

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

**Description:**

The Board of Directors is the governing authority for the University Students’ Council (USC) 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 Chief Operating Officer (COO). 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.

- Preference given to candidates with aptitude in finance, corporate policy, knowledge of USC structure, policy, bylaws and relevant government regulation.

**ELIGIBILITY:**

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

1. The committee encourages applications from all educational backgrounds and areas of study.
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. 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.
4. Legislation requires board members to: be 18 years of age or older by Annual General Meeting 2 (AGM 2) , 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. Ex: receiving policy reports and board recommendations
3. Ability to interpret and analyze written and oral reports including detailed financial and legal information.

4. Ability to operate with discretion and maintain confidentiality where required.
5. Understanding and managing of conflicts of interest.
6. Understand the demarcation between the political and operational affairs of the USC.  
Understand the demarcation between governance and operations.

**Time Commitment:**

- One monthly Board Meeting and one monthly Strategy Session, 2-4 hours in length;
- Committees with varying time commitment
- Limited unscheduled meetings as needed
- Occasional special events and development opportunities
- Three training days minimum (including but not limited to a tour of the USC, and duty of a director)
- Winter retreat (Feb 11, 2017)
- AGM 2 Friday (March 12 2017)
- One weekend in the summer (TBD summer).

**Duration:** 24 month terms commencing on AGM 2. 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.

**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.

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

**Selection:** The 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.

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

**Education:** Must be currently enrolled as a student at Western,

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/>

