



POSITION DESCRIPTION

POSITION TITLE:	Vice-President Governance & Legal Affairs
REPORTS TO:	Executive Committee, and the Board of Directors.
SALARY RANGE:	Starting at \$23,000
EDUCATION:	Attaining a Post-Secondary Degree
QUALIFICATIONS:	Currently enrolled at Nipissing University, as per NUSU By-laws, and must be at least 18 years of age.
HOURS:	40 hours/week May-August, 20 hours/week September-April

SUMMARY:

As the Secretary of the Corporation, and head of the Administration department, the Vice-President Governance & Legal Affairs' is primarily focused on advocacy, governance and legalities of the organization, facilitating elections, and any administration work. The individual, who reports to both the Board of Directors, and the Executive Committee, will be highly determined, and motivated to work in a demanding environment, display strong organizational skills, have exemplary work ethic, have strong interpersonal skills, and exceptional time management qualities.

The individual will also act with professionalism, and will strive to achieve the following:

- Act in the best interests, and in accordance to by-laws, policies, procedures, Vision, and Mission of NUSU;
- Prepare or assist with various reports, and documentation for the Board of Directors, and Executive Committee;
- Develop suitable departmental goals, both long and short term;
- Maintain proper financial practices, and be feasibly responsible within the budgetary restrictions;
- Maintain regular office hours;
- Coordinate, monitor, review, enhance, and implement various strategies in order to improve the overall operation of NUSU.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The following is a list of duties and responsibilities that pertains to the role of the Vice-President Governance & Legal Affairs. This includes, but is not limited to:

Advocacy

- Act as the Chief Student Senator, and be one of the voting members of NUSU on the Senate to represent and advocate on behalf of students on Academic topics and issues;
- Act as a representative on the University's Board of Governors, and on the various Board of Governors' Subcommittees to represent the best interests and needs of the student body;



- Develop, and provide various ideas, and strategies to enhance academic advocacy on campus, while also researching other strategies of other student organizations;
- Be the main point of contact between the Vice-President Academic & Research of the University and the students; and
- Provide assistance to students who may experience academic grievances.

Elections

- Act as the Chief Returning Officer, and coordinate, administer, and facilitate elections for the various positions including Executives, Directors, Student Senators, and Valedictorians;
- Act as the Chairperson of the Elections Committee; and
- Develop, review, evaluate, and implement all policies, procedures, and practices pertaining to Elections.

Governance

- Develop, review, evaluate, and implement various policies that contribute to an effective workplace, and that will also benefit students;
- Develop and draft various contracts between other parties if necessary;
- Main point of contact between NUSU and legal counsel if necessary;
- Ensure that employees and volunteers are adhering to by-laws, policies, and proper procedures of NUSU;
- Ensure the organization is compliant with all federal, provincial, and municipal legislation.

Supervisory

- Department head of the Administration department, overseeing the Administrative Assistant, and Office Assistant(s);
- Ensure that all employees within the Administration department are fulfilling their job descriptions;
- Effectively and regularly communicate with members within the Administration department, while also meeting regularly.

Collaboration

- Meet regularly with the President;
- Work with various parties within the University to promote advocacy, policy, and research;
- Openly receive feedback from other members of NUSU, and the Nipissing University community, while creating strong relationships;
- Promote effective communication and collaboration between all NUSU departments when required;
- Complete any other task as assigned by the either the Board of Directors, and/or Executive Committee.

Terms of Office

The term for the Vice-President Governance & Legal Affairs is one (1) year, commencing on May 1, and concluding on April 30. The elected individual must complete a minimum of forty (40) hours of shadowing the current Vice-President Governance & Legal Affairs before they commence their term.

When in office, the Vice-President Governance & Legal Affairs is required to the following:



- During the summer months from May 1 – September 1, complete forty (40) hours of work weekly;
- During the academic school year from September 1 – May 1, complete twenty (20) hours of work weekly during the hours of operation (Monday – Friday, 8:30am-4:30pm).

Committee Membership

- Board of Directors;
- Executive Committee;
- Chairperson of the Elections Committee;
- Nipissing University Board of Governors
- Nipissing University Academic Senate
- Any other committee appointed to.