



University Students' Council – Position Description

Position Title:	Deputy Speaker
Authority:	Council
Supervisor:	Speaker of Council
Remuneration:	\$18 per hour
Hours of Work:	Up to 15 hours a week
Term:	May 2024 - May 2025

OVERVIEW:

The Deputy Speaker of Council (DSC) is responsible for assisting the Speaker in ensuring the rules of Council are upheld, and that each Councillor is treated equally and fairly. The DSC reports directly to the Speaker of Council.

A successful candidate will have a strong interest in student government as well as policies and procedures. They must have strong problem solving skills and the ability to adapt to different situations as well as strong interpersonal skills. Students with experience as a camp counsellor, lifeguard, or similar role may be a good fit for this role.

DUTIES AND RESPONSIBILITIES:

- Attend all University Students' Council (USC) and Agenda & Council Operations Standing Committee (ACOSC) meetings.
- Have a strong understanding of Robert's Rules and its applications as well as the USC's Bylaws and Standing Orders in order to assist the Speaker in completing their duties as needed.
- Operate the presentation during USC meetings and assist the Speaker with the Speaker's list.
- Act as the Secretary during ACOSC meetings to record attendance and minutes.
- Assist in tracking timestamps during USC meetings
- Assist Speaker in monitoring Councillor attendance
- Act as the Speaker of Council when the speaker is unavailable.

QUALIFICATIONS:

All candidates must be undergraduate or professional (Law, Medicine, Dental, Education and Ivey) students at Western University for the term of the employment.

The Deputy Speaker cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors as per the USC Conflict of Interest Policy for paid employees.

TRAINING:

The Deputy Speaker will be required to attend all USC-mandated training sessions for their position, as determined by the USC People and Development department. The Deputy Speaker will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.