

Powers and Duties: Vice-President (Operations & Finance)

Effective Date: November 24, 2016

Supersedes: September 26, 1991

Office

- 1.00 There shall be a Vice-President (Operations & Finance) of the University who shall be responsible for the planning, design, implementation and assessment of administrative and business affairs of the University in support of the academic function of the institution.
- 2.00 The Vice-President (Operations & Finance) shall be responsible to the President & Vice-Chancellor and shall have such powers, duties and functions as may be assigned by the President & Vice-Chancellor or by the Board.

Powers and Duties

- 3.00 The powers, duties and functions of the Vice-President (Operations & Finance) are:
 - (a) to provide leadership and coordination to ensure excellence in the administrative and business affairs of the University to assist and expedite the academic functioning of the institution in both the short and long term
 - (b) to originate, invite, and generate ideas; to lead and serve in the collegial process
 - (c) to be sensitive to and to address issues, ideas, and problems related to the administrative and financial functions of the institution to ensure the objectives of the University are achieved
 - (d) to ensure the effective and efficient administration of the support services, finances, and business activities of the University are maintained and enhanced
 - (e) to work closely with the Provost & Vice-President (Academic) to plan, implement and monitor short and long term budget strategies and to coordinate the daily functioning of the institution as a whole
 - (f) to work with the Vice-President (Research) and the Vice-President (University Advancement) to ensure achievement of mutual goals

Vice-President (Operations & Finance)

- (g) to serve as an *ex officio* member of the Senate and such committees of the Senate as the Senate may determine
- (h) to provide accurate, timely and comprehensive information and guidance on all pertinent matters within his or her jurisdiction to the President, the Senate, the Board of Governors and their associated committees
- (i) to contribute to the overall effectiveness of the University through contact with and/or participation in various levels of government and educational councils of the province and other pertinent bodies in the field of higher education

Delegation

- 4.00 The Vice-President (Operations & Finance) may delegate duties and functions but remains responsible for such delegations.