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## **JOB DESCRIPTION**

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**POSITION TITLE:** President                      **CATEGORY:** Executive Officer

**IMMEDIATE SUPERVISOR:** Board of Directors      **ADOPTED:** March 31, 2016

### **POSITION SUMMARY:**

The President is the chief officer of the Society, charged with acting on behalf of all members of the Society and ensuring the Society's long-term integrity.

The President is responsible for determining the vision of the Society, coordinating and supporting the activities of the Executive Officers, and representing the interests of students on various university governance bodies.

### **GENERAL FUNCTIONS:**

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the President;
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the President;
- 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 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;
- 5) To coordinate and support all staff working with the portfolio of the President.
- 6) 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 strategic visioning and planning for the Society, in consultation with the Executive Committee, the Legislative Council, the Board of Directors and the student body;
- 2) To be responsible for the governance structures and processes of the Society including enforcement of the Constitution, Internal Regulations, and Policies;
- 3) To call the meetings of the Legislative Council and Board of Directors;

- 4) To designate a chair for all meetings of the Executive Committee (the President or other Executive Officer) and all meetings of the Steering Committee (the Speaker or Parliamentarian), and provide reports of their business to the Legislative Council;
- 5) To actively support the Executive Officers in fulfilling their mandates and responsibilities;
- 6) To coordinate the Presidents' Roundtable, and any other Roundtable or Committee as designated by the Executive Committee or Legislative Council;
- 7) To serve as immediate oversight for and liaison between the Judicial Board and the Society's governance structures, except where the President is implicated in a matter brought to the Judicial Board;
- 8) To champion student involvement in the SSMU's decision-making processes, including the General Assembly, Legislative Council, Committees, Elections, and Referenda;

### **Representation & Outreach**

- 9) To serve as the chief spokesperson of the Society to relevant audiences, including campus and external media (deferring to relevant Executive Officers as appropriate);
- 10) To represent the members and to serve on the Board of Governors and Senate of McGill University, in addition to each of their respective and relevant committees, and to report on their activities as relevant and feasible within the requirements of confidentiality;
- 11) To serve as a member of the SSMU Senate Caucus;
- 12) To coordinate the Society's relations with McGill's Faculty and School Student Associations in collaboration with the Vice-President (Internal Affairs);
- 13) To coordinate the relations and participate in all negotiations between the administration of McGill University and the Society, in partnership with the Vice-President (University Affairs) and the Vice-President (Finance) as appropriate;
- 14) To coordinate the production of the SSMU Handbook, including supporting and approving the work of the handbook editors in collaboration with the appropriate members of the Executive team.

### **Administration**

- 15) To act as an Executive signing officer on financial matters in the absence of the Vice-President (Finance);
- 16) To oversee the planning and submission of the President, Council and Committees, Executive Committee, Student Handbook, General Assembly, Elections, and SEAMLESS budgets;

### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision-making is generally, but not exclusively, involved in the visioning of the Society, coordination of the Executive Officers, coordination of the governance structures, and administration of relations with the University. These decisions all have political and constitutional impact. Planning decisions effectively ensures continued service, viability, and financial accountability of the Society and the University Centre.

- 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. Leading a group that is elected on an individual basis with differing visions, goals, and objectives of the future of the Society and the University. Multidisciplinary nature of position demands high standard of skill in 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.

#### **WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Work up to seventy (70) hours per week, including many evenings and weekends.

#### **QUALIFICATIONS:**

- 1) Formal education: May be enrolled in a maximum of six (6) credits per semester, although only three (3) credits per semester are recommended.
- 2) Experience: some level of experience working with the Society is highly recommended, preferably in a position related to the President portfolio. Group and team-leading experience is a prerequisite. 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 and knowledge of social media will be highly beneficial.
- 4) Leadership skills: Dependability, integrity, good planning skills, interpersonal skills, facilitation skills, analytical ability, financial responsibility, and a high degree of organization skills and accuracy.
- 5) Good written and oral communication skills in English and French are desirable.

#### **CONFIDENTIALITY:**

It is understood that the President 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.

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## JOB DESCRIPTION

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**POSITION TITLE:** Vice President (Student Life) **CATEGORY:** Executive Officer

**IMMEDIATE SUPERVISOR:** Board of Directors **ADOPTED:** March 31, 2016

### **POSITION SUMMARY:**

The Vice President (Student Life) of the Students' Society of McGill University is the point person for all internal relations between the Society and its clubs, services and independent student groups. The Vice-President (Student Life) is also responsible for spearheading the Society's efforts for mental health promotion and for working collaboratively with McGill's Student Services.

