



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

<b>Position Title:</b>	Member, Clubs Governance Board
<b>Authority:</b>	Board of Directors
<b>Resource:</b>	Manager, Student Community
<b>Remuneration:</b>	Volunteer
<b>Hours of Work:</b>	Maximum of 3 hours per week
<b>Term:</b>	April 2024 - May 2025

### **OVERVIEW:**

The Clubs Governance Board acts as the oversight body that governs the clubs community on campus by enforcing and overseeing policies and procedures that ensure fairness in the clubs culture. The hired Clubs Governance Board (CGB) members play a crucial role in the enforcement and overseeing of the USC's clubs policies and procedures. Items that may be on meeting agendas include addressing club ratification applications, voting on proposed amendments to club policy and procedure, and holding USC club hearings and sanctions

### **DUTIES AND RESPONSIBILITIES:**

- Ratify qualified organizations as a USC club
- Uphold and enforce all USC by-laws and club policies and procedures;
- Determine whether or not a club has violated the clubs policy or any other governing document of the USC, or Western University by extension, and impose sanctions where appropriate;
- Undertake any further actions or decisions necessary to ensure that all clubs abide by the clubs policy;
- Task sub-committees of the CGB with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC; and
- Receive reports and recommendations from the sub-committees of the CGB in order to deliberate and enact them.

### **QUALIFICATIONS:**

Qualified candidates for this position must be an undergraduate or professional school (Law, Education, Medicine or Ivey) student of Western University. Due to the potential of conflict of interest, you will be ineligible for some USC opportunities such as Director on the USC Board of Directors, Member of the USC Appeals Board or Councillor on the Students' Council.

### **KNOWLEDGE, SKILLS and ABILITIES:**

Qualified candidates will have strengths in the following areas:

- Excellent communications skills
- Ability to exercise sound judgment and make decisions quickly

- High-degree of professional maturity and discretion
- Experience working in a student organizational capacity
- Experience with policy and procedures development and organizational governance, or equivalent skills
- Ability to interpret regulations and policies
- Excellent time management skills
- Ability to remain neutral and apolitical

**TRAINING:**

Members of the Clubs Governance Board will be required to attend all USC-mandated training sessions for their position, as determined by the USC People & Development department; this will include a mandatory Health and Safety training seminar conducted at the beginning of their term.