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## **Role Description: Vice-President External**

### **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. The Vice President - External shall be a resident of the province of Alberta. In the case there are no candidates from Alberta, candidates from outside the province can be considered (AUGSA Bylaws, 8.11).
4. All Council members must reside in Canada (AUGSA Bylaws, 8.13).
5. Have served no more than four (4) terms on AUGSA Council, regardless of office held (AUGSA Bylaws, 10.3).

### **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 External portfolio has two (2) primary areas of focus:

1. The Vice-President External is responsible for all external advocacy to the provincial and federal government. This position has the opportunity to partake on many boards and committees within associated lobby groups, including the Canadian Alliance of Student Associations (CASA). The incumbent works closely with fellow advocates to ensure that graduate students receive the best possible education at Athabasca University.



2. The Vice-President External is a member of the 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 External provides governance leadership to the Association, chairs sub-committees while performing sub-committee work, and delivers projects and initiatives.

The Vice-President External responsibilities include:

1. Representing the Association to government bodies at all levels;
2. Representing graduate students within associated lobby groups and to other external groups or meetings, in conjunction with the President;
3. Acting as a secondary spokesperson for the Association to the media;
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. Providing a monthly advocacy update to membership;
8. Attending one (1) Executive Committee meeting and one (1) Council meeting per month;
9. Chairing AUGSA Council sub-committees, including:
  - a. Ad-hoc committees; or
  - b. Committees on behalf of fellow Executive Committee members.
10. 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 to external lobby groups and be expected to attend in-person at the lobby groups annual conference schedules, which begin with onboarding. This will involve serving on committees, attending conferences, and liaising with CASA home office staff. There are at least 28 full business days at CASA conferences (one week for CASA Transition, one week for the CASA Policy and Strategy Conference, one week for the CASA Lobby Conference, and one week for the CASA Annual General Meeting). These involve out of province travel. A primary aspect of representing Athabasca University graduate students externally is maintaining a transparent and involved communications channel open between AUGSA Council, membership, and the initiatives and priorities set out within the lobby groups.





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AUGSA Committees and objectives that are assigned to the Vice-President External, 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. This includes serving on AUGSA Committees. The council is the ultimate decision maker, but the Executive Committee are the “movers and shakers” that bring things to the Council’s attention and spend hours researching and developing opinions.

Serving as the AUGSA VP External is a fun and rewarding experience, a great way to give back to the university community, and an excellent opportunity to gain new skills. AUGSA meetings are conducted online. This position is considered a hybrid role, considering the travel required for external advocacy. Business attire is an expectation of meetings with government leaders.



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