirements:

- Completed [CUSA 2026 Vice President Nominations Form](#).
- Attachment of **at least 30 eligible nominators'** information.

For any questions, contact **CUSA's Chief Returning Officer (CRO)** at cro@cusaonline.ca.