

Vice President



REPORTS TO: President

LOCATION: Flinders University, Bedford Park Campus

REQUIREMENTS: Office hours (minimum 3 hours per week), attendance at team meetings, attendance at FBSA events, and varied time commitment for duties. MUST be available throughout the 2019-2020 summer break.

ELECTION DATE: 23rd October 2019

TERM OF OFFICE: 30th November 2019 until 30th November 2020

LAST UPDATED: October 2019

ABOUT FBSA

Flinders Business Students' Association (FBSA) is an association that supports students at Flinders University studying Business Courses, as well as those who have an interest in the field. Our aim is to provide students with opportunities to develop themselves both professionally and socially. This is achieved by delivering social, networking and professional events throughout the academic year, and inviting new and returning student's opportunities to be an active part of the association.

This position will be filled via an election which will be conducted at the FBSA annual general meeting (AGM) on the 23rd October 2019 in the FBSA club space level 2 of the student hub. Votes are entitled to be cast by all current FBSA association members.

POSITION DESCRIPTION

Charged with providing leadership and direction to the association, the Vice President is the internal coordinator of the association. Together with the President, they share dual responsibility for ensuring the governance and success of the association. Whilst the president acts as an external figurehead and spokesperson for the association, the Vice President acts predominantly as an internal affairs and communications manager. Managing the HR team, their role involves conducting committee interviews, onboarding new committee, monitoring adherence to association procedures, facilitating disciplinary action and all other HR related matters. The Vice President will also take a special interest in the health and wellbeing of all committee members.

DUTIES AND RESPONSIBILITIES

- **Representation:** Must uphold and exemplify FBSA mission, vision and values at all times while acting in an FBSA capacity. They are expected to foster and uphold positive working culture within the WEP team and wider FBSA committee

- **Strategic planning:**
 1. Must work with the President, Executive Team and General Committee to plan the year in advance.
 2. Must help set periodic objectives and strategic plans for the association which aim to grow and improve the association. This may include:
 - Working with the executive team and general committee
 - Working with the College of Business, Government and Law
 - Working with other student associations to plan and coordinate joint initiatives
 - Working with any other relevant stakeholders and/or representatives

- **Communication:**
 1. Must ensure that internal communication between all levels of the committee is ongoing and smooth
 2. Must work along the President when required to communicate with key stakeholders including:
 - Sponsors
 - College of Business, Government and Law staff and/or representatives
 - Other FUSA affiliated student associations
 - FUSA.

Key stakeholders should be regularly updated with any changes including but not limited to; Constitution, policy, personnel changes, personnel absence etc.

- **Collaboration:** Must collaborate with executive team members including the President, Secretary, Treasurer, Wellbeing Education Professional Development (WEP) Director, Social Director to improve the learning and social experience of all association members.

- **Motivation:**
 1. Must look to motivate and support all members of the FBSA committee
 2. Must establish and retain a culture of communicative openness between committee members
 3. Must look to acknowledge and appreciate each member's efforts

- **Appointing and delegating tasks:**
 1. Must work to delegate and appoint additional tasks to association committee members where necessary and in a timely manner.
 2. Must follow up, guide and assist in the completion of any delegated or appointed tasks where required

- **Interviews:** Must plan for and conduct new committee member interviews, alongside the relevant executive committee member. Conduct exit interviews upon committee members departure. Ensure records of interviews are kept.

- **Orientation & Onboarding:** Must introduce new committee members to the FBSA office space, training them on FBSA's policies and procedures, following up any questions the new committee member may have during the onboarding process.

- **Human Resource Management:**
 1. Works with HR team to actively recruit new members to the association
 2. Policies and procedures: Is responsible for the continuous adherence to and improvement of the association's policies and procedures.
 3. Membership Handbooks: Must ensure these are updated annually
 4. Debriefs/ Reports: Must ensure that event reports are being collected and stored on a regular basis from the WEP and Social teams post-event
 5. Member health and wellbeing: Must advocate for the health and wellbeing of all committee members.
 6. Investigate: Must work with the President and HR team, to investigate and complete disciplinary action as required.
 7. Handovers: Must ensure that committee roles handovers are completed, and are done so to a satisfactory standard.

- **Supporting:**
 1. Must listen and follow up issues, concerns and complaints
 2. Must act as a whistle blower for behaviour which breaches the association's policies and procedures.
 3. Must provide advice and additional assistance to members, committee members, FBSA teams or FBSA Executive where required
 4. Where applicable, refer issue or concern to relevant person to assist
 5. Must step in and facilitate any FBSA position that requires additional assistance due to exceptional circumstances or becomes vacant during their term of office

- **Monitoring:** Must assist the president when required to continuously monitor the club's progress towards the accomplishment of goals, objectives and the activities/responsibilities of all directors and appointees including ensuring executive committee members provide ongoing progress reports to the president, through either face-to-face communication or a formal written report.

- **Budgeting:** Must assist the president with budgeting matters as per required

- **Evaluation:** Must ensure that evaluation of the association is conducted on a regular basis. This may also involve the president analysing all aspects of the association. This includes seeking and accepting feedback from advisors and members to develop ways to improve meetings, projects, attendance and the association as a whole.

- **Charing meetings:** Must chair Annual General Meeting, General Meetings, and Committee Meetings in the president's absence

VOTING CRITERIA

(ESSENTIAL)

- Excellent communication and interpersonal skills (both verbal and written)
- Excellent organisation, time management, and multi-tasking skills
- Pays strong attention to detail
- Ability to work collaboratively as a team player
- Ability to prioritise tasks and work well within deadline restrictions

(DESIRABLE)

- A student of Flinders University studying a Business or Commerce degree
- Have been a previous committee member of the FBSA
- Volunteer experience

(PERSONAL ATTRIBUTES)

- A vibrant and confident personality
- A positive, enthusiastic and can-do attitude
- Both a professional and social individual
- Creative and innovative
- Shows initiative
- Honest and reliable
- Passion and/or interest in marketing
- Willing to learn, put in time, and have fun