

## **TITLE: VICE PRESIDENT INTERNAL ROLES AND DUTIES**

**Policy No.: B2004**

**Category:** Council and Self-Governance

**Sub-Category:** Roles and Duties Terms of Reference

**Effective Date:** TBA

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**Please note: The following policies give an overview of expectations. However, policies will be revised in the Fall 2017; Where policies herein contradict the LSU Bylaws, the LSU Bylaws will prevail.**

### **1. POSITION DESCRIPTION**

The Vice President Internal is an elected, voting Officer of Council. Working closely with the Executive Director (ED) (if any) and Staff, The VP Internal serves year-round and is responsible for the work of the designated and general Members at Large and providing leadership in the ensuring the integration of the principles of Diversity and inclusion into the programming, services, supports, activities, advocacy, benefits and events that benefit LSU Members and enhance student life.

### **2. AUTHORITY**

- The VP Internal exercises their authority on Council through casting a vote at Council meetings and in committees of Council.
  
- The Vice President Internal exercises their role-related authority through:
  - Acting as a signing authority for LSU per Policy B2052, *Signing Authority*;
  - Supervising the work of the Council Representatives;
  - Vetting the annual plans of the designated Members at Large prior to going to Council for approval;

Approving the timesheets of designated Members at Large;

- Monitoring compliance with Bylaws and Policy, especially those concerned with Member programs, services, support, activities, advocacy, benefits and events;
  
- In cooperation with the Vice President Student Life, making recommendations for Policy revisions, as necessary and appropriate, to improve Member programs, services, support, activities, advocacy, benefits and events offered by LSU;

- In cooperation with the Vice President Student Life, vetting proposed revisions to Bylaws and Policy concerning Member programs, services, support, activities, advocacy, benefits and events prior to going to Council or Members for approval as appropriate; and
- Approving print and electronic materials on behalf of LSU that are within the scope of this position and in compliance with applicable Bylaws and Policies.

### 3. GENERAL DUTIES

As an Officer on Council, the Vice President Internal:

- Upholds the professional and ethical standards and duties as articulated in the *Oath of Office, Code of Conduct, and Conflict of Interest, and Ethics Policies*. The Vice President Internal consistently conducts themselves in a professional and respectful manner, and portrays LSU in a positive manner within and beyond Langara College;
- Attends Council meetings and Chairs Council on a rotating basis if no hired Chair is in place;
- Prepares and presents Activity Reports to Council during the Fall and Spring semesters, and to the Executive Committee for the Summer semester;
- Serves on the Executive Committee and performs duties as identified in the *Terms of Reference – Executive Committee Policy*;
- Chairs the Executive Committee on a rotating basis;
- Brings forward motions as appropriate for approval of such Committees or Sub-committees by Council;
- Chairs and serves on Standing Committees, Committees and Sub-committees as assigned by Council and as specified in the LSU Bylaws;
- Attends and presents reports or information, as appropriate, at the Annual General Meeting (AGM) and other Special or General Meetings;
- Schedules, posts and keeps regular office hours;
- Acts as a rotating Emergency Contact for LSU Council;
- Acts as primary lead on approved LSU advocacy campaigns;
- Understands *Robert's Rules of Order Newly Revised*, LSU Constitution, Bylaws and Policies;

- Understands the *British Columbia Society Act* and Regulations and the *Personal Information Protection Act* (PIPA) and Regulations; and
- Performs other duties and tasks as assigned by Council and reports on progress in a timely fashion.

#### 4. RESPONSIBILITIES AND REQUIREMENTS

The Vice President Internal liaises and works closely with the ED (if any) and Staff to fulfill the following roles and duties:

