Job Description

Part-Time Staff

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| **Position Title:** | Associate Vice-President (Internal Governance) |

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| **Term of Employment:** | May 1 to April 30 |

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| **Supervisor(s):** | Vice-President (Administration) |

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| **Remuneration:** | C5 |

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| **Hours of Work:** | 12-14 Hours per Week |

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| **General Purpose & Scope** |

 The Associate Vice-President (Internal Governance) is responsible for chairing the Student Representative Assembly (SRA) Standing Committee on Internal Governance and any directly related ad-hoc committees of the SRA. Additionally, the Associate Vice-President (Internal Governance) is responsible for dealing with the long-term infrastructural concerns of the MSU. Further, the Associate Vice-President (Internal Governance) shall make recommendations to and shall advise the Vice-President (Administration) in matters relating to their portfolios. They will also be responsible for attending meetings that are relevant to their portfolio, as advised by the Vice-President (Administration).

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| **Duties & Responsibilities** |

### Judgement/Thinking (40%)

* Create, review, amend, and rescind Operating Policies and Bylaws.
* Submit memos clearly explaining any proposed policy changes.
* Prepare a detailed year plan for committee efforts throughout term of employment and present it to the SRA.
* Research potential solutions to current problems in governance and policies.

### Internal Communications/Collaboration (25%)

* Consult with staff, volunteers, and/or community members on matters pertaining to policy, procedure, and assembly business.
* Regularly report to the SRA and Vice-President (Administration) with regards to progress and other projects.
* Assist the Vice-President (Administration) with projects and duties when requested.
* Review all policy changes proposed by staff and provide edits and recommendations.
* Submit notice, minutes, and agendas of meetings to the relevant staff member(s) to have them uploaded to the MSU website in a timely manner.
* Participate in the transition of successor.

### Supervision/Professional Development (15%)

* Chair the SRA Standing Committee on Internal Governance and other relevant committees on a regular basis.
* Organize and manage committee meetings.
* Organize and manage resources and communication channels for committee members.
* Provide training and outline responsibilities of committee members.
* Notify, in writing, members who are within one meeting of losing their committee seat.

### Innovation/Initiative (10%)

* Propose creative solutions to problems regarding internal practices.
* Develop new internal procedures to accommodate changing circumstances.

### Decisions/Actions (10%)

* Consider information provided through consultations to propose Operating Policy and Bylaw changes to the SRA.
* Assess recommendations by the SRA for feasibility and propose alternatives, where needed.

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| **Requirements & Expectations** |

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| **Knowledge & Skills** |

#### Knowledge

* Knowledgeable in scope and focus of the SRA Standing Committee on Internal Governance.
* Knowledgeable of parliamentary procedure, MSU Constitution, Corporate Bylaws, Bylaws, and Operating Policies.
* Knowledgeable of the MSU legislative process and the complexities of policy creation.
* Experience with budgeting and financial accountability.

#### Skills

* Skilled in research and critical thinking.
* Skilled in making reasoned and impartial decisions.
* Skilled in communicating clearly and succinctly to moderate debate.
* Skilled in effectively chairing meetings.
* Skilled in strategic planning abilities.
* Skilled in working both independently and in a team.
* Skilled in carrying out research projects from start to finish.
* Ability to effectively chair meetings.

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| **Qualifications** |

#### Certification(s)/Affiliation(s)

* Current McMaster Undergraduate student
* Current MSU member

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| **Effort** |

#### Visual Effort

* Effort required to spend multiple hours a day using electronic devices.

**Mental Effort**

* High degree of communication requirements may cause mental fatigue.
* Effort required to consult with all stakeholders affected by a change to an Operating Policy or Bylaw.
* Effort required to maintain strong community and campus partnerships.
* Effort required to conduct research to current internal and external standards of practice.

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| **Working Conditions** |

#### Job Pressure

* Hours of work are variable.
* Time demands may exceed stated hours of work during a week and may be balanced during the following week.
* Duties to establish and maintain professional connections on and off campus may result in high social pressures.
* Frequent consultations with various parties may require occupationally or morally difficult compromises.

#### Work Environment

* Access to shared work-space in the MSU Committee Room.
* Colleagues often exude a high degree of passion surrounding their work.

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| **Training & Experience** |

#### Preferred

* Awareness and understanding of the MSU and its services within McMaster and greater Hamilton community.
* Experience as a volunteer/employee with any MSU Services is an asset.

#### Provided

* Online EOHSS modules.
* Microsoft Office 365 use and navigation.
* Accessibility and disability inclusion.
* Anti-racism/anti-oppressive practices.
* 2STLGBQIA+ inclusivity.

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| **Materials & Equipment** |

#### Workstation

* Personal computer.
* Full Microsoft Office 365 access.
* Meridian Telephone system with voicemail, where appropriate.
* Limited free printer/photocopier access.