



Brock University Graduate Students' Association

Job Description for Associate Vice President and Corporate Secretary 2022-2023

Notice: Posting and Position Description for Associate Vice President and Corporate Secretary

To: Members of the Brock University Graduate Students' Association

Position Title: Associate Vice President and Corporate Secretary

Reports To: GSA's Vice President, Communications and Advancement, or the executive's designate, and the GSA Executive Committee

Applications Open: June 10, 2022

Applications Close: June 26, 2022

Duration of term: July 11, 2022 – April 30, 2023

SECTION A - PRIMARY JOB FUNCTION

1 – About Brock University's Graduate Students' Association (GSA)

The Brock University Graduate Students' Association (GSA) represents the interests of approximately 2000 graduate students at Brock University, including master's and PhD students. All full-time and part-time graduate students are members of the GSA. The GSA, in conjunction with Brock University and other campus partners, provides members with many services from health and dental coverage, bus pass access as well as workshops and access to student space.

In keeping with the University's commitment to Equity, Diversity and Inclusion (EDI) throughout the hiring process the Graduate Students' Association's commitment to increase diversity in positions of influence. We are actively committed to diversity and the principles of employment equity and invite applications from all qualified candidates. Women, Aboriginal peoples, members of visible minorities, people with disabilities, two-spirit as well as lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons are encouraged to apply and to voluntarily self-identify as a member of a designated group as part of their application.

2 – General Position Information

A summary of the position is attached below. Please be aware that these have been taken from the specific position description. The workload may vary throughout the year depending on any additional responsibilities arising from direction and priorities of the Vice President, Communications and Advancement, or the executive's designate, as well as the Executive Committee.

While the nature of the work will change depending on the time of term and expectations of the Executive, the successful candidate should expect a workload of roughly 4-10 hours per month.

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Students should not apply if it will jeopardize their academic responsibilities, the progress of their research, or the timely completion of their degree. Co-op students, who are not able to commit to a nine (9) month continuous term, are not eligible to apply.

3 – Specific Position Responsibilities

The Association Vice President and Corporate Secretary shall:

- A) attend all meetings of GSA Board of Directors, Committees, and Program Assembly, where required;
- B) be responsible for the taking, recording, and preparing of meeting minutes for all meetings of the GSA Board of Directors, Program Assembly, and General Meetings;
- C) be responsible for the taking, recording, and preparing of meeting minutes for all meetings of the GSA Executive Committee, when requested by the President & CEO;
- D) be responsible for the taking, recording, and preparing of meeting minutes for all meetings of any GSA Committee, when requested by the Committee Chair;
- E) provide an update/report to the GSA Executive Committee when required, on any aspects of the AVP&CS portfolio; and
- F) perform any additional duties as may be required by the Vice-President, Communications and Advancement or the President & CEO, pursuant to the limitations of Documents 017, 025, 027.

4 – General Position Responsibilities

In addition to the specific position responsibilities list above, the Associate Vice President and Corporate Secretary is expected to:

- A) maintain close communication with the Vice-President, Communications and Advancement, and the President & CEO; and
- B) perform additional duties related to record keeping and retention as determined and assigned by the Vice-President, Communications and Advancement or the President & CEO.

SECTION B: POSITION REQUIREMENTS

1 – Specific Position Criteria

- A) Working knowledge of Robert's Rules of Order and other best practices of governance.
- B) Working knowledge of GSA legislation, including the GSA Bylaw, policies, and position statements. Willingness to further knowledge of GSA legislation and other relevant legislations will be considered an asset.

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- C) Adept with Microsoft Word and Adobe Acrobat, or similar document creation applications.
- D) Strong written communication skills.
- E) Excellent organization and time-management skills.
- F) Ability to work independently or collaboratively.

2 – General Position Criteria

- A) Be a registered full or part-time graduate student in good standing at Brock University and a Class I Member of the GSA
- B) Not have a co-op term for the entire time they will hold office

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. While the GSA will consider all applications received, please note that only those selected for interview will be contacted.

For more information about this position, please contact Haley Myatt, President and CEO at gsapresident@brocku.ca.

The Graduate Students' Association represents the interests of all graduate students at Brock University. At registration, all graduate students at Brock become members of the GSA. The GSA is the independent voice of graduate students on campus and is recognized by Brock University as the official representative of Brock graduate students.

**Note: The current job description for the Associate Vice-President and Corporate Secretary may be amended under the discretion of the GSA Board of Directors. All applicants will be made aware of any such amendments.*

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