



Vice President

Purpose

Work with the President to manage the executive team, and have an overall strategic responsibility for the club.

Responsibilities

- Coordinate and oversee Capilano HRMA activities
- Work with the President to create, coordinate and implement yearly objectives and goals
- Ensure the decisions and objectives of the Capilano HRMA are carried out
- Attend and actively participate in meetings, offering ideas, insights and recommendations on Capilano HRMA policies, recruitment, events, ideas and other topics that ultimately impact the overall quality of the club
- Maintain and develop organizational culture, values and reputation within the university and the team
- Take responsibility for overseeing different roles (i.e.: marketing, external relations, etc)

Qualifications

- Strong problem-solving and conflict management skills
- Organized and detail oriented
- Strong communication skills both oral and written
- Ability to be forward thinking
- Desire to lead and assist in the growth of others

Outcomes

- Development of leadership abilities
- Gain experience networking and establishing relationships
- Conflict management skills
- Time management and prioritization skills
- Team/project management experience
- Delegation skills

Time commitment of 4-6 hours/week for both the Fall 2019 and Spring 2020 semester.