University Students' Council – Position Description

Position Title: **Associate Vice President Governance**
Supervisor: Vice President Governance & Finance
Remuneration: $17/hour (5-10 hours per week)
Hours of Work: vary throughout the year
Term: August 1st – April 30th

OVERVIEW:

Under the direction of the Vice President Governance & Finance, the AVP 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 Vice President Governance & Finance on projects and consultations to ensure compliance and effective policy management.

- Provide expertise and guidance to USC volunteers across portfolios (where tasked by the Vice President Governance & Finance) to ensure consistent and effective governance practice across the Executive Branch.

- Provide support to the elections program, when tasked to do so by the Vice President Governance and Finance.

- Coordinate with assistance from the Vice President Governance & Finance, administering policy-training to Coordinators, Interns, AVPs, and Executives.

- Provide support to the Vice President Governance & Finance in creating and administering new policies, procedures and best practices, as well as review and update existing policies, procedures and best practices.

- Assist in collaboration with on-campus stakeholders on matters relating to governance.

- Act as a resource to Council and the Board of Directors, assist the Speaker and BOD Chair with each governance body.

- Complete special projects under the direction of the Vice President Governance & Finance.

- 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.

QUALIFICATIONS:

- All AVPs must be an undergraduate or professional student as defined by Western University during the school year they are in the AVP role.

- An AVP cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

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 AVP Governance will be required to attend all USC-mandated training sessions for AVPs, as determined by the Vice President Governance & Finance and the USC Human Resources Department.

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