Their main duties include: communicating all policies and procedures to the clubs and services, discussing budget submissions of all Services, facilitating events and support to all clubs and services to enhance the well-being of the groups, maintaining relations with all Independent Student Groups, collaboration with Student Services, and facilitate mental health programming on campus through the Mental Health Committee.

### **GENERAL FUNCTIONS:**

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (Student Life);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Student Life);
- 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 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;
- 5) To coordinate and support all staff working with the portfolio of the Vice President (Student Life).
- 6) 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 & Representation**

- 1) To coordinate and/or oversee the Club Committee, Services Review Committee, Mental Health Committee, and other Council committees as required and report on their business to the Legislative Council;
- 2) To work with the McGill Administration, including the Deputy Provost (Student Life and Learning) on issues relevant to student groups;
- 3) To work with the Director of Services for Students on a regular basis to ensure that students' needs and desires for student services are met;

### **Clubs, Services, & Independent Student Groups**

- 4) To act as the point-person between the Society and its Clubs by:
  - a. Supporting staff in reviewing and approving new club applications;
  - b. Communicating the policies and procedures of the Society, financial and otherwise, to the clubs, in an engaging, efficient and respectful manner;
  - c. Providing activities, events and support services to enhance the overall success and well-being of the Society's Clubs and Services, including Activities Night and clubs executive training workshops;
  - d. Facilitate projects which further support the activities of the Society's clubs;
- 5) To act as the point-person between the Society and its Services by:
  - a. Communicating the policies and procedures of the Society, financial and otherwise, to the Services, in an engaging, efficient and respectful manner;
  - b. Meeting, on a consistent basis, with either the Executive Officers or the collective members of the Society's Services to discuss their budget needs and allocations;
  - c. Providing activities, events and support services to enhance the overall success and well-being of the Society's Services, including Activities Night and Services executive/collective member training workshops;
  - d. Supporting the Services of the Society in fulfilling their social, political, and environmental mandates and reaching out to as many members of the Society as possible;
- 6) To support Independent Student Groups on campus (excluding Faculty associations) by:
  - a. Supporting the proliferation of information which encourages students to make an informed choice as about opting in to fee-leivies that support such groups,
  - b. Liaising with the McGill Administration regarding supporting student life on campus;
  - c. Raising awareness of Independent Student Groups on campus and collaborating on events that reach out to the student population;

### **Mental Health**

- 7) Coordinate the Society's mental health programming and efforts for the destigmatization of mental health issues;
- 8) Liaise with relevant student and University groups and coordinate advocacy towards mental health issues on campus;

### **Administration**

- 9) To oversee the planning and submission of the Clubs & Services and Mental Health budgets;
- 10) To oversee all Services' budgets;
- 11) To act as a signing officer for all Services' cheque requests and purchase orders.

### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision-making is generally involved in the day-to-day as well as long-term functioning of support services for clubs and Services. Some of these decisions have political and constitutional impact. To effectively make decisions constant consultation and communication with clubs and services is necessary, as well as with over a dozen support staff.
- 2) Impact of decisions: Decisions have a strong impact on the direction of student life on campus. Decisions will impact relations with student groups, SSMU staff, 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: The workload is often administrative and bureaucratic, as many questions are fielded to the Vice President (Student Life) by email. Projects take a long time to be completed and must go through many bureaucratic hoops. The distinctions between social, personal and work-related activities blur as the term of office develops. Political and interpersonal feuds on campus periodically erupt and the Vice President (Student Life) is often a key mediator in these conflicts. Must maintain a fair and open-minded demeanor even in difficult situations.
- 4) Contacts: Constant contact is made with the Executive Committee, SSMU staff, and services and, to a much lesser extent, the clubs. 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.

### **WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Up to seventy (70) hours per week, including many evenings and weekends.

### **QUALIFICATIONS REQUIRED:**

- 1) Formal education: May be 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 (Student Life) portfolio, for example as a club executive, a service employee or group collective member, or a member of the Interest Group Committee or Legislative Council of the Society. Group and team-leading experience is a prerequisite. 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 and knowledge of social media will be highly beneficial.
  - 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 (Student Life) 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.

