



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Member, Appeals Board</b>
<b>Authority:</b>	USC Board of Directors
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	0-5 hours/week
<b>Term:</b>	(2) November 2022 - June 2023 (2) November 2022 - June 2024

### **OVERVIEW:**

To act as an unbiased official who will, as part of a panel, hear appeals levied against decisions made by the Elections Committee and Clubs Governance Committee as outlined in the Appeals Board Policy. This position requires successful candidates to review evidence and written submissions, to hear oral evidence and oral submissions, to deliberate with other members of the panel, and to deliver rulings on the merits of the appeals heard.

### **TERM:**

The board will be comprised of members with mixed terms. We are looking to fill a total of four positions: two individuals to serve one year terms, and two individuals to serve two year terms.

### **DUTIES AND RESPONSIBILITIES:**

A member of the appeals board must use unbiased judgement, strong critical thinking, and exceptional communications skills to review the appeal at hand and provide a ruling.

Primary responsibilities require board members to be able to carry out the following tasks:

- Review the previous decision made by either the Elections Committee or Clubs Governance Committee to understand the case at hand;
- Review written submissions from the student who is appealing a decision and from the body that made the decision;
- Hear oral submissions from the student who is appealing a decision and from the body that made the decision;
- Refer to Policies and Procedures that govern the board and to the board's prior decisions, as well as potentially doing research, to arrive at a decision;
- Communicate a decision in oral or written form.

### **QUALIFICATIONS:**

- Ability to remove bias from a situation.
- Excellent listening needed to retain all relevant details of each case.
- Strong verbal and written communications skills needed to ensure lively discussion amongst the committee while arriving at a decision, in addition to excellent written

skills to communicate that decision.

- Strong reasoning skills to arrive at decisions.
- Strong research skills used to help research the case.
- Extensive teamwork skills as this committee will have five members, but each panel will typically be composed of teams of three members. This means you might not always work with the same people.

### **TRAINING:**

Training with respect to the legal principles and processes to be applied will be provided, and those with or without any legal background are encouraged to apply.

### **TIME COMMITMENT:**

Expected time commitment for the position will vary over the term:

- Average time commitment: 0-5 hours per week
- During USC Elections (End of January to Middle of February) upwards of 10-15 hours per week may be required