



University Students' Council – Position Description

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| Position Title: | Speaker |
| Authority: | Council |
| Resource: | Manager, Government and Election Services |
| Remuneration: | \$17/hour |
| Hours of Work: | Maximum of 15 hours per week |
| Term: | April 2022 - May 2023 |

OVERVIEW:

The Speaker of Council is responsible for leading and coordinating Council Meetings, supporting Councillors in policy development, and overseeing Council training. The Speaker of Council will be focused overall on council and governance affairs. The Speaker of Council shall ensure transparent, fair, and effective governance that is responsive to the needs of students and Council.

DUTIES AND RESPONSIBILITIES:

- (1) Responsible for leading and coordinating Council activities to ensure transparent and effective governance. Required to keep Wednesday evenings available for Council Meetings. There will be staff support to aid in the booking of conference rooms and record and information management, but the Speaker of Council will be the first point of contact for Council members.
- (2) Responsible for facilitating and practising transparent governance while overseeing the Standing Committees of Council. The Speaker of Council shall be expected to provide administrative support to Standing Committee Chairs and work out a schedule for attending Standing Committee meetings with the Manager, Governance and Elections.
- (3) Identify any training or professional development needs for Council, and address any performance issues that may arise. Main point of contact to assist with any questions or concerns related to procedure or policy development, or any other advice they may require.

QUALIFICATIONS:

Qualified candidates for this position must be an undergraduate or professional school (Law, Education, Medicine or Ivey) student of Western University. The Speaker cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors, or Student at Large Trustee on the PurpleCare Trust.

KNOWLEDGE, SKILLS and ABILITIES:

Qualified candidates will have strengths in the following areas:

- Excellent interpersonal rapport with young adults
- Excellent communications skills

- Ability to exercise sound judgement and make decisions quickly
- High-degree of professional maturity and discretion
- Experience working in a student organizational capacity
- Experience supervising or directing the work of others
- Experience with mediation
- Experience with policy and procedures development and organizational governance, or equivalent skills
- Ability to interpret regulations and statutes
- Excellent time management skills
- Ability to remain neutral and apolitical
- Ability to manage several different projects at once
- Basic computer technical skills (proficient in Microsoft Word, Excel, PowerPoint, and Adobe)
- Strong public speaking skills
- Detail and task oriented

Students with experience as a lifeguard, camp counsellor, or similar position may excel in this position as it requires the ability to lead and direct large groups of people.

TRAINING:

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

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