
Role Description: Vice-President Academic

Eligibility

1. Throughout their term, voting members of the Executive Committee must be an Active Member of the Association and remain in good standing with the organization (AUGSA Bylaws, 8.3).
2. All Executive Committee members and Council members must be active members in good standing, successfully complete at least three (3) University graduate credits during their term in office and may not academically withdraw during their term (AUGSA Bylaw, 8.10).
3. Have served no more than four (4) terms on AUGSA Council, regardless of office held (AUGSA Bylaws, 10.3).
4. All Council members must reside in Canada (AUGSA Bylaws, 8.13).

Commitment

This role requires at least 40-60 hours per month dedicated to all responsibilities. Due to the nature of the role, the time commitment varies depending on the time of year.

Role and Responsibilities

The Vice-President Academic portfolio has two (2) primary areas of focus:

1. The Vice-President Academic is responsible for all advocacy related to academic issues at Athabasca University. This position sits on many boards and committees, including the General Faculties Council, multiple standing GFC standing committees, and more. The incumbent works closely with students, faculties, and departments to ensure that graduate students receive the best possible education at Athabasca University.
2. The Vice-President Academic is a member of the AUGSA Executive Committee on behalf of the Association and provides leadership to the AUGSA Council and its members. The Executive Director reports to the Executive Committee. The Vice-President Academic provides governance leadership to the Association, chairing sub-committees while performing sub-committee work, and delivering projects and initiatives.



The Vice-President Academic responsibilities include:

1. Representing the Association at all committees of an academic nature that the Association is an ex-officio member of or is otherwise granted a seat;
2. Representing graduate students on the General Faculties Council and its sub-committees;
3. Representing student concerns of an academic and non-academic nature to the institution;
4. Completing other tasks or projects assigned by the Executive Committee or Council;
5. Reporting their activities to the Executive Committee on a regular basis;
6. Presenting an executive report on a monthly basis at a Council meeting on portfolio activities.
7. Attending one (1) Executive Committee meeting and one (1) Council meeting per month;
8. Chairing AUGSA Council sub-committees, including:
 - a. Human Resources Committee;
 - b. Equity, Diversity, and Inclusion Committee; and
 - c. Ad-hoc Committees.
9. Acting as a signing authority on behalf of the Association.

What to Expect:

If successfully elected, onboarding begins at the Executive Transition, which is an in-person event that takes place over a long weekend around May 1st. Attendance is mandatory.

Upon assignment of your portfolio, you will be appointed as the graduate student representative to the University's General Faculty Council, General Faculty Council Executive Committee, Student Awards Committee, Student Academic Appeals Committee, Academic Planning, Policy, and Standards Committee, and several other AU committees. To uphold position requirements, be prepared to take part in these meetings, which take place during business hours, Monday to Friday, 8:00 AM to 4:00 PM MST. You will also need to be prepared to be accessible to students by phone, email, and social media. In a typical month, you can expect 5 – 25 hours of committee meetings during business hours.

The Vice-President Academic advocates to different university bodies on behalf of students. This can range from finding out policies to helping a student through a bureaucratic tangle, finding out why things are done in specific ways, or trying to help a student through a troubling situation. This area is difficult to provide a time estimate for. There is typically one concern per month that gets looked at, but the time taken per concern varies, and concerns may be time-sensitive.





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AUGSA Committees and objectives that are assigned to the Vice-President Academic, or initiatives undertaken by the Executive Committee, give you more flexibility in scheduling, given initiatives are set amongst the students. Be prepared to be a team player, make governance decisions on behalf of the Association, and participate in projects beyond the immediate scope of your assigned portfolio.

Serving as the AUGSA VP Academic is a fun and rewarding experience, a great way to give back to the university community, and an excellent opportunity to gain new skills. All meetings are conducted via teleconference, so this position can be completed from anywhere in Canada as long as you have good Internet service.



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