



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Clubs Support Coordinator</b>
<b>Supervisor:</b>	Student Programs Officer
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	5-8 hours per week average, 10-15 hours during peak time
<b>Term:</b>	June 1 – April 30 <sup>th</sup>

### **OVERVIEW:**

Support students in their extracurricular involvements on campus. In this role, you will act as a resource to all club presidents and vice presidents. You will also work collaboratively with the Clubs Associate to maintain the administrative tasks involved with managing the clubs system so that all students involved are supported, educated, and celebrated.

### **DUTIES AND RESPONSIBILITIES:**

- Assist the Associate Clubs with the daily administrative tasks involved with managing the clubs system.
- Responsible to chair and ex officio the Club Support Committee, and the Club Audit Committee.
- Oversee and manage the Club Support Committee's activities. Review and allocate duties amongst members of the Committee, including Clubs Week, Clubs Outreach, and the Clubs Appreciation Gala.
- 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.
- Be an active voting member of the Clubs Policy Review Committee, and a non-voting member of the Clubs Governance Committee.
- 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.
- Assist with the recruitment and selection of the at-large members of the Club Support and Audit Committees.
- 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.
- Schedule fixed weekly office hours in order to maintain a consistent availability to students and fellow Coordinators.

- 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.
  - 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.

## **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 Support Coordinator cannot be an Executive member of a USC ratified club during their term as Coordinator.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **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.
- **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.
- **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.

- Finance Acumen: The Clubs Support Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience.
- Public Speaking: The Clubs Support Coordinator should be a dynamic and engaging

## **TRAINING:**

- 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 Services Department.
- The Clubs Support Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.