



University Students' Council – Position Description

Position Title:	Associate Vice President Clubs
Supervisor:	Vice President Governance & Finance
Remuneration:	\$17/hour (5-10 hours per week)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

Under the direction of the Vice President Governance & Finance, the AVP Clubs oversees day-to-day activities of the Clubs system, including clubs governance, clubs training and clubs events. The AVP Clubs leads the Clubs Support Coordinator and the Clubs Policy Coordinator in projects, which will include Clubs Week, Club Town Halls, Clubs Appreciation, Clubs ratification and Clubs policy procedures.

DUTIES AND RESPONSIBILITIES:

- Manage and support the Clubs Policy Coordinator and Clubs Support Coordinator in their preparation and execution of meetings and projects during the year.
- Act as a liaison between these Coordinators and the Vice President Governance & Finance to ensure consistent visioning and communication.
- Act as a resource to the Clubs system as a resource member of the Clubs Governance Board; attend regular Committee meetings throughout the school year, and provide assistance to the Clubs Policy Coordinator in preparing for these meetings.
- Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Vice President Governance & Finance.
- Act on behalf of the Vice President Governance & Finance in issues related to clubs when deemed necessary by the Vice-President Governance & Finance.
- Collaborates where necessary with all USC departments, specifically maintaining strong relationships with the USC Clubs Support Staff, USC Reservations, and USC Productions to achieve maximum efficacy with club events. As such, act to ensure the “assembly line” of the clubs system is clear to students and runs smoothly. Where necessary, ensures proper approval processes have been followed on all projects.
- Adhere to USC bylaws, policies, and procedures.
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC’s Final Reports Procedure.

QUALIFICATIONS:

- All AVP's must be an undergraduate or professional student as defined by Western University during the school year they are in the AVP role.
- An AVP cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.
- The AVP Clubs cannot be an Executive Member of a USC ratified club during their term as AVP Clubs.

KNOWLEDGE, SKILLS and ABILITIES:

- Team Leadership Skills: the position requires the ability to lead a team and ability to supervise other members of the USC.
- 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.
- Communication Skills: Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- 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.
- Interpersonal Communication: The AVP 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.

TRAINING:

- The **AVP Clubs** will be required to attend all USC-mandated training sessions for AVP's, as determined by the Vice President Governance & Finance and the USC Human Resources Department.
- The **AVP Clubs** will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.