
JOB DESCRIPTION

POSITION TITLE: Vice-President (Internal Affairs) **CATEGORY:** Executive Officer

IMMEDIATE SUPERVISOR: Legislative Council **ADOPTED:** Nov. 24, 2011

POSITION SUMMARY:

The Vice President (Internal Affairs) is the chief programming and communications officer of the Society. They are responsible for establishing a sense of rapport with the membership in a way which complements the work of the other Executive Portfolios.

The Vice President (Internal Affairs) is ultimately responsible for fostering a sense of McGill identity and community, through a portfolio of events and a communications strategy which engage the student body. The Vice President (Internal Affairs) is charged with discovering new ways of not only how the Membership can get involved with the Society, but also with how the Society can be more responsive to the Membership's needs and desires.

Their main duties include: event-planning which engages and promotes the well-being of the Membership, overseeing all internal communications between the Society and its members, and the promotion and facilitation of first year affairs and programming within the Society.

GENERAL FUNCTIONS:

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (Internal Affairs);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Internal Affairs);
- 3) To work with the rest of the Executive Committee and in supporting their projects as well as furthering the goals of the Society as a whole, in leadership, service and representation;
- 4) To champion and support the Society's efforts to promote bilingualism (French/English), both within the operations of the SSMU and across campus, in collaboration with other members of the Executive and SSMU staff as appropriate;
- 5) To contribute to the smooth and safe functioning of the SSMU Office and the Shatner Building, including following proper accounting procedures, contributing to office responsibilities, attending office events, and being part of SSMU's emergency evacuation team;
- 6) To coordinate and support all staff working with the portfolio of the Vice President (Internal Affairs), including the translators, graphic designers, Creative Marketing Manager, Frosh coordinators, Old McGill yearbook staff, photographer, and Francophone Commissioners.
- 7) To fully participate in and contribute to all relevant transition activities to ensure successful transition between former and subsequent Executive Officers, including the submission of a detailed and comprehensive exit report before the end of the elected term.

PORTFOLIO SPECIFIC FUNCTIONS AND RESPONSIBILITIES:

Governance

- 1) To coordinate meetings of the Students' Society Programming Network, and provide reports of their business to the Legislative Council.

Programming

- 2) To develop and implement programming, both academic and social, for the Society. To produce a schedule of events which engages the membership and greater McGill community in a meaningful way, such as Orientation, Four Floors, Movies in the Park, Week 101, Faculty Olympics, SSMU Awards, concerts, and speaker series. For each of these events, the VP Internal must:
 - a. Coordinate logistics with relevant stakeholders as appropriate, such as student groups, SSMU security, the Gerts Bar Manager, and the General Manager.
 - b. Develop and implement a publicity strategy in conjunction with relevant committees, volunteers, Executives, Councillors, etc.
 - c. Ensure that due diligence is undertaken to gain all necessary permits and approvals are received in ample time before the event.
 - d. Proactively address concerns related to sustainability and equity associated with the event.

Communications

- 3) To oversee all communications within the Society, including but not limited to:
 - a. Coordinating, in conjunction with the Communications and Publications Manager, Photographer, and Yearbook staff, the publication of the Old McGill yearbook;
 - b. Publicizing, maintaining, and editing the listserv;
 - c. Coordinating and maintaining the Society's social media presence; and
 - d. The use of the Society's website, ensuring its content is current, relevant, accessible, and appealing.

First Year Affairs

- 4) To facilitate the integration of first year students into the Society and to oversee the promotion of first year affairs within the Society, including but not limited to:
 - a. Assisting First Year Council in the coordination and facilitation of their programming and sitting as an ex-officio advisory member of First Year Council;
 - b. Coordinating meetings of the First Year Undergraduate Network to facilitate inter-faculty communication amongst first year representatives;
 - c. Facilitating the participation of first year students in orientation week planning and other advocacy at the University level; and
 - d. Coordinating the development of first year specific programming and resource provision in coordination with First Year Council.

Campus Relations

- 5) To foster relationships and rapport with the Faculty Associations, and other departments of the University as necessary which might not be tied to another Executive Portfolio.

Administration

- 6) To oversee the planning and submission the VP Internal, Frosh, Faculty Olympics, Franco Fete, Homecoming, SSPN, Award Banquet, Four Floors, Movies in the Park, Athletics, **First Year Council**, Concerts & Conferences, and Council – Communications budgets.

WORK COMPLEXITIES:

- 1) Inclusivity of Programming: It is important to produce a schedule of events which is both broad in its appeal and targeted at particular demographics. Issues of equity and inclusivity may arise.
- 2) Impact of decisions: Decisions have a strong impact on the immediate office area and beyond and are critical in facilitating smooth operations in the challenging environment of an office with both full time staff members and students. Decisions will impact relations with student groups, the campus press, the student body, and the University Administration. Decisions also affect the overall quality of student life in the McGill community through the continuation and growth of McGill's umbrella undergraduate student organization.
- 3) Difficulties: Responding to a large and diverse membership on highly sensitive issues, usually unique in nature. Multidisciplinary nature of position demands high standard of skill in association management, student politics, business administration, and team-leading.
- 4) Contacts: Constant contact is made with the Executive Committee. The Legislative Council is to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact is maintained with members of the University Administration on a variety of projects and issues. Contact with the Legal Counsel, government, and other members of the McGill community as necessary. Contact with the Faculty Associations is crucial.

WORKING CONDITIONS:

- 1) High pressure work environment from both an operational and political perspective.
- 2) Work on average 50 hours a week, up to seventy (70) hours per week, including some weekends. Intensity of workload is largely determined by how the Vice President (Internal Affairs) chooses to schedule programming throughout the year.

QUALIFICATIONS REQUIRED:

- 1) Formal education: must be a downtown campus McGill undergraduate student enrolled in a maximum of 6 credits per semester, although only three (3) credits per semester are recommended.
- 2) Experience: some level of experience working with the Society, preferably in a position related to the Vice President (Internal Affairs) portfolio, or in a similar position with a Faculty Association, or a member of the Students' Society Programming Network or Legislative Council of the Society. Group and team-leading experience is a prerequisite. Experience with budgeting, financial procedures, and arranging contracts in the entertainment industry are highly beneficial. Experience in high pressure work environments with a variety of stakeholders would prove helpful in managing the workload and schedule.
- 3) Manual skills: knowledge of Microsoft Word, Excel, Powerpoint and professional email etiquette. Ability to adapt to new electronic document-sharing platforms. Knowledge of web and social media is crucial.
- 4) Leadership skills: Interpersonal skills, dependability, integrity, good planning skills, , facilitation skills, analytical ability, financial responsibility, and a high degree of organizational skills and accuracy.
- 5) Excellent written and oral communication skills in English are required and good written and oral communication skills in French are desirable.

CONFIDENTIALITY:

It is understood that the Vice President (Internal Affairs) must uphold the highest standards of confidentiality according to the internal policies of the SSMU and to decisions of the Executive Committee and the Legislative Council.