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## JOB DESCRIPTION

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**POSITION TITLE:** Vice President (Operations) **CATEGORY:** Executive Officer

**IMMEDIATE SUPERVISOR:** Board of Directors **ADOPTED:** March 31, 2016

### **POSITION SUMMARY:**

The Vice President (Operations) of the Students' Society of McGill University is responsible for the operations of the Society.

Their main duties include: managing the use and upkeep of the William Shatner University Centre, facilitating the Society's commitment to sustainability, and overseeing the management of the Society's revenue generating operations.

### **GENERAL FUNCTIONS:**

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice-President (Operations);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Operations);
- 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 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;
- 5) To coordinate and support all staff working with the portfolio of the Vice President (Operations).
- 6) 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 & Representation**

- 1) To coordinate and/or oversee the BOM COM, Environment Committee, and other Council committees as required and report on their business to the Legislative Council;
- 2) To work with the McGill Administration, primarily through the Office of Campus and Space Planning, to ensure that students are being broadly consulted on issues of campus planning and space;



### **Building**

- 3) To manage, in cooperation with the General Manager, the use of the William Shatner University Centre,
- 4) To uphold the Society's commitment to leadership in sustainability and social equity in any project undertaken in the building;
- 5) To engage in active consultation with the student body on the needs and priorities of students as it relates to the William Shatner University Centre

### **Operations**

- 6) To oversee the management of the Society's food and beverage operations;
- 7) To oversee the management of SSMU Minicourses;
- 8) To engage in active consultation with the student body on the needs and priorities of students as it relates to the Society's revenue generating operations;

### **Environmental Sustainability**

- 9) To champion and support the Society's efforts to promote sustainability, both within the operations of the SSMU and across campus, in collaboration with other members of the Executive and SSMU staff as appropriate;

### **Administration**

- 10) To oversee the planning and submission of the Minicourses and Environment Committee budgets;

### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision-making is generally involved in the day-to-day as well as long-term functioning of the revenue generating operations as well as the upkeep and development of the William Shatner University Centre. Some of these decisions have political and constitutional impact. To effectively make decisions constant consultation and communication with permanent and support staff is necessary.
- 2) Impact of decisions: Decisions have a strong impact on the direction of student life on campus, as well as the use of the William Shatner University Centre by thousands of students. Decisions will impact relations with student groups, SSMU staff, 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: Projects take a long time to be completed and must go through many bureaucratic hoops. Multidisciplinary nature of position demands high standard of skill in association management, student politics, marketing, bar and restaurant industry, equity, alcohol policy, building management and business administration.
- 4) Contacts: Constant contact is made with the Executive Committee and SSMU staff. 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.

### **WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Up to seventy (70) hours per week, including many evenings and weekends.

### **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 (Operations) portfolio. Experience in high pressure work environments with a variety of stakeholders would prove helpful in managing the operations
- 3) Manual skills: knowledge of Microsoft Word, Excel, Powerpoint, and professional email etiquette. Ability to adapt to new electronic document-sharing platforms and knowledge of social media will be highly beneficial.
- 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 (Operations) 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.

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## JOB DESCRIPTION

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**POSITION TITLE:** Vice President (Finance) **CATEGORY:** Executive Officer

**IMMEDIATE SUPERVISOR:** Board of Directors **ADOPTED:** March 31, 2016

### **POSITION SUMMARY:**

The Vice-President (Finance) is the Chief Financial Officer of the Society, charged with ensuring the long-term financial and administrative stability of the Society in cooperation with the General Manager.

Main duties include preparing the annual budget, managing human resources in collaboration with the General Manager, and overseeing any Society group insurance plan duly approved by the membership.

