

VICE PRESIDENT, EXTERNAL AFFAIRS

The **Vice President, External Affairs (VPEA)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also representing students on matters of external concern. Furthermore, the VPEA 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 external matters.
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. External Affairs Committee.
8. Serve in the following roles at external organizations:
 - a. Board Director - New Brunswick Students' Alliance (NBSA); and,
 - b. Primary Delegate - Canadian Alliance of Student Associations (CASA).
9. Oversee, and assist as necessary, the following MASU staff:
 - a. The Community Services Coordinator;
 - b. The Social Justice Coordinator; and,
 - c. The Sustainability Coordinator.
10. Act as a liaison between the MASU and all external bodies. These include, but are not limited to:
 - a. The three (3) levels of government – municipal, provincial, and federal;
 - b. All other student unions/associations; and,
 - c. Any other relevant organization that pertains to student interests.
11. Liaise with the appropriate electoral bodies during the federal and provincial elections to facilitate the voting process for Mount Allison students.
 - a. This includes working with these bodies to run a "Get Out the Vote" (GOTV) campaign during such elections.
12. In conjunction with the Office Manager, oversee the operation of the following MASU services:
 - a. The Airport Shuttle;
 - b. The Bike Co-op;
 - c. The Housing Directory; and,
 - d. The Tantramar Community Food Smart Program.
13. Not occupy another position within the MASU.
14. Be aware of, and uphold, all bylaws and policies related to their position.
15. 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 VPEX will be expected to work in the MASU Office.

16. Submit a report to the Students' Administrative Council at least once a month, outlining the affairs of their portfolio.
17. 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.
18. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
19. Perform all other duties assigned by the MASU President & CEO and/or the Students' Administrative Council.