



FÉUO - SFUO
FÉDÉRATION ÉTUDIANTE
de l'Université d'Ottawa
STUDENT FEDERATION
of the University of Ottawa

07 - 85 University Pvt
Ottawa, ON, K1N 8Z4
Tél. | Tel: (613) 562-5800 x 4072
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www.feuo.ca | www.sfuو.ca

President

Position

- 40 hours per week
- Department: Administration - Management

Job description

The President shall chair the Executive, call regular executive meetings, and see to its proper functioning and has signing authority. They along with the executive are responsible for dealing with matters pertaining to relations with the University, all agencies on all levels of government and keep external relations with the Graduate Students Association, federated bodies, clubs, student associations and other bodies. Represent and publicize the SFUO to the best of their abilities. This position acts as a spokesperson of the Federation including the Board of Administration as they are responsible for the smooth running of the Federation. In case of emergency, they can assume powers that do not officially fall within their functions, as provided for in the by-laws of the Federation. The President will serve as the Chief Executive Officer of the SFUO.

Responsibilities

The President of the Federation shall:

- Receive trainings on Management, First Aid, Anti-Oppression, Conflict Resolution, Mediation, and Human Resources.
- Receive all donation requests on behalf of the Federation (C: Donations Policy 32, pg.20).
- Receive all proxy forms prior to any Board of Administration Meeting (C: 2.6.9 pg.39).
- Act as Vice-Chair of the Board of Administration and may chair meetings of the Board upon request.
- Organize a mandatory training session for the Board of Administration (C: 3.1.13.2).
- Support the SFUO services and businesses in promoting and organizing events.
- Work regular hours at the main SFUO Office.
- Organize and chairs the Presidents Round Table (PRT) and propose motions to the Board of Administration passed by a majority vote at said roundtable.
- Organize outreach events for the SFUO services on the main campus.
- Act as the Press Correspondent of the Federation, coordinate requests from media for interviews and news stories, and direct reporters to the appropriate sources.
- Report to the Board of any concerns or resolutions of the Executive.
- Communicate to the University community of the public at large decisions of the Board of Administration.
- Organize Board Retreat with assistance from the Vice-President, Social and Vice-President, External.
- Sit on the Bargaining Committee and the Labour Management Board.
- Sit on University media boards, including but not limited to The Fulcrum, La Rotonde, and CHUO Radio Station.
- Propose strategies that will help the Executives, support the work of the Executive Committee, and perform related tasks as necessary.
- Ensure the SFUO website is up to date.
- Be responsible for the Health Plan Program.



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- Meet regularly once a month with the University Vice-President Associate, Student Affairs and Student Life alongside the Vice-President, External and Vice-President, Internal of the Federation.
- Set up regular monthly meetings with the President of the University of Ottawa
- Chair/sit on the following committees: Student Experience Committee, Policy and By-Law Committee, Student Spaces Committee, UOSERT Advisory Board, 101 Council.
- Prepare the Priority Report of the Executive Committee to be received by the Board of Administration.
- Assist in management-related tasks in relation to Human Resources.
- Sit on the University Centre Management Board (UCMB).
- Ensure that SFUO staff needs are met, including those related to accommodation.
- Develop and implement creative strategies to improve communication to students.
- Oversee and support the University of Ottawa's Student Emergency Response Team (UOSERT).
- Sit on Sports Services' School Spirit Council.
- Be the contact person regarding all on- and off-campus media and will delegate accordingly.
- Ensure that smooth running of the all SFUO offices (UCU, SITE, RGN), including Reception.
- Be the point of contact with the Federation's legal matters.
- Be responsible for appointing Safety Ambassadors for 101 Week (C:13.3.3.1).
- Organize an annual Leader Action conference for all Federated Bodies.
- Assist in conflict mediation and resolution within the SFUO.
- Attend all Board of Administration and Executive Meetings.
- Prepare a Transition Report at the end of the position mandate.
- Contribute to the positive image of the SFUO.
- Perform any related tasks.

Requirements

- Bilingual in French/English required – Must pass the Official Languages of Bilingualism Institute Test after submitting the Nomination Form. This position must score 4 out of 5 completing oral and written comprehension tests in both languages.
- At least six (6) months of experience as Executive of the SFUO or a Federated Body.
- At least 18 years of age.
- Can maintain confidentiality, with high level of accuracy regarding information.
- Good problem-solving skills and the ability to make the necessary decisions to move forward the work at hand.
- Good organizational, time management and prioritizing skills.
- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, xenophobia, ableism, fatphobia, linguistic and religious discrimination, colonization in Canada, power dynamics in a workplace, and environmental issues.



