



USC BOARD OF DIRECTORS

APPLY TODAY

Do you want to enhance the educational experience and quality of life for all undergraduates at Western University? If your answer is yes, you should join an organization that has made that it's mission, and consider joining the USC Board of Directors.





THE UNIVERSITY STUDENTS' COUNCIL

Board of Directors

WHO WE ARE

The USC's vision is that students have the power to change the world. At our heart, is our mission, which is to enhance the educational experience and quality of life for all undergraduate students at Western University. We do this through our values, we are democratic, inclusive, student led, accountable and operate with integrity.

CONTACT US



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THE USC STRATEGIC PLAN

Areas of Focus - Student Support, Student Advocacy, Student Development and Opportunity, Student Engagement and Collaboration, and Student Life. These pillars allow the USC to focus on the mission, vision and values of the organization. Check it out at: <https://westernusc.ca/wp-content/uploads/2014/06/Long-Term-Plan-2017-Dear-Students-web-version.pdf>

GOALS OF USC OPERATIONS

We are a not for profit organization. Our goals are not traditional, and neither are our staffing models. As we are not profit driven, our goal is instead to provide the best options for students through some of the following ways:

01

PROVIDING
LOW COST
OPTIONS

02

OFFERING ALTERNATIVE
OPTIONS THAT ARE
SOCIALY CONCIOS OR
ENVIORNMENTALLY
FRIENDLY

03

EMPLOYMENT
OPPORTUNITIES
FOR STUDENTS

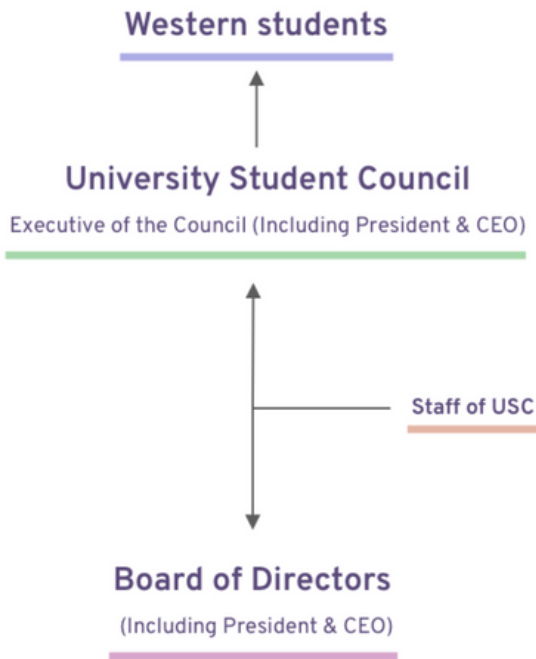
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AFFORDABLE OPTIONS
FOR STUDENT RUN
EVENTS





HOW DOES GOVERNANCE WORK AT THE USC?



THE MEMBERSHIP:

The undergraduate students of Western University make up the membership of the organization.

THE COUNCIL:

Similar to Members of Parliament at the federal level, Councillors are the USC's legislative body. Council is separate from the Student Executive but an equal partner in how the USC is run. They are an elected body of students to be representatives from across campus who meet monthly to review and inform the Executive Council ("The Exec") of issues, concerns and directives, and liaise with their respective constituency council. By Law #1 2.2.2 - The jurisdiction of Council shall be, policies that relate to the democratic legitimacy granted to it through election to represent the interests of Western's undergraduate students. This shall include policies that establish the Terms of Reference, salaries and discipline and accountability of Executive Officers, and advocacy and student-interest policies and positions.

THE BOARD:

The Board of Directors oversees the corporate side of the USC organization. They have one employee, the Chief Operating Officer of the USC. They must maintain fiduciary responsibility and are in charge of vetting decisions to mitigate financial, reputational and legal risks.

By-Law #1 2.2.1 - The jurisdiction of the Board of Directors shall be, policies that relate to the authority granted to it by the Act to supervise the management of the Corporation, with a focus on human resources, labour-management relations, internal controls, audit, legal and insurance, leases and contracts, purchasing and capital expenditures, banking and investment, physical plant and UCC space usage, any other general corporate policies and the Gazette.

STUDENT EXECUTIVE:

Provides direction and leadership to the organization. This group is counted on by the Organization to be the voice of students through action and representation.

USC POLICY MANUAL:

Includes all the laws, bylaws, policies and procedures which are the rules that govern the USC:

<https://docs.google.com/document/d/e/2PACX->

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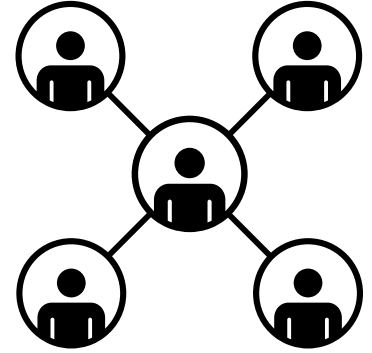




WHAT IS THE ROLE AS A DIRECTOR ON THE USC BOARD OF DIRECTORS?

ROLE OF THE BOARD IN A NON-PROFIT ORGANIZATION

The Board's role is to direct the organization to enhance performance and ensure its operations adhere to its mission, vision and values. They are stewards of the organization on behalf of the community it serves (the students of Western University), and must work in the best interests of the membership.

