

OTSU VP DOWNTOWN

Executive / Full-time (Summer), Part-time (Fall & Winter Semesters) / Paid position

POSITION SUMMARY

The VP Downtown serves as the chief liaison between the Student Union and the student population at the downtown campus. The incumbent will work with the Executives and student union staff to plan events and activities at the downtown campus. The incumbent will encourage the implementation of initiatives, projects, and campaigns, based on the needs of the downtown student population.

TERM OF OFFICE

The VP Downtown has full-time hours during the summer semester and part-time hours during the fall and winter semesters. The VP is expected to work 40 hours each week during the summer and up to 15 hours each week for the remainder of the term. The term will be one year, commencing May 1, and expiring on April 30, the following year.

QUALIFICATIONS

As per section 11.3 of the OTSU Bylaws, to be qualified for this position you must meet the following criteria:

- Be a full-time voting member in good academic standing
- Be 18 years of age or older
- Must not have declared bankruptcy
- Must not have been declared incapable by a court

DUTIES AND RESPONSIBILITIES

The Responsibilities and Powers of each executive is listed in the [OTSU Bylaws](#), section 12.

PUBLIC RELATIONS AND ADVOCACY

- Serve as a chief liaison between the Student Union and the student population attending at the downtown campus;
- Liaise with the VP Student Affairs to bring forth issues concerning downtown campus;
- Liaise with the VP Student Life and relevant student union staff to help plan events and activities at the downtown campus;
- Assist with gathering student feedback at the downtown campus as needed;
- Liaise with Executives to encourage the implementation of the initiatives, projects, and campaigns of the Student Union within the downtown campus;

FINANCIAL

- Subject to any restrictions established by the Board, to make or cause to be made, and execute on behalf of the Student Union, any kind of contract which the Student Union may lawfully enter into;
- Exercise general supervision over all the disbursements of the members monies to all members' organizations and generally exercise supervision over financial operations;
- Make, authorize and further delegate such all such expenditures as have been delegated by the Board;

ORGANIZATIONAL ACCOUNTABILITY

- To develop and implement such rules, regulations, policies and procedures as are required to fulfill their responsibilities, provided that any such rules, regulations policies and procedures are invalid to the extent they are inconsistent with the Act, the Articles, the Bylaws and the rules, regulations, policies and procedures established by the Board;
- To appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board from time to time;

LEADERSHIP AND COLLABORATION

- To establish such working groups or task forces as they deem necessary from time to time;
- Attend all committee meetings as required and approved by the Board, and task force meetings as required by the Executive;
- Attend all meetings of the Board, except were required to be absent, and attend all meetings of the Executive; and
- Train and advise the incoming VP Downtown.

WORKING CONDITIONS

PHYSICAL EFFORT

On an infrequent basis, some physical labour may be required e.g. moving materials around the office, setting up folding tables, or putting up decorations and other items for special events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ENVIRONMENT

The work in this position is performed within routine office conditions. There is regular commuting between campuses, to off-campus business or community events, and traveling to professional conferences. For special events, the VP may work outdoors in any weather.

SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members.

MENTAL STRESS

This position requires attending evening meetings from time to time and working some weekends. The VP must be able to work flexible hours in order to be successful. Must be able to work in a fast paced environment and work through complex situations.