



**University Students' Council of the University of Western Ontario**

***Position Description***

**Appeals Board Member**

**REMUNERATION:** VOLUNTEER

**APPLY BY DATE:** NOON, MARCH 23, 2017 [**EXTENDED**]

**CONTACT EMAIL:** [CHRIS.CURRY@WESTERNUSC.CA](mailto:CHRIS.CURRY@WESTERNUSC.CA)

**POSITION TITLE:** APPEALS BOARD MEMBER

**POSITION OVERVIEW:**

- To act as an unbiased official, at arm's length from the University Students' Council governance structure, deliberating and deciding primarily on appeals levied against decisions made by the Elections Committee and Clubs Governance Committee as outlined in By-Law #6.

**PRIMARY RESPONSIBILITIES:**

- An Appeals Board member must use unbiased judgment to review the appeal at hand, and must have exceptional communications skills to produce a ruling.
- Working with a team, an Appeals Board member will:
  - Review the first-level decision made by either the Elections Committee or Clubs Governance Committee to understand the case at hand;
  - Hear oral argument or read written submissions from the student or group appealing a decision;
  - Refer to the relevant By-Laws and Procedures governing the Board and conduct any necessary research;
  - Communicate a decision in written, and sometimes oral, form

**QUALIFICATIONS:**

- Ability to approach a situation from a neutral, unbiased perspective
- Excellent listening skills
- Strong verbal and written communication skills
- High reasoning skills and ability to analyze a problem logically
- Extensive teamwork skills – the Appeals Board hears cases in panels of 3, 5, 7, or all 9 members. A successful candidate will demonstrate a willingness and ability to work with different people.



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### **REQUIREMENT:**

- An Appeals Board member must not be a voting member of Council; must not be a Director or member of any Committee from which, according to its By-Laws, policies, or procedures, appeals are adjudicated by the Appeals Board; and must not hold an executive position in a USC Ratified Club.

### **TIME COMMITMENT:**

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

### **SUPERVISION:**

- The Appeals Board reports to the Board of Directors

### **TO APPLY:**

- Email resume, cover letter, and an academic writing sample (3-4 pages) to Chris Curry, Coordinator, USC Board of Directors at ([chris.curry@westernusc.ca](mailto:chris.curry@westernusc.ca))