### **GENERAL FUNCTIONS:**

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (Finance);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (Finance);
- 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 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;
- 5) To coordinate and support all staff working with the portfolio of the Vice President (Finance);
- 6) 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 ensure that all financial policies and procedures are followed as per referenced in the Constitution and Internal Regulations of the Society and create new procedures and implement them if necessary;
- 2) To coordinate and/or oversee Funding Committee, the Financial Ethics Research Committee, and the Awards of Distinction Selection Committee, and the Health and

- Dental Review Committee; and to provide reports on their business to the Legislative Council;
- 3) To work in cooperation and in partnership with the SSMU Comptroller, SSMU General Manager, Executives, and Services to assess the budget for the next fiscal year;
  - 4) To present the budget to the Legislative Council as follows: revised budget for the fall semester in October, the revised budget for the winter semester in February, and the budget for the next fiscal year by the last Council meeting;
  - 5) To strategize, analyze, review, implement and oversee all budgets of the organization and Society activities;
  - 6) To participate in SSMU events to ensure the fiscal responsibility and proper handling of monies;

### **Student Groups & Organizations**

- 7) To support the Vice-President (Student Life) in training Students' Society recognized student groups in Society financial procedures;
- 8) To oversee the annual club audits and to ensure that clubs receive the proper support in completing the annual club audits;
- 9) To ensure that the SSMU Funds (Club Fund, Ambassador Fund, Campus Life Fund, Green Fund, Charity Fund, Equity Fund, First Year Fund, and the Space Fee) are communicated to the student groups on campus and monitored to ensure the best financial practices.

### **Administration**

- 10) To exercise signing authority in conjunction with the General Manager for the issuance of all SSMU cheques, purchase orders, expense reports, and so forth, as per the approved budget allocations;
- 11) To work in conjunction with ASEQ, the Student Health & Dental Plan Provider, to inform students about the coverage plan.
- 12) To work in partnership with the General Manager and Human Resources Advisor on all matters pertaining to Human Resources, including the hiring, training, and dismissal of permanent and casual employees of the Society;

### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision making is generally, but not exclusively, involved in the areas of strategy and organization, major financial expenditures, building and security and committee work. These decisions all have political and constitutional impact. Planning decisions effectively ensures continued service, viability and financial growth of the Society and the University Centre.
- 2) Impact of decisions: Decisions impact strongly on the immediate office area and ensuring the financial stability of the organization. Decisions are critical in facilitating smooth operations in the challenging environment of an office with both full time staff members and students. Decisions directly affect numerous specific student groups, as well as students at large, in providing efficient operations and services within the University Centre. 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. High level of communication required to explain financial and accounting technicalities to students.
- 4) Contacts: Constant contact is made with the Executive Committee and the Legislative Council, and Executives from various Faculty Associations to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact with the Society Legal Counsel and other members of the McGill community as necessary.

#### **WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Up to seventy (70) hours per week, including many evenings and weekends.
- 3) Equipment used: Microsoft Office Environment (Word, Excel, Outlook, Access), Sage Accpac ERP.

#### **QUALIFICATIONS REQUIRED:**

- 1) Formal education: May be enrolled in a maximum of 6 credits per semester, although only three (3) credits per semester are recommended. A background in some accounting or budgeting is recommended.
- 2) Experience: some level of experience working with the Society (i.e., Councillor, a member at large on a committee), minimal office environment experience. Some accounting or bookkeeping is an asset but not mandatory.
- 3) Manual skills: ability to work in a Windows PC environment, knowledge of Microsoft Excel and Word.
- 4) Dependability, integrity, good planning skills, interpersonal skills, analytical ability and some degree of organization skills and accuracy.
- 5) Good communication skills both in English and French desirable, particularly in the area of explaining financial matters to lay audiences.

#### **CONFIDENTIALITY:**

It is understood that the Vice President (Finance) 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.

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## JOB DESCRIPTION

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

**IMMEDIATE SUPERVISOR:** Board of Directors **ADOPTED:** March 31, 2016

### **POSITION SUMMARY:**

The Vice-President (External Affairs) is the executive officer in charge of coordinating the SSMU's relations with various levels of government, with other student associations, with civil society groups, with campus labour unions.

In addition, the Vice-President (External Affairs) is responsible for the Society's political campaigns and mobilization efforts.

### **GENERAL FUNCTIONS:**

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice-President (External Affairs);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice-President (External 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 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;
- 5) To coordinate and support all staff working with the portfolio of the Vice-President (External Affairs);
- 6) 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, Communications, & Mobilization**

- 1) Coordinate meetings of the External Affairs Committee, the Community Engagement Committee, and other relevant committees falling under the portfolio, and provide reports of their business to the Legislative Council;
- 2) Communicate to Council relevant external issues which may significantly affect McGill University or its students;
- 3) Maintain relations with campus labour unions, and participate in campus inter-union meetings;

