



University Students' Council of the University of Western Ontario
Position Description

COUNCIL CLERK

EFFECTIVE: February 20, 2015

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: COUNCIL CLERK

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Speaker of Council, the Council Clerk will take minutes of all meetings and proceedings of Council and the Senior Operations Committee and will provide advice to the Speaker of Council on matters of Council policy and procedures that relate to the operations of Council as necessary.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Be resource member, ex-officio, of Council and all of its committees and sub-committees;
- (2) Attend all meetings of Council;
- (3) Take notes during Council meetings;
- (4) Prepare the official minutes for Council meetings;
- (5) Attend all meetings of the Senior Operations Committee;
- (6) Take notes during Senior Operations Committee meetings;
- (7) Prepare the minutes for Senior Operations Committee meetings;
- (8) Keep records of attendance for all meetings of Council and the Senior Operations Committee;
- (9) Provide completed minutes and attendance records to the appropriate designate of the Government Services department;
- (10) Liaise with the appropriate designate of the Government Services department to ensure that all records of proceedings of Council and the Senior Operations Committee are accurate and up to date;
- (11) Complete an interim report as well as a final report in compliance with the USC's Final Reports Procedure and Honorarium Policy;



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- (12) Provide recommendations to the Speaker of Council regarding the general operations of Council, the Standing Orders of Council, and Council development as appropriate;
- (13) Adhere to USC bylaws, policies, and procedures;

4.00 **QUALIFICATIONS:**

- (1) Exceptional Writing and Editing Skills. Can use simple and succinct language to communicate complex ideas. Utilizes proper grammar and syntax at all times.
- (2) Systemic Thinking: Thinks tactically and with foresight, identifying trends and priorities. Comfortable working in politically-charged, bureaucratic environments.
- (3) Research Skills: Can identify relevant information and subsequent implications from high volumes of material.
- (4) Professionalism and Discretion: Uses diplomacy and respect with engaging with inquiries and concerns. Can be trusted with sensitive or strategic information. Provides helpful feedback and information to internal stakeholders in a consistent and timely manner.

5.00 **TIME COMMITMENT:**

5.01 This position requires varying time commitments:

- (1) 3-5 hours/week on average;
- (2) 5-10 hours/weeks that include Council Meetings;
- (3) 10-20 hours/week for one week during the AGM period in March;
- (4) Shall participate in the transition with their successor.

6.00 **TRAINING/SUPPORT:**

- (1) The Council Clerk will be required to attend all USC-mandated training sessions for



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Coordinators, as determined by the Speaker and the USC Volunteer Resources Department.

- (2) The Council Clerk will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Council Clerk will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.

7.00 LEARNING OUTCOMES:

- (1) The Council Clerk will learn how to document organizational proceedings in addition to becoming more familiar with organizational and procedural governance.
- (2) The Council clerk will develop written and oral communication skills.

8.00 EVALUATION:

- (1) The Council Clerk will receive formative and summative performance assessments from their supervisor, the Speaker of Council.
 - 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.

9.00 COMPENSATION



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- (1) The Council Clerk shall receive two honorarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honorarium payment, the Chief Returning 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.
- (3) In order to receive the second honorarium payment, the Chief Returning 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.

10.00 SUPERVISION:

- (1) Primary supervision: Speaker of Council
- (2) Secondary support: Advocacy Services Officer
- (3) Tertiary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources