



Concordia University of Edmonton

Students' Association

VICE PRESIDENT OF INTERNAL AFFAIRS

CONCORDIA STUDENTS' ASSOCIATION

Concordia University of Edmonton

Edmonton, Alberta

February 2017

Concordia Students' Association
Vice President of Internal Affairs

Policy: CSA Vice President of Internal Affairs

Category: Human Resources

Date Approved: 02/12/17 Date Reviewed: 02/12/17 Date Rescinded:

POLICY

This policy sets expectations for the Vice President of Internal Affairs (VP Internal) of the Concordia Students' Association.

RATIONALE

The VP Internal is a portfolio within the Concordia Students' Association's governance structure. Expectations define areas of responsibility and hold the VP Internal accountable to both the General Council and the students of Concordia University of Edmonton.

DEFINITIONS

CUE: Concordia University of Edmonton.

CSA: Concordia Students' Association.

EXPECTATIONS

The Vice President of Internal Affairs shall:

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1. Serve as a voting member of the General Council.

2. Serve as a voting member of Executive Council.

3. Provide up-to-date, written reports to General Council on VP Internals' areas of responsibility, to be submitted with the General Council agenda package.

4. Consult with the Executive Council in the performance of the VP Internal's duties.

5. Consult with the General Council in the performance of VP Internal's duties.

6. Draft the portion of the annual budget pertaining to the VP Internal, in consultation with the Budget Steering Committee and the General Council:
 - 6.1. Serves as the Vice Chair of the Budget Steering Committee each year;

 - 6.2. Assists clubs and unions in drafting their budgets to be presented to the Budget Steering Committee.

7. Liaise between CSA clubs and unions and the General Council:
 - 7.1. The VP Internal is the first point of contact between the CSA and all the clubs and unions which it governs;

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- 7.2. The VP Internal keeps all club/union forms and documentation, and facilitates booking space for student-led events between clubs and unions and Conference Services at CUE;
- 7.3. The VP Internal is in charge of accumulating and documenting club and union reports;
- 7.4. The VP Internal works alongside the VP Student Life to coordinate the student events calendar;
- 7.5. The VP Internal reports to Executive and General Council on club activities and fundraising initiatives;
- 7.6. The VP Internal provides information packages and working sessions for students interested in starting a new club on campus;
- 7.7. The VP Internal provides information sessions and documents for existing clubs and unions.
- 7.7.1. There must be at least one information session per semester hosted by the VP Internal for existing clubs and unions.
8. Liaises on a regular basis with the VP Finance in regards to the financial situation of each club and union.

9. Relinquishes the right to hold executive membership in any club that is part of the CSA.
10. Plans, schedules, and facilitates the Freshmen Challenge Program on behalf of the CSA.
11. Reviews annually the CSA Clubs and Unions Policy with the President's of the clubs and unions.
12. Keep a log book for future VP Internal's pertaining to any important additional information to be used in transitional training.
13. Fulfill additional duties as assigned by Executive or General Council.