



University Students' Council – Position Description

Position Title:	Associate, Governance
Supervisor:	Secretary-Treasurer
Remuneration:	\$16/hour (5-10 hours per week)
Hours of Work:	vary throughout the year
Term:	June 1 st – April 30 th

OVERVIEW:

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

DUTIES AND RESPONSIBILITIES:

- 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.
- 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.
- Coordinate with assistance from the Secretary-Treasurer, administering policy-training to Coordinators, Interns, Associates, and Executives.
- 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.
- Provide support to the Associate, Clubs and Clubs Policy Coordinator on clubs governance, and changing policies.
- Provide support to Secretary Treasurer on Council and on the Governance and Finance Committee of Council.
- Will be required to write Council and Governance and Finance Committee motions at the request of the Secretary Treasurer.
- Act as a steward of the bylaws, and policies; responsible for updating the policy manual, tracking changes, and keeping up with council motions that affect the policy manual.
- Complete special projects under the direction of the Secretary-Treasurer.
Adhere to USC bylaws, policies and procedures
- Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
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QUALIFICATIONS:

- All Associates must be an undergraduate student as defined by Western University during the school year they are in the Associate role.
- An Associate cannot be a USC Councillor during their term as an Associate.

KNOWLEDGE, SKILLS and ABILITIES:

- *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.
- *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.
- *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.
- *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.
- *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.
- *Proactivity*: Anticipates future projects and seeks out information and resources needed to take initiative.
- *“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”.

TRAINING:

- The Associate, Governance will be required to attend all USC-mandated training sessions for Associates, as determined by the Secretary-Treasurer and the USC Volunteer Services Department.
- The Associate, Governance will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.