



University Students' Council of the University of Western Ontario

POSITION DESCRIPTION

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

POSITION TITLE: SPEAKER OF COUNCIL

1.00 POSITION OVERVIEW:

- (1) The Speaker of Council is responsible for coordinating Council Meetings, developing policy and by-laws, and election oversight. The Speaker of Council will be focused overall on council, elections, and governance affairs. The Speaker of Council shall ensure transparent, fair, and effective governance that is responsive to the needs of students and Council.

2.00 PRIMARY RESPONSIBILITIES:

- (1) *Secretary of Council:* responsible for coordinating Council activities to ensure transparent and effective governance. Required to keep Wednesday evenings available for Council Meetings. There will be staff support to aid in the booking of conference rooms and record and information management, but the Speaker of Council will be the first point of contact for Council members.
- (2) *Policy Development:* oversee and develop policies and procedures as deemed appropriate by Council and the Executives. Responsible to maintain updated versions of each policy and compose by-laws as stipulated by Council members.
 - a. *Rapport with the Executives:* A good rapport with the Executives is critical to success in the role, reflecting the need to discuss policy changes and procedures reflective of their visions.
- (3) *Oversight of Standing Committees:* responsible for facilitating and practicing transparent governance while overseeing the Standing Committees of Council. The Speaker of Council shall be expected to provide administrative support to Standing Committee Chairs and work out a schedule for attending Standing Committee meetings with the Speaker of Council.
- (4) *Oversight of Elections:* responsible to supervise Chief Returning Officer and be an active member of the Elections Committee. Must oversee all elections and referenda, and work closely alongside the Elections Committee to improve the management of USC elections. The Speaker of Council shall take a hands-on role in the management of Elections.
- (5) *Supervision:* Identify any training or professional development needs for Council, and address any performance issues that may arise. Main point of contact to assist with any questions or concerns related to procedure or policy development, or any other advice they may require.



University Students' Council of the University of Western Ontario

POSITION DESCRIPTION

PAGE | 2 of 4

3.00 QUALIFICATIONS:

- (1) Qualified candidates for this position must be an undergraduate student of Western University. Qualified candidates will have strengths in the following areas:
 - a) Excellent interpersonal rapport with young adults,
 - b) Excellent communication skills,
 - c) Ability to articulate thoughts through verbal and written forms,
 - d) High-degree of professional maturity and discretion,
 - e) Experience working in a student organizational capacity,
 - f) Experience supervising or directing the work of others,
 - g) Experience with mediation,
 - h) Experience with policy and procedures development and organizational governance, or equivalent skills,
 - i) Ability to interpret regulations and statutes,
 - j) Excellent time management skills,
 - k) Ability to remain neutral and apolitical,
 - l) Ability to manage several different projects at once,
 - m) Basic computer technical skills (proficient in Microsoft Word, Excel, PowerPoint, and Adobe),
 - n) Strong public speaking skills, and
 - o) Detail and task oriented.

4.00 TIME COMMITMENT:

- (1) The time commitment requirement is a maximum of fifteen hours of work per week on average during the academic year. There will be fixed office hours each week to be made available on a consistent basis for students, Council, the Executives and USC staff. Additional hours may be required during peak months (January and February) as directed by the Secretary-Treasurer. Additional hours will be communicated and mutually agreed upon in advance, when necessary.
- (2) There is the mandatory attendance of Council meetings on Wednesdays at 7:00PM. This is non-negotiable as this is one of the required duties of the Speaker of Council.
- (3) There is a requirement to be available to work during the summer months, May to August. This is a crucial period whereby many policies and procedures will be developed by the new Executives, as well as an opportunity to familiarize oneself with the USC as a workplace before the return of students.

5.00 TRAINING/SUPPORT:

- (1) There will be a Health and Safety training seminar conducted at the beginning of your employment. This seminar is mandatory as all members of the USC must attend.
- (2) There will be an Orientation Day conducted in August to familiarize with the USC operations and staff.
- (3) On-the-job training will be provided on an ongoing basis in both formal and informal capacities.
- (4) *Member of the National Association of Parliamentary training and certification.*



University Students' Council of the University of Western Ontario POSITION DESCRIPTION

PAGE | 3 of 4

- (5) Technical writing training for procedural and policy development.
- (6) If there is additional professional development seminars deemed appropriate for the Individual's success in the role, the Secretary-Treasurer will approve and arrange training as required.
- (7) The Speaker of Council is the main support to Council therefore there is an expectation to be present at all Wednesday night Council meetings, have fixed office hours and have contact information readily available for students and Council members.

6.00 LEARNING OUTCOMES:

- (1) The Speaker of Council will be provided with a structured professional development opportunity to build their personal and organizational capacity. The Secretary-Treasurer will equip the Speaker with the skills needed to successfully impact and maintain government procedures. This experiential learning opportunity is geared for students who have future aspirations of working alongside professionals in a democratic environment. All projects assigned to the Speaker of Council will aid in their interpersonal and professional growth, ability to formulate policies and procedures, and heighten their understanding of organizational governance.

7.00 COMMUNITY IMPACT:

- (1) The Speaker of Council has the opportunity to directly impact student life and Council engagement within the University Students' Council at Western University to improve their experiences overall. The Speaker of Council will impact the USC and its governmental functions by becoming a key steward of student democracy and its critical facilitator of a transparent and constructive government.

8.00 EVALUATION:

- (1) *Formative Assessment:* The Secretary-Treasurer will maintain an ongoing and open dialogue of informal feedback with the Speaker of Council. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Speaker of Council to obtain a meaningful experience while also informing the Secretary-Treasurer about specific learning and development goals they hope to achieve.
- (2) *Summative Assessment:* There will be three formal feedback surveys conducted throughout the Speaker of Council's employment. These surveys are to provide the Speaker with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Secretary-Treasurer to evaluate all strengths, any necessary improvements and communicate future projects with the Speaker of Council. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.



University Students' Council of the University of Western Ontario **POSITION DESCRIPTION**

PAGE | 4 of 4

9.00 SUPERVISION:

- (1) The Speaker of Council will report directly to the Secretary -Treasurer at the University Students' Council of the University of Western Ontario. The Secretary-Treasurer can be contacted at 519-661-2111 ext. 82612. Their office is located on the third floor, room 340, in the University Community Center at Western University.

11.00 ADDITIONAL INFORMATION:

- (1) A familiarity with the political and organizational structure of the USC and an understanding of its services and operations, as well as the student-leadership branch, is an asset but not required.
- (2) Ability to be flexible and adaptable to an ever changing environment with the organizational ability to coordinate conflicting/multiple schedules.
- (3) Expectations to participate in hiring panels for the Chief Returning Officer and Deputy Speaker before the Speaker of Council's official start date in May 2015.