

**PROJECT**

**at the meeting of the**

**Council of RSU Student Union**

**2025,**

## **RSU International Student Association (ISA) Job Description**

### **Vice President**

The Vice President acts in support of the President and serves the interests of all international students of Rīga Stradiņš University (RSU). The Vice President shall ensure continuity of leadership in the President's absence and support the Association in fulfilling its strategic, operational, and representational duties.

#### **Main Job Responsibilities**

- 1.1. In the absence or incapacity of the President, the Vice President shall assume and perform the President's duties and responsibilities.
- 1.2. The Vice President shall assist the President in preparing meeting agendas and may preside over meetings when delegated.
- 1.3. The Vice President shall support the general management of ISA and share responsibility for task delegation and execution with the President.
- 2.1. The Vice President shall serve as the organization's secondary spokesperson, representing ISA's views and policies in the campus and community context when the President is unavailable.
- 2.2. Together with the President, the Vice President shall represent ISA in external relations, fostering partnerships and collaborative initiatives with the RSU administration, student bodies, and external organizations.
- 3.1. The Vice President shall assist in organizing and convening Board meetings, including the preparation of materials and ensuring timely distribution.
- 3.2. The Vice President shall facilitate coordination between ISA and the RSU Student Union (RSU SU)
4. The Vice President shall share responsibility for ISA's financial stability in partnership with the Treasurer.

#### **Additional Obligations**

- 1.1. The Vice President, together with the President shall promote the development and quality enhancement of ISA programmes in alignment with RSU's policies.
- 1.2. The Vice President shall contribute to raising the visibility of ISA among international students, faculty, and external stakeholders.
- 2.1. The Vice President shall attend and actively contribute to all ISA Board meetings and decision-making activities.
- 2.2. If the Vice President is unable to attend a meeting, they must notify the President in advance, provide a valid reason and ensure that they update themselves with the discussion
- 2.3. The Vice President shall ensure timely and effective fulfilment of all assigned

obligations.

3.1. The Vice President shall share responsibility in managing allocated resources responsibly and safeguard ISA materials, records, and assets.

3.2. The Vice President shall uphold confidentiality regarding internal matters or information whose disclosure may adversely affect ISA or its members.

### **Responsibility**

1.1. The Vice President shall comply with the ISA Statutes, internal regulations, and hierarchical structure of the organization.

1.2. The Vice President shall ensure duties are performed in a timely, professional, and high-quality manner.

1.3. The Vice President shall contribute to achieving the strategic and developmental goals established by ISA.

1.4. The Vice President shall be aware of and accept the consequences of failing to fulfil assigned responsibilities.

2.1. The Vice President shall preserve and safeguard all entrusted documents, funds, and organizational materials.

2.2. The Vice President shall refrain from disclosing confidential information that may harm ISA or its reputation.

2.3. The Vice President shall perform all functions with transparency, integrity, and fairness, and in the best interests of the international student community.

### **Rights**

1.1. The Vice President has the right to perform official duties in fair, safe, and supportive working conditions.

1.2. The Vice President has the right to access all materials, information, and technical resources necessary to fulfil official responsibilities.

2.1. The Vice President has the right to manage, jointly with the Treasurer and President, the financial and material resources allocated to ISA in accordance with approved procedures.

2.2. The Vice President has the right to request and receive relevant information from RSU SU members, ISA Board members, and other RSU organisations necessary for the fulfilment of official duties.

The Vice President is accountable to the ISA Board and the international student community for fulfilling all duties with professionalism, dedication, transparency, and in full alignment with the strategic mission of ISA and RSU.

RSU SU Chairperson of the board \_\_\_\_\_ //

RSU ISA President \_\_\_\_\_ /