



University Students' Council – Position Description

Position Title:	Associate Clubs
Supervisor:	Secretary Treasurer
Remuneration:	\$16/hour (5-10 hours per week)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

Under the direction of the Secretary Treasurer, the Associate Clubs oversees day-to-day activities of the Clubs system, including club governance, club training and club events. The Associate Clubs leads the Club Operations Coordinator, Club Finance Coordinator and the Club Policy Coordinator in projects, which include Clubs Week, Club Town Halls, Clubs Appreciation, Clubs ratification and Clubs policy procedures. The Associate Clubs also acts as the student ambassador to the clubs system, answering all inquiries from club members and prioritizing an efficient, fair, and productive clubs system.

DUTIES AND RESPONSIBILITIES:

- Manage and support the Club Policy Coordinator, Club Operations Coordinator, and Club Finance Coordinator in their preparation and execution of projects during the year.
- Act as a liaison between these Coordinators and the Secretary Treasurer to ensure consistent visioning and communication.
- Act as a resource to the clubs system as a non-voting officer of the Clubs Governance Committee; attend regular Committee meetings throughout the school year.
- Consistently assess the needs of each portfolio they oversee and complete projects where needed as directed by the Secretary Treasurer.
- Act on behalf of the Secretary Treasurer in issues related to clubs when deemed necessary by the Secretary Treasurer.
- Collaborates where necessary with all USC departments, but maintains strong relationships with the USC Compliance Department, USC Reservations, and USC Productions to achieve maximum efficacy. As such, act to ensure the “assembly line” of the clubs system is clear and calibrated. Where necessary, ensures proper approval process has been followed on all projects.
- Adhere to USC bylaws, policies, and procedures.
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- All Associates must be an undergraduate student as defined by Western University during the school year they are in the Associate role.
- An Associate cannot be a USC Councillor during their term as an Associate.
- The Associate Clubs cannot be an Executive Member of a USC ratified club during their term as Associate Clubs.

KNOWLEDGE, SKILLS and ABILITIES:

- Team Leadership Skills: Associate Clubs position requires the ability to lead a team and ability to supervise other members of the USC.
- Project Management Skills: identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- Communication Skills: Strong written and verbal communication. Actively listens to the issues of others in a manner that elicits cooperation and engagement.
- Adaptable and Resilient: Integrates input and perspectives from multiple stakeholders. Flexible and able to accommodate or integrate last-minute adjustments. Maintains energy and commitment in the face of setbacks or change.
- Interpersonal Communication: The Associate Clubs 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.
- Policy and clubs competency: Having a strong background in policy is an asset to this role. Having a robust background within the club system is also an asset.

TRAINING:

- The Associate Clubs will be required to attend all USC-mandated training sessions for Associates, as determined by the Secretary Treasurer and USC Volunteer Services.
- The Associate Clubs will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.