



University Students' Council – Position Description

Position Title:	Governance Intern
Supervisor:	Manager, Government Services
Remuneration:	\$42,000 Annual Salary + Benefits and Vacation
Hours of Work:	Full-time position, 35 hours per week
Term	June 1, 2026 - May 7, 2027

OVERVIEW:

Under the direction of the Manager, Government Services, the Governance Intern will serve as the Speaker of Council while supporting the broader governance operations including the USC's policy review cycle, evaluation, research and reporting. The position is designed to provide a graduating student or recent graduate with hands-on experience in nonprofit governance, democratic decision-making and institutional policy.

DUTIES AND RESPONSIBILITIES:

1. Speaker of Council Responsibilities

- Chair and facilitate General Council and Agenda and Operations Standing Committee meetings (typically 2–3 per month), ensuring fair debate and adherence to procedural rules. Must be available Wednesday evenings from 6:00 PM-11:00 PM to accommodate monthly General Council Meetings.
- Attend other standing committees on a monthly basis as an observer (typically 1-2 times per month).
- Interpret and apply USC bylaws, standing orders, and procedural rules in a neutral and impartial manner.
- Maintain order during meetings and act as the procedural authority in disputes or conduct issues.
- Ensure meeting documentation (agendas, minutes, attendance, voting records) is accurate and complete.
- Work closely with Standing Committee Chairs, Vice Chairs, Secretaries, and the Deputy Speaker to ensure effective functioning of Council committees.
- Lead governance training and orientation for Councillors.

2. Governance Responsibilities

- Assist with governance policy review cycles, including tracking timelines, compiling feedback, and supporting revision administration.
- Conduct governance research, background reviews, and comparative scans as required.
- Support data collection, information synthesis, and reporting initiatives related to council, advocacy and engagement as needed.
- Contribute to internal reports, briefing notes, survey creation, and governance summaries as required.
- Provide general governance and administrative support during peak periods (elections, transitions, training cycles).

QUALIFICATIONS:

- Must be a graduating student at Western University in an undergraduate or professional level program (Medicine, Law, Education and Dentistry) or be willing to take a gap year while pursuing an undergraduate or professional level program at Western.
- Must be able to have a flexible schedule to attend events outside of regular work hours.
- An Intern cannot hold another USC paid position (USC Operation, AVP, Coordinator, Governance Leader) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

- Interest in governance, policy, and institutional decision-making.
- Ability (or willingness to learn) to learn and apply Robert's Rules of Order, bylaws, and procedural frameworks.
- Strong facilitation, written communication, and organizational skills.
- Strong research, writing, and analytical abilities.
- Comfortable working with other student leaders and large deliberative bodies.
- Ability to exercise sound judgment and make timely decisions under pressure.
- Excellent organization and time-management skills.
- Proficiency with Microsoft Office, Google Suite, Slack, Qualtrics and basic document management tools.

TRAINING:

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

Additional Information:

Please note that the Intern positions are now full-time roles with an **11-month contract from June to April**. These roles will be filled by graduating students of Western University in an undergraduate or professional degree program or those from the same programs willing to take a full year off. The work hours are 9:00am-5:00pm from Monday to Friday; however, these hours are subject to change due to fluctuating operating hours. Work hours may be adjusted to accommodate the increased workload during peak periods. Occasional pre-approved overtime may be required.

This is neither a student position nor a USC Executive role. Interns are employees of the University Students' Council and are expected to adhere to the established reporting structure.

The USC is operating fully in person, and thus the successful candidate must be able to work on campus. This position will receive Health and Dental Benefits, Defined Contribution RESP/Pension Plan and vacation.