



2.1.4 Vice-President of Student Life

Position Profile

The Vice-President of Student Life develops the culture of the AUArts community by advocating for quality student experience and encourages student engagement with campus programming initiatives.

Key Areas of Focus

- Communications
- Internal Relationships
- Student Experience
- Event Planning

Reporting Relationship

The AUArts SA Vice-President of Student Life reports directly to the AUArts SA President.

Primary Objectives

The Vice-President of Student Life contributes to the organization by fulfilling the following objectives:

1. Representing the student voice on areas of student experience
2. Developing an inclusive and vibrant culture and community on the AUArts campus
3. Building transparent relationships between the AUArts SA and its membership

Major Areas of Responsibility

1. Official Representation

- a. Represents the student voice on areas of student experience in various committees
- b. Acts as the liaison between the AUArts SA and the AUArts Health and Safety Board
- c. Establishes and maintains working relationships with affiliated organizations and personnel
- d. Acts as chair of the AUArts SA Events Committee
- e. Establishes and maintains working relationships with various AUArts administrative personnel

2. Stakeholder Engagement

- a. Stewards proactive relationships between various areas of the school

- b. Meets on a regular basis with the student groups coordinator to support the development of an integrated campus programming and events schedule
- c. Fosters engagement and facilitates opportunities for students to participate in critical dialogue on issues that impact the membership

3. Strategic Planning

- a. Works with the Executive Committee and Executive Director to prepare documents that support the long term goals of the Association
- b. Ensures that the student voice is heard and represented during the strategic planning and goal setting process
- c. Prepares reports as required to document progress on various initiatives

Assigned Duties

The Vice-President of Student Life is directly responsible for carrying out the following tasks:

1. Official Representation

- a. Represents the student voice on areas of student experience in various committees related to the scope of the position
 - i. Prepares AUArts SA reports for committees, councils, and the SLC and ensures all relevant content is captured
 - ii. Reviews meeting packages and prepares any required notes and questions
- b. Acts as the liaison between the AUArts SA and the AUArts Health and Safety Board
 - i. Takes note of any items that would require additional discussion and input and connects with appropriate persons prior to voting on important issues to ensure a diverse array of perspectives are considered on issues arising and motions at hand
 - ii. Ensures the SLC receives a summarized report of any discussions held
- c. Establishes and maintains working relationships with affiliated organizations and personnel
 - i. Meets on a regular basis with the following positions:
 - SAIT Student Housing Liaison
 - SAIT Residence Life Manager
 - SAITSA Vice-President of Student Life
- d. Acts as chair of the AUArts SA Events Committee
 - i. Develop and distribute meeting agendas
 - ii. Schedule meetings and books any required spaces
 - iii. Communicates deadlines
 - iv. Collects and compiles minutes and reports
 - v. Ensures related programming initiatives are considered when developing the event calendar
 - vi. Attends AUArts SA events and initiatives run both by programming staff and the events committee
- e. Establishes and maintains working relationships with various AUArts administrative personnel
 - i. Meets on a regular basis with the following positions:
 - International Student Representative
 - Director of Facilities + Ancillary Services
 - Indigenous Coordinator
 - Community Engagement Strategist

- Student Wellness Coordinator
- Alumni Relations Specialist

2. Stakeholder Engagement

- a. Stewards proactive relationships between various areas of the school
 - i. Supports the SLC representatives in coordinating department and school-wide meetings
- b. Meets on a regular basis with the student groups coordinator to support the development of an integrated campus programming and events schedule
 - i. Review the events calendar and framework to communicate planned schedule
 - ii. Co-Facilitate a planning session with all student groups to encourage a coordinated programming schedule
 - iii. Ensure student group officers are aware of communications procedures for event promotion
- c. Fosters engagement and facilitates opportunities for students to participate in critical dialogue on issues that impact the membership
 - i. Researches issue-related concerns of the membership and presents items for discussion and/or recommendation to the SLC in areas of non-academic student experience including but not limited to:
 - Community engagement
 - Cultural Development
 - Diversity & Equity
 - Health & Wellness
 - Facilities
 - Accessibility
3. Participates in an open student forum following each midterm to discuss concerns regarding community engagement
 - a. Ensures agenda items are submitted to the forum coordinator
 - b. Ensures forum discussion is documented

4. Strategic Planning

- a. Works with the Executive Committee and Executive Director to prepare documents that support the long term goals of the Association
 - i. Completes required materials and ensures content is communicated
- b. Ensures that the student voice is heard and represented during the strategic planning and goal setting process
 - i. Reviews methods by which student feedback is captured to ensure effectiveness
- c. Prepares reports as requested to support the work of the Association
 - i. Review strategic progress on a regular basis with the AUArts SA President