

The Role of VP Academic: What You Need to Know Before Elections



The Vice President (Academic) shall be responsible to the Association for the following:

- a) Representing the Association at all committees of an academic nature that the Association is an ex-officio member of or is otherwise granted a seat;
- b) Representing graduate students on, or appointing an active member to, the General Faculties Council;
- c) Acting as an official signing authority for the Association;
- d) Representing student concerns of an academic and non-academic nature to the institution;
- e) Completing other tasks or projects assigned by the Executive Committee or Council;
- f) Reporting their activities to the Executive Committee on a regular basis; and
- g) Presenting an Executive report monthly at a Council meeting on portfolio activities.

Additional responsibilities of the AUGSA VP Academic include:

- a) Be prepared to spend **at least 35-50 hours per month** dedicated to all responsibilities;
- b) Be prepared to be accessible to students by phone, email, and social media such as Facebook, Twitter, and LinkedIn;
- c) Attend monthly AUGSA Council meetings and Executive Committee Meetings. These meetings take place in the evenings, typically the 1st and 2nd Tuesday of every month.
- d) Participate in Executive Transition in Edmonton after election, General Faculty Council, General Faculty Council Executive, Student Awards Committee, Student Academic Appeals Committee, and several other AU committees as the graduate student association representative. These meetings happen during business hours, so you must have a flexible schedule. In a typical month, you can expect 12-30 hours of committee meetings during business hours;
- e) Chair of Awards Committee;
- f) Be a team player;
- g) Be a part of making governance decisions for AUGSA;
- h) Service on AUGSA committee that interest you;
- i) Participate in projects that come up. This is an area that lets you use your skills (or gain new ones);
- j) Report activities to council monthly for transparency, review, and for support and ideas;
- k) Advocate to different university bodies on behalf of students. This can range from finding out policies, helping a student through a bureaucratic tangle, finding out why things are done in specific ways or trying to help a student through a troubling situation. This area is a difficult one for which to provide a time estimate. There is typically one concern per month that gets looked at, but the time taken per concern varies and concerns may be time sensitive; and

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- l) Respect confidentiality. Students may approach the VP Academic with sensitive concerns. The VP Academic must respect their confidence and not spread their information without their permission.

As a member of the Executive Committee, the Executive Committee shall ultimately be accountable to the Council for the following tasks:

- a) Developing, revising, and ensuring the implementation of policies for governing the Association;
- b) Carrying out the business of the Association;
- c) Upholding and furthering the objectives of the Association;
- d) Reporting fully to the Council;
- e) Conducting human resource matters as outlined in the operating procedures, including setting hiring criteria and staff selection as well as staff supervision;
- f) Preparing the annual budget of the Association; and
- g) Completing such actions as Council considers necessary.

Serving as the AUGSA VP Academic is a fun and rewarding experience, a great way to give back to the university community, and an excellent opportunity to gain new skills. All meetings are conducted via teleconference, so this position can be completed from anywhere with good Internet service.

For more information on the role as it is outlined in AUGSA's bylaws, please see pages 7 through 10 in the bylaws located here (<https://www.augsa.com/about/policies-bylaws/>). If you have questions on this role or would like to see past monthly reports of the AUGSA VP Academic, feel free to contact Meaghan Sullivan (AUGSA Executive Director) at ed@augsa.com.

Thank-you for considering running in the election for an AUGSA Executive position, and best of luck!