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Appendix B

Vice-President, Operations

Position

- 40 hours per week
- Department: Administration - Management

Job description

The Vice-President, Operations shall act as the Treasurer to the Federation and ensure that financial activities are properly managed. The Vice-President, Operations will have signing authority.

Responsibilities

The Vice-President, Operations shall:

- Receive trainings on Management, First Aid, Anti-Oppression, Conflict Resolution, Mediation, and Human Resources.
- Inform Board of Administration of any changes to the Collective Agreement with the Union and the Executive Work Manual (C: 3.2.31.11).
- Recommend to the Board of Administration by-laws pertaining to financial matters (C: 3.4.1.3).
- Present the budget of the SFUO in its entirety at the second summer meeting of the Board of Administration (C:3.4.1.4).
- Provide reports to the Executive Committee and the Board of Administration as to the economic status of the Federation's businesses. (C:3.4.1.6).
- Support the SFUO Businesses in promoting and organising events.
- Work regular hours at the main SFUO Office.
- Organize and chair the Money Round Table (MRT) and propose motions to the Board of Administration passed by a majority vote at said roundtable.
- Be responsible for the Universal Transit (U-Pass) Program.
- Be responsible for the proper management of the four student businesses: Pivik, Agora Bookstore, Bar 1848 and Café Alternatif (C: 3.4.1.11).
- Identify key marketing strategies to improve Businesses and U-Pass program.
- Sit on the University Centre Management Board (UCMB).
- Recommend an auditing firm to the Board of Administration.
- Set up monthly meeting with the Vice-President, Resources of the University of Ottawa.
- Oversee the Accounting Department of the Federation.
- Sit on the Bargaining Committee and the Labour Management Board.
- Chair/sit on the following committees: Clubs Committee, Finance Committee, Accessibility Fund Committee.
- Attend all Board of Administration and Executive Meetings.
- Prepare a Transition Report at the end of the position mandate.
- Contribute to the positive image of the SFUO.
- Perform any related tasks.



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Requirements

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- At least 18 years of age.
- Can maintain confidentiality, with high level of accuracy regarding information.
- Background in creating and managing budgets.
- Good organizational, time management and prioritizing skills.
- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, xenophobia, ableism, fatphobia, linguistic and religious discrimination, colonization in Canada, power dynamics in a workplace, and environmental issues.



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Appendix C

Vice-President, External

Position

- 40 hours per week
- Department: Administration - Management

Job description

The Vice-President, External shall assume the duties of Vice-President of the Federation and upon unanimous vote of the Executive shall have signing authority. They shall be responsible for the smooth functioning of the organization specifically regarding matters of governance. They will carry out research on university policies, post-secondary issues, course content on academic requirements, and criteria that affect undergraduate students. They shall ensure that all student positions on the university administrative and academic committees are filled and that this representation favors the interest of students.

Responsibilities

The Vice-President, External shall:

- Receive trainings on Management, First Aid, Anti-Oppression, Conflict Resolution, Mediation, and Human Resources.
- Shall oversee the Student Rights Centre.
- Maintain and build relationships with all Faculty Associations/Federated Bodies and act as the official liaison between Federated Bodies/Faculty Associations and the Executive Committee.
- Be responsible for the creation and dissolution of any Faculty Association/Federated Body and will act as the Chief Referendum Officer (C: 2.4).
- Be responsible for reviewing all constitutional and electoral regulations of the Faculty Associations/Federated Bodies in collaboration with the Constitutional Committee.
- Be responsible for the maintenance of the Federation's Constitution and Policy Manual and keeping them up to date.
- The official representative of Local 41 at the Canadian Federation of Students (CFS) on both provincial and national levels.
- Present CFS motions to the Executive Committee and the Board of Administration.
- Attend regular Senate and Board of Governors meetings and work with the students' representatives to propose motions.
- Work regular hours at the main SFUO Office.
- Organize the BOA Retreat with assistance from the President and Vice-President, Social.
- Sit on the Ombudsman Committee.
- Meet regularly once a month with the University's Vice-President Associate, Student Affairs and Student Life alongside the President and the Vice-President, Internal of the Federation.
- Organize and chair the Academic and External Round Table (AERT) and propose motions to the Board of Administration passed by a majority vote at said roundtable.
- Represent the SFUO at the Inter-University (union) Committee alongside the Vice-President, Internal.
- Keep a record of all Executive Meetings.
- Organize the General Assemblies and Town Halls.
- Be responsible for the Scholarship Program of the Federation, including the Student of the Month and the other Volunteer Scholarships.