- 4) Maintain information tools (websites, flyers, etc.) on issues of interest to students, especially in the area of post-secondary education policy;
- 5) Keep abreast of, and organize McGill student participation in, local, national or international campaigns aiming for accessible, quality, post-secondary education;
- 6) Provide material, logistical and organizational support for students organizing campaigns which further the objectives, goals and policies of the Society with respect to social and environmental issues;

#### **External Affairs & Representation**

- 7) Represent the Society and communicate positions and policies taken by the Society to external bodies and agencies;
- 8) Lobby federal, provincial, and municipal governments to further the objectives, goals and policies of the Society;
- 9) Attend meetings of relevant local, provincial, national or international student organizations, including but not limited to those of which SSMU is a member;
- 10) Act as the Society's primary spokesperson on issues of government policy vis-a-vis campus and major media sources;

#### **Community Affairs**

- 11) Organize events and awareness campaigns for and relating to the off-campus McGill community, especially in the Milton-Parc neighbourhood and in other neighbourhoods affected by the presence of McGill students;
- 12) Encourage students to get involved in their communities off-campus, integrate into Montreal, and act as good neighbours.

#### **Indigenous Affairs**

- 13) Coordinate the Society's programming and advocacy as related to indigenous affairs;
- 14) Liaise with the McGill Administration, Student Services, and student groups on issues relevant to the Society's commitment to support and advocacy for indigenous students.

#### **Francophone Affairs**

- 15) 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;
- 16) Coordinate the Society's programming and advocacy as related to francophone students;
- 17) Support the Commission des Affaires Francophone in the promotion of bilingualism within the Society and on campus;

#### **Administration**

- 18) To oversee the planning and submission of the VP External, Community Relations, Campaigns, External Affairs budgets.

## **WORK COMPLEXITIES:**

- 1) Decision-making: Decision making is generally, but not exclusively, involved in the areas of political action and media relations. The content of decisions is often related to highly contentious spheres of political action, thus requiring tact and good judgment, as well as an ability to clearly and convincingly convey certain political stances.
- 2) Impact of decisions: Decisions may have an impact on the Society's ability to create and maintain relations with, or influence, a diversity of actors (governmental, institutional, media, community groups), as well as its ability to mobilize students now and in the future around specific campaigns.
- 3) Difficulties: The nature of this position requires that the executive be often off-campus or out of the office, thus posing challenges in terms of collaborating with the rest of the Executive team. It can be challenging to connect McGill students to the broader Quebec student movement, particularly given the large number of non-Quebecker students and the language barrier for Anglophone students.
- 4) Contacts: Constant contact is made with the Executive Committee, the Legislative Council, elected representatives of local and supra-local student associations, representatives from civil society groups and organizations, and campus representatives in order to remain abreast of current priorities, projects and problems and to provide advice and direction. Frequent contact with campus representatives, student activists, civil society members and journalists as required.

## **WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Up to seventy (70) hours per week, including many evenings and weekends.
- 3) Frequent presence off campus, often during the weekend is required. This may include participation in meetings, round tables, congresses, and demonstrations.

## **QUALIFICATIONS REQUIRED:**

- 1) Formal education: May be 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 external affairs portfolio. Group and team-leading experience is a prerequisite. Experience developing peer-education strategies and materials is preferable.
- 3) Manual skills: ability to work in a Windows PC as well as Macintosh environment; knowledge of Microsoft Word, Excel, and Powerpoint; knowledge of Wordpress and social media. Some understanding of graphic design software such as Photoshop and InDesign can be an asset.
- 4) Dependability, integrity, good planning skills, interpersonal skills, analytical ability and organizational skills and accuracy.
- 5) Good written and oral communication skills in both English and French are crucial, given the frequent nature of contacts outside the organization. Experience facilitating bilingual environments, providing whisper translation, and translating time-sensitive event notices and media releases is an asset.



**CONFIDENTIALITY:**

It is understood that the Vice President (External 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.

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## JOB DESCRIPTION

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

**IMMEDIATE SUPERVISOR:** Board of Directors      **ADOPTED:** March 31, 2016

### **POSITION SUMMARY:**

The Vice President (University Affairs) of the Students' Society of McGill University maintains relations between the Society and all levels of government at McGill University. Through the activities of Senate Caucus, Council, student Senators and student members of University committees, the VP (University Affairs) manages the representation of Society members at various levels of University government.

