



VICE PRESIDENT INTERNAL

Last revised: January, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Vice President Internal (VPI) is one of two elected positions on the Executive Council which is primarily focused on internal relations of the CSA. The VPI works with the President to ensure the execution of the CSA's strategic vision and success of the council as a whole. The VPI leads and supports a team including an EDI Officer, two (2) Human Resources Coordinators, Internal Relations Coordinator, Indigenous Representative, two (2) First Year Representatives, and a 2SLGBTQIA+ Representative.

POSITION RESPONSIBILITIES

- Prepare interview questions and manage the recruitment, scheduling, and facilitation of interviews for all CSA Executive and General Council positions.
- Together with the President, recruit and select seven CSA Executive Council positions and 50+ CSA General Council positions.
- Ensure that the CSA is fostering a healthy workplace culture that values equity, diversity, and inclusion.
- Sit on the Undergraduate Program Committee and Faculty Council, along with the President.
- Directly oversee all members of the Internal Portfolio to ensure the successful execution of portfolio initiatives and responsibilities.
- Manage all relationships between STAGs and the CSA, including quarterly joint STAG meetings which are chaired by the VPI.
- Chair, plan and execute the yearly STAG Startup Conference with the assistance of the CSA Executive Council.



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- Allocate STAG Funding in collaboration with the Vice President Finance.
- Work alongside the CSA Chief Returning Officer (CRO) during the First Year Representative Elections.
- Assist with the recruitment and selection of the First Year Committee.
- Plan and execute intra-council events including Transition Day, General Council Retreat, and the CSA Holiday Party, with the assistance of the Executive Assistant.
- Ensure finances of the Internal Portfolio are within budget.
- Ensure corporate benefits of the Internal Portfolio are being provided.
- Assist the President in the selection and distribution of the International Student Scholarship.
- Attend all weekly CSA Executive Council meetings and monthly General Council meetings.
- Attend all CSA Events.
- Attend and participate fully in Canadian Association of Business Students (CABS) Roundtable conferences at the beginning and end of appointed term.
- Attend and participate fully in the Canadian Association of Business Students (CABS), Canadian Leadership Retreat (CLR) during the summer of the appointed term.
- Additional duties as they arise.

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- EDI Officer, Human Resources Coordinators, Internal Relations Coordinator, Indigenous Representative, First Year Representatives, and 2SLGBTQIA+ Representative
- Dean's Office, including faculty and the undergraduate program office
- UMSU
- Corporate Partners
- Student Action Groups (STAGs)



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SKILLS DEVELOPED

- Recruitment and hiring
- Human resources
- Organization skills
- Time management
- Strategic planning
- Team leadership
- Interpersonal relations
- Problem solving

POSITION DETAILS

Number of positions available: 1

Reports to: President

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	High	High

High = 15-25 hours a week

Medium = 5-15 hours a week

Low = Less than 5 hours a week