



University Students' Council of the University of Western Ontario
External
ASSOCIATE VICE PRESIDENT MUNICIPAL AFFAIRS

EFFECTIVE:
May 1, 2014

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: ASSOCIATE VICE PRESIDENT MUNICIPAL AFFAIRS

2.00 POSITION OVERVIEW:

- (1) Oversight of the External portfolio's municipal coordinators and supporting the VP External with projects that may be overarching over the municipal affairs branch.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Work with the VP External to execute their vision for the USC's role in the city of London.
- (2) To support the coordinators within the municipal side of the External portfolio; the Neighbourhood Relations Coordinator and the Early Outreach Coordinator.
- (3) Attend Local and Campus Affairs Standing Committee meeting as a resource member.
- (4) Attend committees and meetings in City Hall as a representative of the USC, at the behest of the VP External.
- (5) Liaise with the advocacy services officer to develop municipal policy on behalf of the USC.

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) Individual must compliment the skills and support the goals and vision of the VP External.
 - b) Ability to multi-task in a dynamic environment with shifting priorities and frequent interruptions.
 - c) Strong communication and interpersonal skills.
 - d) Experience managing teams.



- e) An understanding, or a willingness to learn, about the USC and The City of London administration and political structure.
- f) Analytical ability to research and analyze large amounts of information.
- g) Group facilitation and leadership skills.

5.00 TIME COMMITMENT:

(1) Start date of June 1st, 2014. End date of May 31st, 2015.

(2) **June to August**

- a. Hours of work may not exceed 4 hours per week.
- b. May work from home and be flexible. Work will mostly be preparation for the school year.

(3) **September to April**

- a. Hours of work may not exceed the maximum of 15 hours per week.
- b. Additional hours may be required in September and October to prepare for the Municipal election at the end of October.
- c. Significantly limited hours during the examination periods in December and April, and during holidays as outlined in the Western academic calendar.
- d. Shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.
- e. Attending meetings at the request of the VP, in both the USC and the City of London.
- f. Weekly meetings with the VP External.
- g. Meetings with the municipal coordinators as required.

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 Municipal Affairs will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) Learn about a professional government environment, and liaise with local political figures.
- (2) Learn group facilitation and discussion skills.
- (3) Learn to apply policy to accomplish advocacy projects to enhance the student experience at Western and ensure students' needs are articulated.
- (4) Gain and understanding of the structure and political workings of The City of London.
- (5) Hone strong written and verbal communication skills.
- (6) Gain a holistic understanding of the External Affairs of the USC and its relationship with Municipal Governments.
- (7) Develop conflict resolution and crisis management skills to deal with time sensitive and sometimes confidential situations.

8.00 COMMUNITY IMPACT:

- (1) This role will mean that the USC's external municipal presence will be expanded in new ways, to allow the USC to truly join the conversations happening about transit, neighbourhoods, and the prosperity of London. The Role of the AVP Municipal will be one of coordinating the early outreach and neighbourhood relations efforts of the USC, while also serving as an advocacy extension of the VP External. This will allow the USC to do more, and better work in the city, thus increasing its ability to advocate for a higher quality of life for Western students.



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 External will maintain an ongoing and open dialogue of informal feedback with the AVP Municipal Affairs. 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 Municipal Affairs to obtain a meaningful experience while also informing the VP External about specific learning and development goals they hope to achieve.
 - ii. *Summative Assessment:* There will be three formal feedback surveys conducted throughout the AVP Municipal Affairs 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 External to evaluate all strengths, any necessary improvements and communicate future projects with the AVP Municipal Affairs. 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:

- (1) The Associate Vice-President Municipal Affairs reports directly to the Vice-President External.
- (2) Secondary support for the AVP Municipal Affairs will be provided by the Volunteer Services and Human Resources Departments.