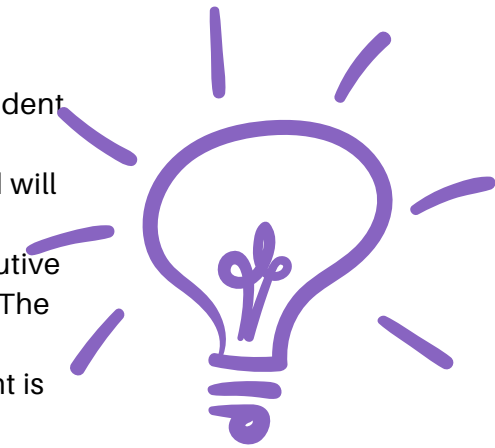


ROLE OF THE BOARD IN A NON-PROFIT ORGANIZATION

The corporate and political side of the USC are separate bodies. The political USC (Council/Executive) sets the direction. The Board and COO maintain the corporate side, so the Exec and Council can focus on political tasks and advocacy.

HOW DOES THE BOARD RELATE TO THE EXECUTIVE?

Most Executives will never come to a Board Meeting, except the President and the Vice President Governance and Finance. The Board does not supervise the Executives; they are accountable to Council. The Board will be tasked with reviewing HR matters, controlling risk (financial or reputational) and maintaining democratic institutions. The USC Executive run student events, support services, and advocacy for the students. The President is responsible for the performance appraisal of the Chief Operating Officer, which is then approved by the Board. The President is a director on the Board, where the VP Governance and Finance is an Officer of the Board. The President gets a vote, but the VPGF does not.



WHAT ARE THE STRATEGIC RESPONSIBILITIES OF DIRECTORS?

- Strategic Plan oversight and approval
- Oversees Chief Operating Officer
- Create and foster a stakeholder communication policy and transparency
- Maintain the integrity of corporate internal control and management information systems
- Monitor organizational risk: financially, reputationally, operationally or otherwise
- Financial oversight: review financial statements, conduct independent audits, approve operational budget
- HR Policy & Procedure





BOARD MEETING VS. COMMITTEE MEETING

Board Meeting - This is where information is presented, motions are proposed, clarifying questions are asked and decisions are made. All work should be done at the committee level.

Committee Meeting - These meetings are a subset of the full Board made up of members with an expertise or interest in the committee's mandate. Delegated authority to do research and ask the tough questions to make recommendations to the Board for approval. The committee is responsible for more direct oversight and investigation of specific board-level issues on behalf of the Board. The committee is the engine of any good board, and where more in depth questions may be asked.

USC BOARD COMMITTEES

The USC Board of Directors operated a number of committees that focus on issue specific areas. Each committee is chaired by a person on the Board of Directors, and elected by their peers. Each member of the Board must sit on at least one committee, with some members sitting on two. The committees of the USC Board of Directors are: **Finance, Governance, Human Resources, and Gazette Publications.** As a Director, you are not expected to be an expert on the committee you sit on. Each committee has a USC Senior Manager with an expertise in the area available as a resource.



THE SEVEN RESPONSIBILITIES OF THE BOARD ARE:

- # 1 Mission** - Directors are the stewards of the mission, not creators. The mission comes from the organization. Only become a Director if you believe in the USC mission.
- # 2 Strategy** - Directors approve, not develop, the strategic plan and planning process. Management develops strategy, and the Board examines it to make sure it fits the mission.
- # 3 Attendance** - Directors must attend and be prepared for all Board and Committee meetings. Part of preparation is identifying questions that will ensure you are making a valid decision while defending the mission of the USC.
- # 4 Chief Operating Officer** - The COO is the Board's only employee or "resource" that you can direct. They are the conduit to the rest of the organization. Directors must evaluate, compensate, supervise and if needed, discipline the COO.
- # 5 Finances** - The Board assumes financial responsibility for the organization. They will approve budgets (business operations only, not Council budget) and oversee adherence. They will contract independent audits and approve our investment strategy, including managing capital or reserve funds.
- # 6 Program Oversight and Support** - Directors provide oversight, not management. Oversight provides watchful and responsible care. Management is the coordination of the activities of an organization in order to achieve defined objectives.
- # 7 Board Effectiveness** - It is important that the Board take the time to assess its own performance.

THE UNIVERSITY STUDENTS' COUNCIL

Board of Directors

JOIN THE BOARD OF DIRECTORS TODAY!

"This experience has allowed me to grow tremendously in a professional environment. From chairing a professional board meeting, to making high-level corporate decisions, these opportunities have greatly strengthened my communication and critical thinking abilities. Additionally, this role has allowed me to expand my professional network with members of the USC's Alumni Network."

-Angus Lai

Director 2018-19, Chair 2019-20

"The University Students Council Board of Directors was an experience I will never forget. The opportunity to take part in discussion and high-level thinking regarding the country's leading student association is one that comes by rarely. Throughout my time on the Board, I was given the opportunity to voice my opinion on matters affecting our organization by conveying my reasoning through verbal and written mediums. Beyond the rare experience to sit on a Board at the age of 20 came an opportunity to interact and learn from experienced professionals in the non-profit space, who were able to provide input in areas such as operations, human resources, community advocacy and leadership, and finance. The wealth of knowledge available to me every time I sat in our boardroom was not something I took lightly, and I urge you to learn from these talented individuals if you have the privilege to serve on this wonderful body."

- Sagar Jiwani

Director 2018-19, HR Committee Chair 2019-20



JOBS OF THE USC

Join the Board of Directors

"From managing the COO to meeting with our investment bankers, Board members get a chance to actively engage with a multi-million dollar corporation at the very highest level."

- REBECCA LITTLE, USC BOARD MEMBER

APPLY TODAY AT [WESTERNUSC.CA/JOBS](https://westernusc.ca/jobs)