

Vice President

Position Type (1): Elected /Appointment-based

Hours: Approximately 16 hours per week

Compensation: Paid

***To qualify as Vice President, an individual must first secure a seat on the Board of Directors through SABVC's annual elections. Following this, the Board must formally appoint them as Vice President. ***

Position Overview

The Vice President supports the President as Deputy Chief Governance Officer, Vice Chair of the Board, Board of Governors Representative, and secondary spokesperson. This role ensures SABVC's compliance with its bylaws, the Post-Secondary Learning Act (PSLA), and its Strategic Plan while fostering strong representation and advocacy for members.

Primary Responsibilities

1. Governance Support

- a. Assist the President in implementing Board decisions and adhering to SABVC bylaws and PSLA provisions.
- b. Co-lead the execution of SABVC's governance and advocacy responsibilities under the PSLA.
- c. Provide strategic direction to align Board decisions with SABVC's objectives.
- d. Be part of at least one SABVC committee as a chair or member.
- e. Assist the President in guiding Board members in understanding their roles, fostering accountability and collaboration.
- f. Work closely with the President to ensure all Board members, including the President and the Vice President, adhere to their responsibilities and policies throughout their term.

2. Representation and Advocacy

- a. Represent SABVC alongside the President, including serving as the student representative on the Bow Valley College Board of Governors, Academic Council, and Collaboration Meeting.
- b. Collaborate with college administration, external organizations, and government officials to represent or advocate for students.
- c. Create a public mandate for their position.

- d. Collaborate with SABVC staff to draft proposals to support organizational initiatives.
- e. Develop and deliver engaging presentations showcasing SABVC's initiatives and achievements.

3. Strategic Oversight

- a. Assist the President in driving the development of SABVC's annual Strategic Plan and priorities with the Board and Executive Director.
- b. Oversee budget preparation and financial governance with the Board and Executive Director.

4. Accountability

- a. Present monthly reports to the Board.
- b. When attending conferences or external meetings/events, present a comprehensive report to the Board.
- c. Responsible as SABVC's signing authority.
- d. Be prepared for their performance review process.

5. Time Commitment and Attendance Requirements

- a. All student leaders are required to keep their Fridays open to accommodate SABVC Board meetings, training sessions, and other organizational activities as needed.
- b. Attendance at the following is mandatory:
 - i. **Student leader-Led Events:** Actively participate in SABVC events to engage with members and represent the Association. This is an average of 1-2 events per month.
 - ii. **New Student Orientation (NSO):** Support and welcome new students, promoting SABVC's role and services.
 - iii. **Annual General Meeting (AGM):** Attend and contribute to the success of SABVC's AGM, ensuring transparency and member engagement. Chair AGM and present the Association's annual report and financial statements.
 - iv. Periodically meeting with the Advocacy and Governance team.
 - v. SABVC committee(s) meetings that they sign up for.
- c. As representatives of the student body, the Board of Directors are expected to model professionalism and actively contribute to fostering a vibrant and inclusive campus community during all mandatory events.



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Requirements:

- Active SABVC membership.
- Overall GPA of 2.00 or higher.
- Enrollment in a minimum of one course during the Fall and Winter semesters.
- Must meet all eligibility requirements outlined in the SABVC bylaws.
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How to apply:

[Become a Student Leader](#)