



University Students' Council of the University of Western Ontario  
*Finance*  
**ASSOCIATE, GOVERNANCE**

**EFFECTIVE:** 01/01/2017

**SUPERSEDES:**

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**PAGE | 1 of 4**

**1.00 POSITION TITLE: ASSOCIATE, GOVERNANCE**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Secretary-Treasurer, the Associate, Governance will provide policy writing and governance support to the portfolio.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Act as a project manager to ensure the good governance of the organization, and collaborate with the Secretary-Treasurer on projects and consultations to ensure compliance and effective policy management.
- (2) Provide expertise and guidance to USC volunteers across portfolios (where tasked by the Secretary-Treasurer) to ensure consistent and effective governance practice across the Executive Branch.
- (3) Coordinate with assistance from the Secretary-Treasurer, administering policy-training to Coordinators, Interns, Associates, and Executives.
- (4) Provide support to the Secretary-Treasurer in creating and administering new policies, procedures and best practices. Assist in collaboration with on-campus stakeholders on matters relating to governance.
- (5) Complete special projects under the direction of the Secretary-Treasurer.
- (6) Adhere to USC bylaws, policies and procedures.
- (7) Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

**4.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University and will have aptitudes in the following areas:



- a) *Project Management Skills*: identifies project needs, develops plans, mobilizes available resources, adapts to changing circumstances, sets priorities and manages time in order to effectively meet deadlines. Detail-oriented with a strong sense of follow-through. Approaches a complex task or problem by breaking it down into its component parts.
- b) *Policy Experience*: Familiarity with the fundamentals of good policy, and has experienced working within a context of compliance, or in an environment where policy generation was a main focus.
- c) *Strong Writing Skills*: has taken an essay course or equivalent. Has the ability to translate complex structures effectively and has strong independence in their writing.
- d) *Leadership and Training*: Experience providing consistent leadership and support. Motivates with purpose and leverages the diverse skills of a team to best complement their collective goals.
- e) *Evaluative and Analytical Skills*: Understands and appreciates the value of metrics and feels comfortable using metrics to inform future decisions. Takes learning from each experience and uses critical thought to make adjustments for future endeavours. Gives constructive feedback to USC volunteers.
- f) *Proactivity*: Anticipates future projects and seeks out information and resources needed to take initiative.
- g) *"Big Picture" Thinker*: Able to take a systems approach to USC affairs, displays organizational forecasting ability and intuitive insight, can persuade peers to think "long-term".

**5.00 TIME COMMITMENT:**

- (1) Start date of June 1, 2017. End date of May 31, 2018.
- (2) **June to August**
  - a. Hours of work will be 5 -10 hours per week.
- (3) **September to April**
  - a. Hours of work will be 15 hours per week.
- (4) **November and March**
  - a. Peak time hours to deal with increased work load.



- (5) Shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

**6.00 TRAINING/SUPPORT:**

- (1) There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend as stipulated in their employment contract.
- (2) There will be an Orientation Day conducted in August to familiarize the Associate with the USC operations, fellow Interns, Associates, and staff.
- (3) Throughout their term, the Associate, Governance will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Human Resources Department.

**7.00 LEARNING OUTCOMES:**

- (1) Monitor and evaluate projects by applying principles of project management and sound financial practice in a fast-paced and diverse environment.
- (2) Gain/improve policy-writing and analysis, and project management experience in a hands-on capacity with real world experience.
- (3) Management and leadership development gained by providing mentorship to USC volunteers in the form of policy development and governance support.

**8.00 COMMUNITY IMPACT:**

- (1) The Associate, Governance shall strive to ensure volunteers across the organization are spending student fees responsibly and therefore ensuring students receive greater value from their fees.

**9.00 EVALUATION:**

- (1) Associates will participate actively with their supervisors in conducting formative and summative performance assessments.
  - a. *Formative Assessment:* The Secretary-Treasurer will maintain an ongoing and open dialogue of informal feedback with the Associate, Governance. 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



## ASSOCIATE, GOVERNANCE

ways so as to allow the Associate, Governance the ability to obtain a meaningful experience while also informing the Secretary -Treasurer about specific learning and development goals they hope to achieve.

- b. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Associate, Governance tenure with the USC. These surveys are to provide the Associate 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 Associate, Governance. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

### 10.00 SUPERVISION:

- (1) The Associate, Governance reports directly to the Secretary-Treasurer.
- (2) Secondary support for the Associate, Governance will be provided by the Human Resources and Volunteer Resources Departments.