



University Students' Council of the University of Western Ontario  
*Student Programming*  
**ASSOCIATE VICE-PRESIDENT CLUBS**

**EFFECTIVE:**  
May 1, 2014

**SUPERSEDES:**

---

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

---

**PAGE | 1 of 4**

**1.00 POSITION TITLE: ASSOCIATE VICE-PRESIDENT CLUBS**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Vice-President Student Programming, the Associate Vice-President Clubs will oversee the day-to-day activities of the Clubs system, including governance, events, promotions, and outreach.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Manage and support the Clubs Policy Coordinator, Clubs Event Coordinator, and Clubs Outreach Coordinator in their preparation and execution of projects during the year.
- (2) Act as a liaison between these Coordinators and the Vice-President Student Programming to ensure consistent visioning and communication.
- (3) Act as a resource on the clubs system as a non-voting member of the Clubs Governance Committee; attend regular Committee meetings throughout the school year.
- (4) Facilitate the budgeting and event proposal process with coordinators for every portfolio initiative for approval by the Vice-President Student Programming.
- (5) Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Vice-President Student Programming.
- (6) Act on behalf of the Vice-President Student Programming in issues related to clubs when deemed necessary by the Vice-President Student Programming.
- (7) Collaborates where necessary with all USC departments, but maintains strong relationships with Student Organizations Support Services, USC Reservations, and USC Productions to achieve maximum efficacy. As such, act to ensure the "assembly line" of the clubs system is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- (8) Adhere to USC bylaws, policies, and procedures.



- (9) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

#### **4.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:
  - a) *Project Management Skills:* identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
  - b) *Communication Skills:* Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
  - c) *Adaptable and Resilient:* Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
  - d) *Interpersonal Communication:* The Associate Vice-President Clubs position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

#### **5.00 TIME COMMITMENT:**

- (1) Start date of June 1<sup>st</sup>, 2014. End date of May 31, 2015.
- (2) **July to August**
  - a. Hours of work will be 5 – 7 per week.
- (3) **September to April**
  - a. Hours of work will be 15 hours per week.
- (4) **May**
  - a. Hours of work will be 5 – 15 hours per week to assist with transition.



- (5) The AVP Clubs will be required to come back to London during select weekends to assist with planning prior to the academic year beginning. These dates will be communicated and agreed upon in advance.
- (6) Attendance at regular (weekly or biweekly) meetings with the Vice-President Student Programming and the other Student Programming AVPs.

**6.00 TRAINING/SUPPORT:**

- (1) There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend.
- (2) There will be an Orientation Day conducted in August to familiarize the Intern with the USC operations, fellow interns and staff.
- (3) Throughout their term, the Associate Vice-President Clubs will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops, and experiential learning facilitated by the Volunteer Services Department.

**7.00 LEARNING OUTCOMES:**

- (1) The Associate Vice-President Clubs will learn how to manage project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) The AVP will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

**8.00 COMMUNITY IMPACT:**

- (1) If successful, the Associate Vice-President Clubs will help create and maintain a strong clubs system that provides students with the opportunity to grow and develop.
- (2) They will also help foster a sense of engagement and involvement and contribute to the overarching sense of student development that exists within the clubs system.

**9.00 EVALUATION:**

- (1) Associate Vice Presidents will participate actively with their supervisors in conducting formative and summative performance assessments.



- i. *Formative Assessment:* The VP Student Programming will maintain an ongoing and open dialogue of informal feedback with the AVP Clubs. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the AVP Clubs to obtain a meaningful experience while also informing the VP Student Programming about specific learning and development goals they hope to achieve.
- ii. *Summative Assessment:* There will be three formal feedback surveys conducted throughout the AVP Clubs' tenure with the USC. These surveys are to provide the Intern with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the VP Student Programming to evaluate all strengths, any necessary improvements and communicate future projects with the AVP Clubs. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

**10.00 SUPERVISION:**

- a) The Associate Vice-President Clubs reports directly to the Vice-President Student Programming.
- b) Secondary support for the AVP Clubs will be provided by the Volunteer Services and Human Resources Departments.