



<b>Job title</b>	Vice President
<b>Reports to</b>	President

### **Position Overview**

The Vice President is responsible for maintaining the club's constitution that governs the committee structure, roles, and bylaws. This executive member will assist the President in any tasks or projects that are needed. Furthermore, the Vice President will be tasked with creating a legacy strategy for future uOttawa Sport Management Conference. The Vice President is also the main point of contact for the uOSBC's Board of Advisors.

### **Duties and responsibilities**

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### **Duties and responsibilities**

- Ensure the constitution and bylaws are upheld by all committee members, as well as annually reviewed to ensure no changes are needed
- Annually review and approve the committee members' job descriptions
- Meeting administration duties: Board of Advisors, Executive, and General Meetings
- Other administrative duties: Member management, email management, translation
- Implement the new general membership structure
- Ensure sustainability of the uOSBC and the uOSMC
- Main point of contact for all members and Board of Advisors

### **Qualifications**

- Must be enrolled as a University of Ottawa student
- Must be bilingual
- Governance experience considered an asset
- Formatting experience considered an asset

### **Skills**

- Great attention to detail
- Good communication
- Must have proficient writing in both languages
- Teamwork and leadership

Please send all applications to: [uOttawaSBC@gmail.com](mailto:uOttawaSBC@gmail.com)