



University Students' Council of the University of Western Ontario
Position Description
CLUB POLICY COORDINATOR

EFFECTIVE: 01/01/16

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: CLUB POLICY COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Student Programs Officer, the Club Policy Coordinator will oversee the development, review and enforcement of all policies related to the clubs community throughout the year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Conduct an annual review of existing club policy documents to ensure they are up-to-date and representative of the current community standards.
- (2) Work with the Clubs Governance Committee and the Clubs Associate to facilitate the ratification of new clubs at the beginning of the winter term.
- (3) Write new policy documents for review by the Clubs Governance Committee where needed.
- (4) Ensure that club policy documents are easily accessible to the community in an easy-to-read online format.
- (5) Maintain frequent communication with the Clubs Associate and the Student Programs Officer to maintain consistent visioning and outcomes.
- (6) Adhere to USC bylaws, policies, and procedures.
- (7) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- (8) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

4.00 QUALIFICATIONS:

- (1) *Communication:* The Club Policy Coordinator position requires strong written and verbal communication skills. Able to actively listen to the issues of others in a manner that elicits cooperation and engagement.



CLUB POLICY COORDINATOR

- (2) *Group Facilitation:* The Club Policy Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members on the Clubs Governance Committee. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- (3) *Analytical Thinking:* The Club Policy Coordinator should be able to integrate input and perspectives from multiple stakeholders. The Coordinator should be able to take learning from each experience and use critical thought to make adjustment for future endeavours.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. April to September: 2 – 3 hours per week.
 - ii. September to April: 5 – 10 hours per week.
 - iii. The Club Policy Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Club Policy Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- (2) The Club Policy Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Club Policy Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) The Club Policy Coordinator will learn how to develop and review policy documents, taking into account a number of different perspectives and viewpoints.



CLUB POLICY COORDINATOR

- (2) The Club Policy Coordinator will also strengthen their written and oral communication skills across a variety of groups, as well as how to evaluate and implement feedback.
- (3) The Club Policy Coordinator will demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations, and between the organization and the general public.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Club Policy Coordinator will impact the clubs community by ensuring that all policies are fair and easily accessible.
- (2) The Club Policy Coordinator will also contribute to the overarching sense of student development and involvement that exists in the clubs community.

9.00 EVALUATION:

- (1) The Club Policy Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Club Policy Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Club Policy Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,



CLUB POLICY COORDINATOR

- iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Club Policy Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate, Clubs
 - i. Executive Oversight: Student Programs Officer
- (2) Additionally, the Coordinator will receive support from the Clubs Associate and the Volunteer Services Department.