



University Students' Council – Position Description

Position Title:	Speaker
Supervisor:	Senior Manager, Advocacy and Government Services
Remuneration:	\$16/ per hour
Hours of Work:	Maximum of 15 hours per week
Term:	June 2018- May 2019

OVERVIEW:

The Speaker of Council is responsible for coordinating Council Meetings, developing policy and by-laws, and election oversight. The Speaker of Council will be focused overall on council, elections, and governance affairs. The Speaker of Council shall ensure transparent, fair, and effective governance that is responsive to the needs of students and Council.

DUTIES AND RESPONSIBILITIES:

- (1) *Secretary of Council:* responsible for coordinating Council activities to ensure transparent and effective governance. Required to keep Wednesday evenings available for Council Meetings. There will be staff support to aid in the booking of conference rooms and record and information management, but the Speaker of Council will be the first point of contact for Council members.
- (2) *Policy Development:* oversee and develop policies and procedures as deemed appropriate by Council and the Executives. Responsible to maintain updated versions of each policy and compose by-laws as stipulated by Council members.
 - a. *Rapport with the Executives:* A good rapport with the Executives is critical to success in the role, reflecting the need to discuss policy changes and procedures reflective of their visions.
- (3) *Oversight of Standing Committees:* responsible for facilitating and practicing transparent governance while overseeing the Standing Committees of Council. The Speaker of Council shall be expected to provide administrative support to Standing Committee Chairs and work out a schedule for attending Standing Committee meetings with the Speaker of Council.
- (4) *Oversight of Elections:* responsible to supervise Chief Returning Officer and be an active member of the Elections Committee. Must oversee all elections and referenda, and work closely alongside the Elections Committee to improve the management of USC elections. The Speaker of Council shall take a hands-on role in the management of Elections.
- (5) *Supervision:* Identify any training or professional development needs for Council, and address any performance issues that may arise. Main point of contact to assist with any questions or concerns related to procedure or policy development, or any other advice they may require.

QUALIFICATIONS:

Qualified candidates for this position must be an undergraduate student of Western University.

KNOWLEDGE, SKILLS and ABILITIES:

Qualified candidates will have strengths in the following areas:

- a) Excellent interpersonal rapport with young adults,
- b) Excellent communication skills,
- c) Ability to articulate thoughts through verbal and written forms,
- d) High-degree of professional maturity and discretion,
- e) Experience working in a student organizational capacity,
- f) Experience supervising or directing the work of others,
- g) Experience with mediation,
- h) Experience with policy and procedures development and organizational governance, or equivalent skills,
- i) Ability to interpret regulations and statutes,
- j) Excellent time management skills,
- k) Ability to remain neutral and apolitical,
- l) Ability to manage several different projects at once,
- m) Basic computer technical skills (proficient in Microsoft Word, Excel, PowerPoint, and Adobe),
- n) Strong public speaking skills, and
- o) Detail and task oriented.

TRAINING:

The Speaker Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Senior Manager, Advocacy and Government Services and the Advocacy and Government Services Department.

The Speaker Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.