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- Maintain good relations with the Town and Gown and Action Sandy Hill community groups and shall regularly attend meetings of said community groups.
- Set up monthly meetings with the Vice-President, Academic and Provost of the University of Ottawa.
- Create and present a Governance Binder to the Board of Administration annually at the last Board of Administration meeting in April to include the following: electoral regulations and results, BOA meeting minutes and agenda, BOA committee meeting minutes, current SFUO constitution, policy manual and media releases of the past year.
- Chair the Governance Council which includes student representation at the Senate and Board of Governors level, which must meet once a month (C: 3.6.1.13).
- Act as the principal organizer for any campaign relating to tuition fees and more accessibility to the post-secondary education system.
- Work closely with the Secretary of the Board to ensure all Board of Administration meeting minutes, motions and agenda are reflected and are up to date on the Federation's website.
- Attend all Board of Administration and Executive Meetings.
- Prepare a Transition Report at the end of the position mandate.
- Contribute to the positive image of the SFUO.
- Perform any related tasks.

Requirements

- Bilingual in French/English required – Must pass the Official Languages of Bilingualism Institute Test after submitting the Nomination Form. This position must score 3 out of 5 completing oral and written comprehension tests in both languages.
- At least 18 years of age.
- Can maintain confidentiality, with high level of accuracy regarding information
- Background in research and governance.
- Good organizational, time management and prioritizing skills.
- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, xenophobia, ableism, fatphobia, linguistic and religious discrimination, colonization in Canada, power dynamics in a workplace, and environmental issues.



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Vice-President, Equity

Position

- 40 hours per week
- Department: Administration - Management

Job description

The Vice-President, Equity shall work towards breaking down the barriers in students' life and addressing discrimination on campus to create a safer and more inclusive student community. They will work with an intersectional framework to dismantle systematic oppression within the Federation, the University, the Ottawa community, and provincial and federal government. They will create programming that will benefit marginalized communities and will stay up to date with current events.

Responsibilities

The Vice-President, Equity shall:

- Receive trainings on Management, First Aid, Anti-Oppression, Conflict Resolution, Mediation, and Human Resources.
- Review the Policy Manual of the Federation and recommend necessary edits/amendments to the Board of Administration.
- Oversee all of the Federation's service centres excluding the Student Rights Centre and UOSERT.
- Be responsible for Black History Month and Mois de la Francophonie (C: Policy 40 & 3.5.1.7).
- Be the main principal organizer of campaigns and shall oversee the Campaigns Department.
- Work regular hours at the main SFUO Office.
- Be responsible for the Federation's annual social justice calendar, which shall be made accessible to all students by October 1st.
- Shall maintain good relations with the University of Ottawa's Aboriginal Resource Centre, Ombudsperson, Human Rights Office, and International Office.
- Maintain a relationship with the Ontario Public Interest Group (OPIRG) at the University of Ottawa and Le Regroupement étudiant franco-ontarien (RÉFO).
- Sit on the Ombudsman Committee.
- Sit on the University's Sexual Violence Committee.
- Sit on Wellness and Well-Being Committee.
- Chair the Sustainability Committee.
- Ensure the smooth running of 101 Week's Take Back The Night, Drag Show, Be Present To Consent, and the Indigenous Cultural Celebration.
- Set up monthly meetings with the Director of the Human Rights Office of the University of Ottawa.
- Shall facilitate trainings on Anti-Oppression, Active Listening and Sexual Violence Prevention to all staff and upon request, Clubs, Federated Bodies, and 101 Week Guides.
- Chair/sit on the following committees: Clubs Committee, Accessibility committee, Student Life Services Committee.
- Attend all Board of Administration and Executive Meetings.
- Prepare a Transition Report at the end of the position mandate.
- Contribute to the positive image of the SFUO.
- Perform any related tasks.



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- At least 18 years of age
- Can maintain confidentiality, with high level of accuracy regarding information
- Good organizational, time management and prioritizing skills
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, xenophobia, ableism, fatphobia, linguistic and religious discrimination, colonization in Canada, power dynamics in a workplace, and environmental issues.



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Vice-President, Internal

Position

- 40 hours per week
- Department: Administration - Management

Job description

The Vice-President, Internal shall assume the responsibility of all student related associations, clubs, and initiatives of the Federation. They will ensure the SFUO is stays connected and that all bodies are regulated under similar principles and values which are outlined in the Federation's constitution. They will focus on student spaces, and along with the Vice-President, Social will strive to increase student engagement and Federation's visibility on campus.

