



## ***University Students' Council – Position Description***

<b>Position Title:</b>	Director – University Students' Council
<b>Supervisor:</b>	Council, Chair of the Board of Directors
<b>Remuneration:</b>	This is a volunteer position. The USC will cover the costs of training and other incurred expenses such as travel where appropriate. The USC also maintains officer and director liability insurance.
<b>Term:</b>	Amended term to start October 1 <sup>st</sup> 2018- April 2020. Directors cease to hold office should they no-longer meet the eligibility requirements.
<b>Time Commitments:</b>	See below for a detailed list of time commitments.
<b>Application:</b>	Resume, Proposal and Class Schedule

### **OVERVIEW:**

The Board of Directors is the governing authority for the University Students' Council 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 (Human Resources, Governance, Finance), the USC's Senior Managers or other professional sources.

### **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 (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.
7. Understand the demarcation between governance and operations.
8. Aptitude for corporate policy, knowledge of USC structure, policy, bylaws and relevant government regulation.
9. **Education:** Must be currently enrolled as a student at Western

**Time Commitment:**

- 1 monthly Board Meeting, 2-4 hours in length;
- Involvement in one or more Standing Committee with varying time commitment;
- Limited unscheduled meetings as needed;
- Occasional special events and development opportunities;
- Winter retreat- **Saturday February 2<sup>nd</sup>, 2019**
- Board Meetings- **Friday October 5<sup>th</sup>, Friday Nov 2<sup>nd</sup>, Friday Nov 30<sup>th</sup>, Friday Feb 8<sup>th</sup>, Friday March 1<sup>st</sup>**
- AGM- **Sunday March 10<sup>th</sup>, 2019**
- Board Conference Training Weekend- BOCO will be a weekend in **July 2019, TBD**

**Selection:** The Board Nominating Committee will review all applications; selected applicants will be contacted for an interview and further details will be provided. Successful applicants will be presented to Council for ratification.

Please refer to the corporate by-laws and policies for further information:

<http://westernusc.ca/your-voice/#documents>