



University Students' Council – Position Description

Position Title:	Deputy Speaker
Supervisor:	Manager, Governance and Elections/ Speaker of Council
Remuneration:	\$1000 honoraria
Hours of Work:	Up to 15 hours a week
Term:	March 2020-March 2021

The Deputy Speaker of Council (DSC) is responsible for assisting the Speaker in ensuring the rules of Council are upheld, and that each Councillor is treated equally and fairly. The DSC reports directly to the Speaker of Council.

A successful candidate will have a strong interest in student government as well as policies and procedures. They must have strong problem solving skills and the ability to adapt to different situations as well as strong interpersonal skills. Students with experience as a camp counsellor, lifeguard, or similar role may be a good fit for this role.

The duties and responsibilities of the Deputy Speaker of Council include:

- Attend all USC and Agenda & Council Operations Standing Committee (ACOSC) meetings.
- Have a strong understanding of Robert's Rules and its applications as well as the USC's Bylaws and Standing Orders in order to assist the Speaker in completing their duties as needed.
- Operate the PowerPoint during USC meetings and assist the Speaker with the Speaker's list.
- Act as the Secretary during ACOSC meetings to record attendance and minutes.
- Assist in tracking timestamps during USC meetings
- Assist Speaker in monitoring Councillor attendance
- Act as the Speaker of Council when the speaker is unavailable.

QUALIFICATIONS:

All candidates must be undergrad students at Western University for the term of the employment.

TRAINING:

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

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