



University Students' Council of the University of Western Ontario  
**POSITION DESCRIPTION**  
**SECRETARY-TREASURER**

**EFFECTIVE:** 01/02/2017

**SUPERSEDES:** 20/02/2016

**AUTHORITY:** Council

**RATIFIED BY:** Council

---

**PAGE | 1 of 3**

**POSITION TITLE: SECRETARY-TREASURER**

**1.00 POSITION OVERVIEW:**

Ensure effective management of the allocation of corporate resources and endeavours, as well as the good governance of the University Students' Council.

**2.00 PRIMARY RESPONSIBILITIES:**

- (1) Stewardship of the Annual Budget as a key strategic document for the organization, and provide regular updates and advice to Council regarding the financial position of the Corporation.
- (2) Explore and develop responsible sponsorship and fund development opportunities that are in line with the USC's Strategic Vision.
- (3) In conjunction with the Chief Operating Officer and/or relevant Senior Manager, communicate directives of the Executive Council to operational managers.
- (4) Provide an advisory and oversight role with regards to marketing of USC operations to ensure efforts are in line with the needs of students.
- (5) Comprehensive oversight over management of corporate resources.
- (6) Administer grants and support the grants committee.
- (7) Be responsible for the good governance of the organization, and that the By-Laws, Policies, and Procedures of the organization are followed correctly.
- (8) If the Secretary-Treasurer wishes to take a leadership role in an external organization they will be required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council, before running for or accepting the position.
- (9) Be a resource to students trying to understand and work within the organization's By-Laws, Policies and Procedures to accomplish the work of students.

**3.00 QUALIFICATIONS:**

- (1) Qualified candidates for this position must be an undergraduate student of Western University.

Qualified candidates will have strengths in the following areas:

- a) Excellent interpersonal skills
- b) Strong verbal and written communication skills
- c) High-degree of professional maturity and discretion



University Students' Council of the University of Western Ontario  
**POSITION DESCRIPTION**  
**SECRETARY-TREASURER**

PAGE | 2 of 3

- d) Experience working in a student organizational capacity
- e) Experience supervising or directing the work of others
- f) Experience with policy and procedures development and organizational governance, or equivalent skills,
- g) Ability to interpret regulations and statutes,
- h) Excellent time management skills,
- i) Ability to manage multiple projects,
- j) Basic knowledge of Microsoft Office (proficient in Microsoft Word, Excel, PowerPoint, and Outlook)
- k) Good and sound judgement, ability to think critically and analytically,
- l) Strong public speaking skills, and
- m) Detail and task oriented.

**4.00 TIME COMMITMENT:**

- (1) The time commitment requirement is 35 hours per week commencing May 1<sup>st</sup>, 2017 until May 31<sup>st</sup>, 2018. There will be an additional responsibility of 10 hours per week from April 1<sup>st</sup>, 2017- April 30<sup>th</sup>, 2017.

**5.00 TRAINING/SUPPORT:**

- (1) There will be a Health and Safety training seminar conducted at the beginning of employment. This seminar is mandatory for all new members of the USC.
- (2) There will be a transitional period during May, which will include training with the outgoing Secretary Treasurer as well as Employee Development Program (EDP) sessions.
- (3) On-the-job training will be provided on an ongoing basis in both formal and informal capacities.
- (4) Technical writing training for procedural and policy development will be offered.

**6.00 LEARNING OUTCOMES:**

- (1) The Secretary-Treasurer will be provided with structured professional development opportunities to build their personal and organizational capacity. The Secretary-Treasurer will be equipped with the skills needed to successfully impact and maintain government and corporate procedures. This experiential learning opportunity is geared for Individuals who have future aspirations of working alongside professionals in a democratic and financial environment. All projects assigned to the Secretary-Treasurer will aid in their interpersonal and professional growth, ability to formulate policies and procedures, and heighten their understanding of organizational governance.

**7.00 COMMUNITY IMPACT:**

- (1) The Secretary-Treasurer has the opportunity to directly impact student and staff engagement within the University Students' Council at Western University to improve



University Students' Council of the University of Western Ontario  
**POSITION DESCRIPTION**  
**SECRETARY-TREASURER**

PAGE | 3 of 3

their experiences overall. This Individual will impact the USC and its governmental and financial functions by becoming a key steward of student democracy, financial accountability and its critical facilitator of a transparent and constructive government.

**8.00 EVALUATION:**

- (1) *Formative Assessment:* The Secretary-Treasurer will maintain an ongoing and open dialogue of informal feedback with the President of the University Students' Council. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully on a day-to-day function. This type of feedback goes both ways so as to allow the Secretary-Treasurer to obtain a meaningful experience while also informing the President about specific learning and development goals they hope to achieve.

**9.00 SUPERVISION:**

- (1) The President of the University Students' Council will oversee all day-to-day delegation of the Secretary-Treasurer. This will include any additional training the President deems appropriate to aid in the development and skill set of the Secretary-Treasurer to allow them to perform to their highest ability as a financial steward of the corporation.
- (2) The Secretary-Treasurer will report to the Chair of the Board of Directors and will be held accountable by the Board of Directors.

**11.00 ADDITIONAL INFORMATION:**

- (1) A familiarity with the political and organizational structure of the USC and an understanding of its services and operations, as well as the student-leadership branch is an asset, but not required.
- (2) Ability to be flexible and adaptable to an ever-changing environment with the organizational ability to analyze situations and come up with practical solutions which affect the staff and students of the University Students' Council.
- (3) Expectations to follow all Procedures, Policies, By-Laws as well as legal obligations pertaining to the University Students' Council.