- Chairs the Personnel Committee and performs duties specified in *the Terms of Reference – Personnel Committee Policy*;
- Chairs the Diversity and Inclusion Committee and performs duties specified in *the Terms of Reference – Diversity and Inclusion Committee Policy*;
- Develops and implements approved Annual Activity Plan and budget relating to the scope of this position;
- Supervises and works collaboratively with designated Members at Large to provide and promote leadership, advocacy, education and awareness of issues and topics relating to social responsibility, human rights and global citizenship;
- Works collaboratively with designated Members at Large to ensure the appropriate planning and budget development and monitoring related to their annual plans. The annual plans are approved by the Diversity and Inclusion Committee and Council, and include events, activities, programs and services targeted at advancing awareness and integration of inclusion and diversity principles within LSU and generally in the Student Union Building and on campus;
- As the supervisor of the designated Members at Large, the VP Internal schedules, posts and keeps additional office hours to be available for in-person consultations with the designated Members at Large and/or Members. *Leave this out?*
- Arranges for coverage of supervision duties for the designated Members at Large should the VP Internal be unavailable for any reason;
- Annually reviews and proposes revisions, as required and appropriate, to the Roles and Duties Policies for the designated Members at Large;
- Regularly monitors and responds to phone, email and written messages in a timely and professional manner;
- Responds to Member and non-member inquiries relating to ethics, principles and/or Policies relating diversity and inclusion;

- Investigates and/or monitors and reports on trends in diversity and inclusion initiatives among similar student organizations in BC and beyond to inform best practices and/or the development of Diversity and Inclusion and Ethics and Advocacy Policies;
- Brings forward motions concerning Diversity and Inclusion and Ethics and Advocacy Policies to Council, Executive Committee, other Committees, and/or Members at Special or General Meetings or AGM. For motions that are more complex, the Diversity and Inclusion Officer uses the *Motion to Council* template found in the Appendix of Policy B1002, *Meetings and Agenda*;
- Advises and liaises with Officers, designated Members at Large and Committees as necessary and appropriate to monitor the effective governance and implementation of Bylaws and Policies of LSU, especially as they pertain to Ethics and Advocacy Policies and other Policies impacting Member relations, benefits, programs, services, support, activities, and events;
- Contributes to the development and implementation of the Member Relations Plan;
- Acts as a resource to other Officers and (designated?) Members at Large to help them ensure they have considered Diversity and Inclusion Policies and principles in the development of plans and budgets;
- Ensures the VP Student Life has timely and accurate information needed to fulfill their duties as Official Member Relations Officer;
- Proposes new communications, advertising and marketing materials or initiatives aimed at generating awareness, education or advocacy of diversity and inclusion principles or initiatives to new ideas to Council;
- Vets print and electronic materials generated by designated Members at Large for approval of Council;
- Documents activities and evaluates success of Annual Work Plan in a way that allows their successor to improve upon the plan and benefit from lessons learned. This includes providing a resource list, budgets, important dates, location of special materials and equipment, and contact lists; and
- Suggests new activities, events or ideas that would make benefit their successor.

## 5. EVALUATION AND EVIDENCE

Council may withhold stipends for unmet expectations. In addition to successfully completing the roles and responsibilities of this Policy, The VP Internal will provide the following evidence so that Council and/or the Executive Committee may evaluate the performance of the VP Internal on an ongoing basis:

- i) Proof of attendance in Council, Executive Committee and Member meetings as demonstrated in the approved minutes of meetings;

- ii) Completed timesheet reporting work hours and activities as necessary and required;
- iii) Completed and approved Activity Reports using approved report template;
- iv) Successful completion on time and budget of own Annual Activity Plan and those of designated Members at Large;
- v) Professional and timely communications with LSU Members and non-members on services, programs and issues related to diversity and inclusion. Evidence against this may include letters or complaints to Council. Council will fairly investigate claims prior to holding this as evidence against the successful fulfillment of duties of the Diversity and Inclusion Officer.
- vi) Completion of a year-end report on activities that includes recommendations and resource lists for successor; and
- vii) Consistently professional conduct as evidenced by compliance with the *Code of Conduct, Oath of Office, Conflict of Interest*, and *Ethics Policies*.

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FACT SHEET

**Relevant Dates**

Approved: TBA  
Effective: TBA

**History**

March 01, 2013 This is a new Policy created to support the new LSU Bylaws that came into effect TBA. Approved by Motion to Council.

**Related Policy**

- B1001 Committees and Sub-committees
- B1002 Meetings and Agenda
- B1003 Code of Conduct
- B1004 Conflict of Interest
- B1005 Oath of Office
- B2023 Personnel Committee Terms of Reference
- B2024 Diversity and Inclusion Committee Terms of Reference
- B2025 Executive Committee Terms of Reference
- B2052 Signing Authority

**References and Acknowledgements:**

Not applicable.

**Hard Copy:**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_