



# BUSU

BROCK UNIVERSITY  
STUDENTS' UNION

## SCHEDULE "A"

POSITION TITLE: Vice President External Affairs  
REPORTS TO: BUSAC, Board of Directors and President  
Employment Period: Until April 30, 2021

### SECTION 1: PRIMARY JOB FUNCTION

The Vice President External Affairs is a member of the Executive team of the Brock University Students' Union elected to fulfill the mission of BUSU.

*It is the mission of the Brock University Students' Union to effectively represent undergraduate students to all relevant stakeholders and to enhance the benefits of attending Brock University by providing a variety of programs, opportunities, and services while creating an atmosphere and culture of acceptance, inclusion, and tolerance.*

#### **Responsibilities:**

- To advance the interests of the Brock student community within organizations external to BUSU
- To develop, organize, and implement various lobby strategies and efforts that are designed to further the interests of the Brock student community;
- To develop, maintain, and advance relationships with representatives at all levels of government, community partners, and university faculty and staff;
- To be the liaison between BUSU and external organizations and actors affiliated with post-secondary education including but not limited to:
  - Other post-secondary educational institutions
  - Provincial post-secondary education lobby group(s)
  - Federal post-secondary education lobby group(s)
  - Non-governmental organizations (NGO's), and
  - All levels of government;
- Represent BUSU as an active member of the Ontario Undergraduate Student Alliance (OUSA) by participating fully in OUSA initiatives including:
  - 4 Annual conferences
  - Monthly steering committee meetings
  - Lobby week
  - Contributing to the policy papers assigned by OUSA with the assistance of the Advocacy team.
  - Maintain an understanding of existing OUSA policies
- To work to increase the engagement of students in the political process;
- Keep up to date with post-secondary political climate provincially and federally.
- Work with the advocacy team and Director of Government Operations to develop and deliver a robust advocacy campaign schedule that is impactful, accurate in information and is fiscally responsible.
- Work to continue to build upon and maintain BUSU's Internal Policy Library.



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- Work in conjunction with the Director of Government Operations to hire the advocacy and research portfolio team.
- To report all activities undertaken on behalf of BUSU at all regular meetings of BUSAC;
- To present written by-weekly reports that are satisfactory to BUSAC
- To aid in the performance of duties resulting from a vacancy in the Executive until the end of his or her term, or until the position can be duly replaced;
- To assume other duties which properly fall within the scope of the portfolio, and other duties that may occasionally be assigned by the Board of Directors or BUSAC.

## **SECTION 2: QUALIFICATIONS**

- The Vice-President External Affairs must be a registered student of Brock University and must have taken a minimum of one half (1/2) credit during the academic year of their election.
- Vice-President External Affairs candidates will have a minimum 60% average as confirmed by the Brock University Registrar Office as of the All Candidates Meeting of their election period.
  - Upon the receipt of a nomination package for Vice-President External Affairs, the Chief Returning Officer shall confirm the academic standing and eligibility with the Registrar of Brock University
- In order to be nominated and elected to the position of Vice-President External Affairs of the Brock University Students' Union Inc., the individual must act in accordance with Bylaw 400.
- The Vice-President External Affairs must be at least eighteen (18) years of age, must not be an undischarged bankrupt, must be mentally competent, and must not have been convicted of any offenses listed under the Canadian Criminal Code.
- Candidate cannot run for an Executive position in February

## **SECTION 3: WORKING CONDITIONS**

### PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time, some physical labour may be required i.e. moving materials around the office, or striking decorations and other items for special events.

### PHYSICAL ENVIRONMENT

Standard office environment; occasional driving to off-campus business events, and traveling to professional conferences or retreats.

### SENSORY ATTENTION



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Working on a computer, working with and communicating with students, staff and community members. Need to listen intently and to pay attention to body language when meeting one-on-one with individuals.

## MENTAL STRESS

This position requires attending night meetings from time to time and working some weekends. Also, it includes some traveling to conferences and retreats. 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.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Brock University Student Union is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code Brock University Student Union will provide reasonable accommodations to applicants with disabilities throughout the recruitment process. If selected to participate, please inform Human Resources of the nature of any accommodations(s) that you may require.*