Responsibilities

The Vice-President, Internal shall:

- Receive trainings on Management, First Aid, Anti-Oppression, Conflict Resolution, Mediation, and Human Resources.
- Oversee all SFUO Clubs.
- Host a mandatory training for all registered SFUO clubs in both Fall and Winter sessions.
- Be responsible for the maintenance of the Clubs Room and the Lounge Area at the University Centre, room 215.
- Be responsible for all SFUO posting boards and pillars and make sure relevant and approved content is posted at all times.
- Read and evaluate Executive Work Manual and propose necessary edits/amendments.
- Work regular hours at the main SFUO Office.
- Meet regularly once a month with the University's Vice-President Associate, Student Affairs and Student Life alongside the President and Vice-President, External of the Federation.
- Organize and chair the Communication and Internal Round Table (CIRT) and propose motions to the Board of Administration passed by a majority vote at said roundtable.
- Represent the SFUO at the Inter-University (union) Committee alongside the Vice-President, External.
- Oversee Zoom Productions.
- Be responsible for the creation of the SFUO Executive videos and Executive blogs.
- Be responsible for the Federation's Student Refugee Program.
- Shall ensure all Board of Administration meetings are live-streamed.
- Be responsible for the creation and distribution of SFUO agendas.
- Be responsible for the SFUO public microwaves across campus.
- Organize Clubs Week in both Fall and Winter sessions.
- Maintain good relations with Community Life Services and will attend regularly monthly meetings with the Director of Community Life Services alongside the Vice-President, Social of the SFUO.
- Maintain relationships with the University's Conventions and Reservations.
- Maintain relationships with the University of Ottawa Library and Communications department.
- Provide general information reports about the Student Federation's activities (C: 3.8.1.8).
- Act as the principal organizer for any campaign relating to increase in student study spaces.
- Attend all Board of Administration and Executive Meetings.
- Shall ensure information regarding Clubs and Federated Bodies are up to date on the SFUO



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- Prepare a Transition Report at the end of the position mandate.
- Contribute to the positive image of the SFUO.
- Perform any related tasks.

Requirements

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- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, xenophobia, ableism, fatphobia, linguistic and religious discrimination, colonization in Canada, power dynamics in a workplace, and environmental issues.



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Vice-President, Social

Position

- 40 hours per week
- Department: Administration - Management

Job description

The Vice-President, Social shall assume responsibility for the social and philanthropic programming of the Federation. They shall be responsible for ensuring that that all events reflect diverse cultural backgrounds of the undergraduate student population. They alongside the Vice-President, Internal shall assume responsibility for the promotion of events and informing students of the goals and social activities within the SFUO. They must make the necessary steps to have accessible and safe events and is the main contact with the volunteers of the Federation.

Responsibilities

The Vice-President, Social shall:

- Receive trainings on Management, First Aid, Anti-Oppression, Conflict Resolution, Mediation, and Human Resources.
- Assume the responsibility for the organization of the Federation's 101 Week (C: 3.7.1.1).
- Manage the SFUO Volunteer Team (PartiParty) and encourage volunteerism at the SFUO.
- Organize volunteer appreciations in consultation with the rest of the Executives.
- Assume responsibility for the Federation's philanthropic endeavors.
- Chair the Philanthropic Round Table (PhilRT) along with the Philanthropic Coordinator and propose motions to the Board of Administration passed by a majority vote at said roundtable.
- Chair the Social Round Table (SRT) and propose motions to the Board of Administration passed by a majority vote at said roundtable.
- Represent the SFUO at Sports Services School Spirit Council.
- Be responsible for creating the Federations' social events calendar, which shall be made accessible to students no later than September 1st.
- Organize Fall and Winter events.
- Organize the Board Retreat with the assistance of the President and Vice-President, External.
- Maintain good relations with Community Life Services and attend regularly monthly meetings with the Director of Community Life Services alongside the Vice-President, Internal.
- Maintain relationship with the University of Ottawa's Associate Vice-President, Student Life.
- Provide post-event reports to the Board of Administration, highlighting any recommendations for future years.
- Sit on the CHUO Radio Station Board.
- Propose initiatives to the Executive Committee to promote visibility.
- Attend all Board of Administration and Executive Meetings.
- Shall ensure information regarding volunteering, events and philanthropic initiatives are relevant and posted on SFUO website.
- Prepare a Transition Report at the end of the position mandate.
- Contribute to the positive image of the SFUO.
- Perform any related tasks.



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- At least 18 years of age.
- Can maintain confidentiality, with high level of accuracy regarding information
Good organizational, time management and prioritizing skills.
- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Background in organizing events.
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, xenophobia, ableism, fatphobia, linguistic and religious discrimination, colonization in Canada, power dynamics in a workplace, and environmental issues.