University Students’ Council – Position Description

Position Title: Club Supports Coordinator
Supervisor: Vice President Governance & Finance
Remuneration: Honoraria $3000
Hours of Work: 5 hours per week average, 10-15 hours during peak time
Term: August 1 – April 30th

OVERVIEW:
The Club Supports Coordinator supports students in their club involvement on campus. In this role, you will act as a resource to all club presidents and vice presidents and support the financial administration of USC clubs. You will also work collaboratively with the AVP Clubs to maintain the administrative tasks involved with managing the clubs system so that all students involved are supported, educated, and celebrated. In this role you will perform club financial audits, work closely with the USC Finance department and its associated policies, and examine the broader club finance system to ensure optimization. Some programming overseen by the Club Supports Coordinator include: clubs week, club training, year-long appreciation, and town halls.

DUTIES AND RESPONSIBILITIES:

- Assist the AVP Clubs with the daily administrative and financial tasks involved with managing the clubs system.
- Establish and lead committees as they see fit.
- Responsible for organizing and executing the following events in collaboration with the AVP Clubs and affiliated USC departments: Clubs week, clubs training, year-long professional development sessions for all clubs, club town halls, club appreciation events, and any other club support events.
- Manage the USC Club Community social media and maintain open lines of feedback and communication with club members and club executives.
- Chair the Club Finance Committee and execute all responsibilities of the chair as outlined in the relevant Terms of Reference. Review and allocate auditing duties amongst members of the Committee, ensuring the most up to-date procedures are being followed.
- Schedule fixed weekly office hours in order to maintain a consistent availability to students and fellow Coordinators.
- Run year long professional development programming for club executives.
- Sit as a non-voting member on Clubs Governance Board and any other required committees, and provide assistance to the Chair in regard to meeting preparation and administration.
● Regularly meet with the Associate Vice-President Clubs for support with club programming.

● Act as a subject matter expert for both the USC and for clubs on all aspects of club finance, including fees, budgeting, and grants.

● Schedule fixed weekly office hours in order to maintain a consistent availability to students.

● Adhere to USC bylaws, policies and procedures.

● Complete an interim and final report in compliance with the USC’s Final Reports Procedure.

  i. Include a list of audited clubs for the fiscal year which can be passed along to the Coordinator’s successor as to prevent consecutive auditing of clubs. The Coordinator can specify the duty to improve the financial management of any clubs deemed financially irresponsible and below standard.

QUALIFICATIONS:

● All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.

● A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

● The Club Support Coordinator cannot be an Executive member of a USC ratified club during their term as Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

● Interpersonal Communication: The Club Supports Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

● Project Management: The Club Supports Coordinator will act as project manager for all the projects incumbent upon the Club Portfolio to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Club Support Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

● Club Experience: Robust experience within the club system is an asset to any applicant.

● Group Facilitation: In chairing the Club Audit Committee, the Club Supports Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among members.
Fosters team culture that supports consensus building and the development of its members.

- Financial Literacy: The Club Supports Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience.

- Policy and Governance Ability: Having a strong background in policy and governance is an asset. Applicants should be comfortable interpreting and applying policies in an objective and consistent manner, and defending their decisions in front of a quasi-judicial body.

- Public Speaking: The Club Supports Coordinator should be a dynamic and engaging speaker.

TRAINING:

- The Club Supports Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Governance & Finance and the USC Human Resources Department.

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