



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

<b>Position Title:</b>	<b>Club Policy Coordinator</b>
<b>Supervisor:</b>	Vice President Governance & Finance
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	3-5 hours per week average, 10 hours during peak time
<b>Term:</b>	June 1 – April 30 <sup>th</sup>

### **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 aligned with other policies.
- Chair the Clubs Governance Committee (CGC) and perform all responsibilities of the chair as outlined in the Clubs Governance Committee Terms of Reference.
- Work with the Clubs Governance Committee and the AVP Clubs to facilitate the ratification of new clubs at the end of the fall term.
- Write new policy documents for review by the Clubs Governance Committee where needed and establish a working relationship with the AVP Governance to facilitate that.
- Ensure that club policy documents are easily accessible to the community in an easy-to-read online format.
- In collaboration with the AVP Clubs, represent the Clubs Governance Committee in front of Council, the Appeals Board, and any other relevant bodies.
- Maintain frequent communication with the AVP Clubs and the Vice President Governance & Finance 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.
- Schedule fixed weekly office hours in order to maintain a consistent availability to students in the clubs system.

## **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 Club 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. Experience with Roberts Rules of Order or a similar parliamentary procedure is a strong asset.
- **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 endeavors.
- **Clubs Experience:** Robust experience within the club system is an asset to any applicant.
- **Policy and Governance Ability:** Having a strong background in policy and governance is an asset. Applicants should be comfortable interpreting and applying policies in an objective and consistent manner, and defending their decisions in front of a quasi-judicial body.

## **TRAINING:**

- The Club Policy Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Governance & Finance and the USC Human Resources Department.
- The Club Policy Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.