



University Students' Council – Position Description

Position Title:	(4) Directors – University Students' Council
Supervisor:	Council, Chair of the Board of Directors
Remuneration:	This is a volunteer position. The USC will cover the costs of training and other incurred expenses such as travel where appropriate. The USC also maintains officer and director liability insurance.
Term:	This position is a 2-year term. Directors cease to hold office should they no-longer meet the eligibility requirements. (Training March 2026 - April 2027 / Term from May 2026 - May 2028)
Application:	Resume and Class Schedule

OVERVIEW:

The Board of Directors is the governing authority for the University Students' Council of Western University; members have a fiduciary obligation to the corporation. The board is responsible for policies and procedures that govern the corporate and operational affairs of the organization. Specifically, in relation to human resources, labour-management relations, internal controls and audit, legal issues, insurance, leases, contracts, purchasing and capital expenditures, banking, investments, physical plant and space usage, Elections, Appeals and The Gazette.

The Board is also responsible for the oversight and employment of the USC Chief Operating Officer (COO). The board shall approve where appropriate, policy and other recommendations received from Council, its Standing Committees (Human Resources, Governance, Finance), the USC's Senior Managers or other professional sources.

ELIGIBILITY:

In order to be eligible to be a Director of the Corporation, the following conditions must be met:

- The hiring committee values the diversity of its members and applicant pool, and we encourage candidates to apply from all backgrounds.
- The committee encourages applications from all educational backgrounds and areas of study.
- Members of the Board of Directors may not simultaneously be a Member of the University Students' Council; current members must resign prior to becoming a director.
- Student members of the Board of Directors must be undergraduate students (including law, medicine, dentistry and education) at Western University for the duration of their term of office.
- Legislation requires board members to: be 18 years of age or older (committee may recommend a delayed starting date in the case of exceptional applicants); not been found incapable of managing property under any legislation; has not been found incapable by any court in Canada or elsewhere and not be bankrupt.

QUALIFICATIONS:

- Demonstrated professional maturity and a strong decision-making ability.
- Possesses strong analytical skills and demonstrated willingness to ask relevant questions to make an informed decision. Ex: receiving policy reports and board recommendations
- Interest to learn how to interpret and analyze written and oral reports including analyzing detailed financial and legal information.
- Ability to operate with discretion and maintain confidentiality where required.
- Understanding and managing conflicts of interest.
- Understand the demarcation between governance and operations.
- Interest to learn about corporate policy, USC structure, policy, bylaws and relevant government regulation.
- **Education:** Must be currently enrolled in an undergraduate or professional school (Law, Medicine, Dentistry, Education or Ivey) student at Western.

TIME COMMITMENT:

- 1 monthly Board Meeting, 2-4 hours in length;
- Involvement in one or more Standing Committee with varying time committee; 2-4 hours a month
- Limited unscheduled meetings as needed;
- Occasional special events and development opportunities

MANDATORY TRAINING:

1. Winter Retreat - **March 14, 2026**
2. AGM - **Wednesday May 6th, 2025 (Virtual)**

3. Board Conference (BOCO) Training Weekend in London - **July 2026**
4. Audit/Investment Training - **September 2026**

SELECTION:

The Board Nominating Committee will review all applications; selected applicants will be contacted for an interview and further details will be provided. Successful applicants will be presented to Council for ratification.

The USC values the diversity of the people it hires and serves. Diversity at the University Students' Council means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

Please refer to the corporate by-laws and policies for further information:

<http://westernusc.ca/your-voice/#documents>