

VICE PRESIDENT, STUDENT LIFE

The **Vice President, Student Life (VPSL)** shall represent the educational, social, and personal concerns of students who attend Mount Allison University, while also placing strict focus on aspects of the student experience. Furthermore, the VPSL 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 student 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. Student Life Committee;
 - b. Presidents' Caucus; and,
 - c. Social Caucus
8. 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 Student Affairs Committee.
9. Oversee, and assist as necessary, the following MASU staff:
 - a. The Campus Life Coordinator;
 - b. The Entertainment Coordinator; and,
 - c. The Health Services Coordinator;
10. Assist MASU clubs and societies as necessary. This includes, but is not limited to:
 - a. Organizing the annual club and society fair;
 - b. Organizing and facilitating the annual clubs and societies training; and
 - c. In conjunction with the Office Manager, maintaining club and society constitutions.
11. Play an active role in residence life at Mount Allison. This includes, but is not limited to:
 - a. Liaising with, and training, residence executive; and
 - b. Facilitating forums in which residence students may express concerns.
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 VPSL will be 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.