



Vice Chair

Position Description: The Vice Chair serves as the administrative assistant to the Chair. This includes fulfilling the role as secretary. They are expected to have experience in campus leadership, specifically under the same themes as this committee.

Duties and Responsibilities:

- Attending regular committee meetings
- Attending as needed faculty committee meetings
- Attending weekly one on one meetings with the Chair
- Attending biweekly two on one meetings with the Chair and Director of Student Activities
- Managing attendance at all meetings
- Preparing all meeting agendas
- Overseeing a sub-committee of committee members
- Facilitating sub-committee meetings
- Serving as a proxy-member of the Program Allocation Board in the Chair's absence
- Facilitating application and interview processes for their committee with the Chair and the Director of Student Activities
- Typically requires 10 hours a week (more when approaching lectures dates)

Qualifications:

- Be enrolled as a full-time student
- Maintain a cumulative GPA no lower than 2.25
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and experience in the role they are applying for
- Ability to be flexible and work well in groups and collaborations
- Ability to meet deadlines.