

VICE PRESIDENT, ACADEMIC AND UNIVERSITY AFFAIRS

The **Vice President, Academic and University Affairs (VPAU)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also representing students on matters of internal concern. Furthermore, the VPAU shall:

1. Serve a term of office from the first of May to the thirtieth day of the following April.
2. Be an informed advocate to the University and external bodies for students at Mount Allison University.
3. Make an effort to engage with, and be aware of, the concerns of students at Mount Allison University, specifically concerns related to their academics or university experience.
4. Maintain a collegial and collaborative relationship with appropriate individuals within, and outside of, the University.
5. Sit on, and attend all meetings of, the Students' Administrative Council, unless otherwise excused by the Chairperson.
6. Sit on, and attend all meetings of, the Executive Board (EB), unless otherwise excused by the President & CEO.
7. Chair the following MASU Committees and Caucuses:
 - a. Academic and University Affairs Committee;
 - b. Board of Regents Caucus; and,
 - c. Senate Caucus.
8. Serve a term on the Mount Allison University Board of Regents from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
 - a. In conjunction with the President & CEO, the VPAU shall assign individuals to applicable Board of Regents committees while respecting the assignments made within positional mandates.
9. Serve a term as an associate member on the University Senate from the first of June to the thirty-first of May the following year, as prescribed by the *Mount Allison University Act*.
10. If applicable, sit on and attend all meetings of the following University Committees, unless otherwise excused by the Chair of the respective Committee:
 - a. The Board of Regents Academic Affairs Committee; and,
 - b. At least one (1) of the following University Senate Committees: The University Planning Committee, the Academic Matters (Regulation) Committee, the Academic Matters (Academic and Curriculum) Committee, and the Senate Committee on Teaching & Learning.
11. Oversee, and assist as necessary, MASU Senators. This includes, but is not limited to:
 - a. Consulting with MASU Senators on academic issues; and,
 - b. Assigning MASU Senators to applicable University Senate Committees.
12. Not occupy another position within the MASU.
13. Be aware of, and uphold, all bylaws and policies related to their position.
14. Work a minimum of twenty-five (25) office hours per week from May to August, and fifteen (15) office hours per week from September to April.
 - a. During the summer months, the VPAU is expected to work in the MASU Office.
15. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
16. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.

- a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
17. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
18. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.