



The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

### **POSITION DESCRIPTION**

Position Title: Vice President Internal  
Reports to: CUSA President/CEO  
Department: Executive  
Date Revised: February 3rd, 2025  
Compensation: Competitive with entry-level non-profit work at ~\$43,000 annually pro rata  
Contract Duration: May 1st, 2025 - April 30th, 2026  
Union: Not Unionized  
Hours:

- Full time at 35 hours/week from May 1<sup>st</sup>, 2025 to August 31<sup>st</sup>, 2025;
- Part time at 25 hours/week from September 2<sup>nd</sup>, 2025 to April 30<sup>th</sup>, 2026

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### **OBJECTIVE OF THE POSITION**

The **Vice President Internal** is responsible for **overseeing student governance, clubs, and council administration** within CUSA. They serve as the primary liaison between student groups, the executive leadership, and governance bodies to ensure **transparency, compliance, and effective student representation**. This role is pivotal in maintaining **organizational governance, fostering student engagement, and strengthening CUSA's democratic processes**.

### **CORE COMPETENCIES**

- Accountability
- Written and Oral Communication Skills
- Decision Making
- Time Management
- Planning & Organizational Skills
- Independence & Teamwork
- Networking & Relationship Building
- Creative & Innovative Thinking
- Confidentiality

### **DUTIES & RESPONSIBILITIES**

## **A. Governance & Policy Management**

- Ensure CUSA policies and bylaws are up-to-date, enforced, and aligned with student interests.
- Ensure compliance with **the Not-for-Profit Corporations Act (2010)** and internal governance policies.
- Serve as an advisor to **Council and Executives** on governance and procedural matters.
- Support **policy drafting and amendments**, ensuring accuracy and alignment with student interests.

## **B. Council & Executive Support**

- Ensure council members receive proper orientation and ongoing training to effectively participate in governance.
- Coordinate **Council meetings, training sessions, and procedural workshops**.
- Assist **committee chairs** in governance-related matters, such as setting agendas and ensuring meeting efficiency.
- Serve as the **primary liaison between CUSA's Executive and Council** to facilitate policy discussions and execution.

## **C. Student Organization & Clubs Management**

- Support the **development and oversight** of CUSA Clubs and student groups.
- Maintain active communication with student club leaders to ensure accessibility to funding, training, and compliance support.
- Organize **club training sessions and administrative workshops** for club executives.

## **D. Elections & Democratic Engagement**

- Lead the **Get-Out-The-Vote campaign** to promote student engagement in elections.
- Support the **Chief Returning Officer** in organizing elections, ensuring compliance with election regulations, and increasing voter engagement.
- Ensure **election fairness and procedural integrity** by maintaining clear governance standards.

## **E. Executive Collaboration**

- Coordinate executive meetings and prepare the agenda.
- Serve as the clerk for all Executive meetings.

## **F. Supervisory Responsibilities:**

- Ensure a smooth transition for the incoming **Vice President Internal**.
- **Create a comprehensive transition handbook** to guide and support the incoming **Vice President Internal**, detailing key processes, responsibilities, and best practices.

## **PERFORMANCE INDICATORS (KPIs)**

To ensure effectiveness in the role, the **Vice President Internal** will be evaluated based on the following key performance indicators:

- 1. Governance & Documentation Compliance:**
  - Ensure **all meeting minutes, governance documents, and policies** are recorded and made publicly available within **48 hours of each meeting**.
  - Maintain **an up-to-date database** of all governance documents.
- 2. Council & Committee Engagement:**
  - Conduct **3-5 governance training sessions per year** for council members, with at least **80% participation**.
  - Ensure that all Council committees receive **timely agendas and meeting support**.
- 3. Student Organization & Club Support:**
  - Maintain **at least 90% satisfaction** among student clubs regarding administrative support and funding access.
  - Ensure that all club executives receive governance training at the **start of each term**.
- 4. Election & Student Engagement:**
  - Increase student voter turnout by at least **10% per year** by implementing targeted **awareness campaigns, online voting resources, and candidate information sessions**.
  - Provide clear election logistics support to ensure **at least 95% of election procedures comply** with governance rules.

## **ELIGIBILITY/QUALIFICATIONS/EXPERIENCE**

### **Minimum Requirements:**

- Must meet **eligibility criteria outlined in the [Vice Presidential Elections Policy](#) and [Nomination Guidelines](#)**.
- Excellent **organizational and time-management skills**.
- Strong written and oral communication abilities.
- Ability to manage **multiple projects simultaneously** and work under tight deadlines.
- Understanding of **student governance structures** and student advocacy.
- Availability to work **in-person during regular business hours** for the duration of contract.

### **Preferred Qualifications:**

- Experience in **policy writing, governance, or legal compliance**.
- Familiarity with the **Not-for-Profit Corporations Act (2010)**.
- Previous experience with **student clubs, student government, or advocacy organizations**.
- First Aid and CPR Training (Asset).
- Proficiency in **Microsoft Office and Google Suite**.

CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

### **HOW TO APPLY**

Nominations will be open from **Monday, February 10th, 2025 – Monday, February 24th, 2025, at 5 PM.**

#### **Application Requirements:**

- Completed [CUSA 2025 Vice President Nominations Form](#).
- Attachment of **at least 25 eligible nominators'** information.

For any questions, contact **CUSA's Chief Returning Officer (CRO) Connor Plante at [cro@cusaonline.ca](mailto:cro@cusaonline.ca).**