

**Job Title:** Director – University Students’ Council

**Immediate Supervisor:** Council, Chair of the Board of Directors

**Time Commitment:** 1 monthly meeting, 2-4 hours in length; optional committees with varying time commitment; limited unscheduled meetings as needed; occasional special events and development opportunities.

**Duration:** 24 month terms commencing on June 1<sup>st</sup> 2015. Directors may be released by a resolution of council or through resignation. Directors cease to hold office should they no longer meet the eligibility requirements.

**Application Requirements:** Resume and Cover Letter. Be sure to address how you demonstrate the qualifications in your cover letter.

**Selection:** The Appeals & Board Nominating Committee will review all applications; selected applicants will be contacted for an interview and further information such as references or evaluative assignments may be requested. The committee will then recommend successful applicants to Council for ratification at the USC Annual General Meeting.

**Payment and Benefits:** This is a volunteer position. The USC may cover the costs of training and other incurred expenses such as travel where appropriate. The USC also maintains officer and director liability insurance.

**Education:** Must be currently enrolled as an undergraduate student at Western, the committee encourages applications from all educational backgrounds and areas of study.

**Description:**

The Board of Directors is the legal authority for the University Students’ Council of Western University; members have a fiduciary obligation to the corporation. The board is responsible for policies and procedures that govern the corporate and operational affairs of the organization. Specifically in relation to human resources, labour-management relations, internal controls and audit, legal issues, insurance, leases, contracts, purchasing and capital expenditures, banking, investments, physical plant and space usage, and The Gazette. The board is also responsible for the oversight and employment of the USC General Manager. The board shall approve where appropriate, policy and other recommendations received from Council, its Standing Committees, the USC’s Managing Directors or other professional sources.

**ELIGIBILITY:**

In order to be eligible to be a Director of the Corporation, the following conditions must be met:

1. Student members of the Board of Directors must be undergraduate students (including law, medicine, education) at Western University for the duration of their term of office.
2. Members of the Board of Directors may not simultaneously be a Member of the University Students' Council, current members must resign prior to becoming a director.
3. Legislation requires board members to: be 18 years of age or older by June 1<sup>st</sup> 2015 (committee may recommend a delayed starting date in the case of exceptional applicants); not been found incapable of managing property under any legislation; has not been found incapable by any court in Canada or elsewhere and not be bankrupt.

**Qualifications:**

1. Demonstrated professional maturity and a strong decision-making ability.
2. Possesses strong analytical skills and demonstrated willingness to ask relevant questions to make an informed decision.
3. Ability to digest many written and oral reports including detailed financial and legal information.
4. Ability to operate with extreme discretion and maintain confidentiality where required.
5. Understanding of conflicts of interest and ability to manage such conflicts should they arise.
6. Understand the demarcation between the political and operational affairs of the USC.
7. Understanding of the board's role in policy making vs management.
8. Intimate knowledge of the role of a non-profit board of directors and an understanding of fiduciary duty.
9. Knowledge or experience in the areas of: governance, law and corporate risk, policy, finance, programming, management, and advocacy.
10. Aptitude for corporate policy, knowledge of USC structure, policy, bylaws and relevant government regulation.

Please refer to the corporate by-laws and policies further information.

USC Documents Page: <http://westernusc.ca/government/documents/>

Minutes of previous meeting can be found here: <http://westernusc.ca/government/councillors-corner/board-meetings/>