The VP (University Affairs) coordinates representation on all committees and subcommittees of Senate as well as on University selection committees for Deans and Directors of Faculties and Schools, senior administrators and University representatives.

### **GENERAL FUNCTIONS:**

- 1) To attend all the meetings of the Executive Committee and report on the business of the Office of the Vice President (University Affairs);
- 2) To attend all the meetings of the Legislative Council and report on the business of the Office of the Vice President (University 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 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;
- 5) To coordinate and support all staff working with the portfolio of the Vice President (University Affairs).
- 6) 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, Research, & Equity**

- 1) To coordinate and/or oversee the Equity Committee, University Affairs Committee, and Library Improvement Fund Committee, and provide reports of their business to Council.

- 2) To serve as an Equity Officer in the investigation of equity complaints;
- 3) To consult with and assess the needs of all different student constituencies;
- 4) To organize and implement a yearly forums discussing different issues relevant to the University Affairs portfolio, such as undergraduate research, consultation, etc.;
- 5) To coordinate student research on various topics relevant to the Society's political and service oriented functions;

### **Representation & Campus Relations**

- 6) Outreach to various University offices and decision making bodies;
- 7) Liaise with McGill University Libraries and administer the disbursement of the Library Improvement Fund;
- 8) To serve on the Senate of McGill University, in addition to its respective and relevant committees, including but not limited to Senate Nominating Committee and Senate Steering Committee;
- 9) To support the Undergraduate Senators in fulfilling their mandates and responsibilities;
- 10) To serve as chair and member of the SSMU Senate Caucus;
- 11) To coordinate and participate in all negotiations between the administration of McGill University and the Society, in partnership with the President;

### **Administration**

- 12) To oversee the planning and submission of the budgets for the VP (University Affairs), Research and University Relations, and Equity.

### **WORK COMPLEXITIES:**

- 1) Decision-making: Decision making is generally, but not exclusively, involved in the areas of strategy and organization of Senators and Student Representatives on University Committees, visioning of the Society, coordination of the committee appointments, student research projects, and administration of relations with the University. These decisions all have political and constitutional impact. Planning decisions effectively ensures continued service, viability, and financial growth of the Society and the University Centre.
- 2) Impact of decisions: Decisions impact strongly on the immediate office area and throughout campus. Decisions 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 the University administration, as well as student groups and students at large. 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. Leading a group of Student Senators that is elected on an individual basis with differing visions, goals, and objectives of the future of the Society and the University. Multidisciplinary nature of position demands high standard of skill in association management, student politics, representation, negotiation, equity, sustainability, business administration, and team-leading.
- 4) Contacts: Constant contact is made with the Executive Committee, Legislative Council, and Executives from various Faculty Associations to remain abreast of current priorities, projects and problems, and to provide advice and direction.

Frequent contact with the Society Legal Counsel, McGill Administration, and other members of the McGill community as necessary.

**WORKING CONDITIONS:**

- 1) High pressure work environment from both an operational and political perspective.
- 2) Up to seventy (70) hours per week, including many evenings and weekends.

**QUALIFICATIONS REQUIRED:**

- 1) Formal education: May be 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 (University Affairs) portfolio, for example, as a Student Senator, student employee, or member of the Legislative Council of the Society. Group and team-leading experience is a prerequisite.
- 3) Manual skills: ability to work in a Windows PC environment, knowledge of Microsoft Word, Excel, and PowerPoint.
- 4) Dependability, integrity, good planning skills, interpersonal skills, analytical ability and some degree of organization skills and accuracy.
- 5) Good written and oral communication skills in English and French are desirable.

**CONFIDENTIALITY:**

It is understood that the Vice President (University 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.

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## JOB DESCRIPTION

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

**IMMEDIATE SUPERVISOR:** Legislative Council    **ADOPTED:** March 31, 2016

### **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, and overseeing all internal communications between the Society and its members.

### **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 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;
- 5) To coordinate and support all staff working with the portfolio of the Vice President (Internal Affairs), including the translators, graphic designers, Frosh coordinators, Old McGill yearbook staff, and photographers.
- 6) 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 the Student Engagement Committee, 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.

### **Campus Relations**

- 4) 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**

- 5) To oversee the planning and submission the Frosh, Faculty Olympics, SSPN, Award Banquet, and Four Floors 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) Up to seventy (70) hours per week, including many evenings and 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: may be 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.