



University Students' Council – Position Description

Position Title:	Clubs Policy Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	3 - 4 hours per week average, 5 - 10 hours during peak time
Term:	June 1 – April 30 th

OVERVIEW:

Create a positive and supportive environment for the student leaders on Western's campus involved in the clubs community. In this role, you will oversee the development, review, and enforcement of all policies related to the clubs community. You will also work with the Clubs Governance Committee to bring students' great ideas to life and ratify new clubs each year.

DUTIES AND RESPONSIBILITIES:

- Conduct an annual review of existing club policy documents to ensure they are up-to-date and representative of the current community standards.
- Work with the Clubs Governance Committee and the Clubs Associate to facilitate the ratification of new clubs at the beginning of the winter term.
- Write new policy documents for review by the Clubs Governance Committee where needed.
- Ensure that club policy documents are easily accessible to the community in an easy-to-read online format.
- Maintain frequent communication with the Clubs Associate and the Student Programs Officer to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies, and procedures.
- 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.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

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

- The Clubs Policy Coordinator cannot be an Executive member of a USC ratified club during their term as Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Communication:** The Club Policy Coordinator position requires strong written and verbal communication skills. Able to actively listen to the issues of others in a manner that elicits cooperation and engagement.
- **Group Facilitation:** The Club Policy Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members on the Clubs Governance Committee. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Analytical Thinking:** The Club Policy Coordinator should be able to integrate input and perspectives from multiple stakeholders. The Coordinator should be able to take learning from each experience and use critical thought to make adjustment for future endeavours.

TRAINING:

- The Clubs Policy Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- The Clubs Policy Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.