



University Students' Council of the University of Western Ontario
Position Description
CLUBS SUPPORT COORDINATOR

EFFECTIVE: 20 January 2016

20 February 2015

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: CLUBS SUPPORT COORDINATOR

2.00 POSITION OVERVIEW:

- (1) The Clubs Support Coordinator assists the Associate Clubs with administrative duties of all USC clubs, including event management, governance, and finance. The coordinator will also ensure compliance with the Clubs Policy, and acts as a resource to club presidents and vice-presidents.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Assist the Associate Clubs with the daily administrative tasks involved with managing the clubs system.
- (2) Responsible to chair and ex officio the Club Support Committee, and the Club Audit Committee.
- (3) Oversee and manage the Club Support Committee's activities. Review and allocate duties amongst members of the Committee, including Clubs Week, Clubs Outreach, the Clubs Appreciation Gala.
- (4) Oversee and manage the Club Audit Committee's activities. Review and allocate auditing duties amongst members of the Committee, ensuring the most up-to-date procedures are being followed.
- (5) Be an active voting member of the Clubs Policy Review Committee, and a non-voting member of the Clubs Governance Committee.
- (6) Organize training under the Associate, Clubs and Student Programs Officer direction for all Club Vice Presidents Finance and Treasurers in September. This should be completed in conjunction with the Clubs' Executive Training seminar.
- (7) Assist with the recruitment and selection of the at-large members of the Club Support and Audit Committees.
- (8) Assist clubs with preparing financial statements, and seek, when deemed necessary, the assistance of the Associate, Clubs, Student Programs Officer and Secretary-Treasurer in preparing such statements.



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- (9) Schedule fixed weekly office hours in order to maintain a consistent availability to students and fellow Coordinators.
- (10) Adhere to USC bylaws, policies and procedures.
- (11) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
 - i. Include any recommendations as to the appropriate financial direction of all Clubs within the Western community and/or any improvements to USC policies.
 - ii. Include a list of audited clubs for the fiscal year which can be passed along to the Coordinator's successor as to prevent consecutive auditing of clubs. The Coordinator can specify the duty to improve the financial management of any clubs deemed financially irresponsible and below standard.

4.00 ELIGIBILITY:

- (1) All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- (2) A Coordinator cannot be a USC Councillor during their term as a Coordinator.

5.00 QUALIFICATIONS:

- (1) Interpersonal Communication: The Clubs Support Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- (2) Project Management: The Clubs Support Coordinator will act as project manager for all the projects incumbent upon the Clubs Portfolio to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Clubs Support Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) Group Facilitation: In chairing the Club Audit Committee, the Clubs Support Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among members. Fosters team culture that supports consensus building and the development of its members.



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- (4) Finance Acumen: The Clubs Support Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience.
- (5) Public Speaking: The Clubs Support Coordinator should be a dynamic and engaging presenter and have excellent verbal communication skills.

6.00 TIME COMMITMENT:

6.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 10 – 15 hours per week
- (3) In the week leading up to, and the week of, an event or training workshop, the expected time commitment will be 10 – 15 hours per week.
- (4) The Clubs Support Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

7.00 TRAINING/SUPPORT:

- (1) The Clubs Support Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Resources Department.
- (2) The Clubs Support Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Clubs Support Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Resources Department.

8.00 LEARNING OUTCOMES:

- (1) The Clubs Support Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Clubs Support Coordinator will develop project planning and event management skills



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- (3) The Clubs Support Coordinator will learn prudent financial accounting and auditing procedures.

9.00 COMMUNITY IMPACT:

- (1) To ensure the efficiency of the USC Clubs System. Students who participate in our clubs system should have a bettered student experience.

10.00 EVALUATION:

- (1) The Clubs Support Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

11.00 COMPENSATION

- (1) The Clubs Support Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Clubs Support Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.



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- (3) In order to receive the second honourarium payment, the Clubs Support Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

12.00 SUPERVISION:

- (1) Primary supervision: Associate, Clubs
- i. Executive Oversight: Student Programs Officer
- (2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources; Secretary-Treasurer