



University Students' Council of the University of Western Ontario
Position Description
Appeals Board Member

REMUNERATION: VOLUNTEER

APPLY BY DATE: MIDNIGHT, NOVEMBER 23, 2015

CONTACT EMAIL: COORDINATOR.COUNCIL-SERVICES@WESTERNUSC.CA

POSITION TITLE: APPEALS BOARD MEMBER

POSITION OVERVIEW:

- To act as an unbiased, arm's length from the University Students Council governance structure, official who will deliberate and then provide rulings primarily on appeals levied against decisions made by the Elections Committee and Clubs Governance Committee as outlined in [By-Law 6](#).

PRIMARY RESPONSIBILITIES:

- A members of the appeals board must use unbiased judgement, and exceptional communications skills to review the appeal at hand and provide a ruling.
 - Review the previous decision made by either the Elections Committee or Clubs Governance Committee to understand the case at hand.
 - Hear oral defences from the student who is appealing a decision
 - Refer to By-Laws and Procedures that govern the board, as well as doing research to inform their decision, to arrive a decision
 - Communicate a decision in oral or written form

QUALIFICATIONS:

- Ability to remove bias from a situation.
- Excellent listening needed to retain all relevant details of each case.
- Strong verbal and written communications skills needed to ensure lively discussion amongst the committee while arriving at a decision. As well as written skills to communicate that decision.
- Strong reasoning skills to arrive at decisions.
- Strong research skills used to help research the case.
- Extensive teamwork skills as this committee will have 9 members, but each decision might be reached by a team of 3 members. This means you might not always work with the same people.

TIME COMMITMENT:



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- Expected time commitment for the position will vary over the term:
 - Average time commitment: 0-5 hours per week
 - During USC Elections (End of January to Middle of February) upwards of 10-15 hours may be required

SUPERVISION:

- Report to the Board of Directors

TO APPLY:

- Email resume and cover letter to Elizabeth Da Ponte, Coordinator of Council Services (coordinator.council-services@westernusc.ca)