



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

<b>Position Title:</b>	Deputy Speaker
<b>Authority:</b>	Council
<b>Supervisor:</b>	Speaker of Council
<b>Remuneration:</b>	\$19.50 per hour
<b>Hours of Work:</b>	Up to 15 hours a week
<b>Term:</b>	May 2026 - May 2027

### **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. This role requires a detail-oriented individual who thrives in a rule-driven environment and is committed to maintaining procedural integrity.

### **DUTIES AND RESPONSIBILITIES:**

#### **Administrative Support:**

- Manage meeting documentation, including drafting, updating, and finalizing agendas and meeting minutes to ensure they accurately reflect amendments and decisions made during meetings.
- Keep track of votes, changes, and other meeting details during USC General and Agenda & Council Operations Standing Committee (ACOSC) meetings.
- Work with the Speaker and Council Support Coordinator to create presentations, reports, and other materials for meetings.
- Help the Speaker draft emails and communicate with Council members regularly.

#### **Meeting Operations:**

- Attend all USC General and ACOSC meetings (about 2-3 meetings per month).
- Run presentations, manage virtual meeting links, and keep track of who is speaking during meetings. Must be available Wednesday evenings from 6:00 PM-12:00 AM to accommodate General Council Meetings.
- Take notes and record attendance at ACOSC meetings.
- Help communicate meeting schedules and coordinate logistics.
- Work with the Speaker, committee chairs, and USC staff to make sure meetings run smoothly.

#### **Procedural Expertise and Delegation:**

- Understand and apply Robert's Rules of Order, USC Bylaws, and Standing Orders of Council to help meetings follow the proper process.
- Fill in for the Speaker when they are unavailable and take on their duties.

**Learning and Development Support:**

- Help the Speaker plan and organize training sessions for Councillors as needed.
- Assist with preparing materials and setting up these training sessions or other council related events such as team dinners or speaker sessions.

**Disciplinary Intermediary Role:**

- Act as a neutral point of contact in disciplinary matters involving Councillors in the event the Speaker is Absent. Ensure issues regarding attendance or disciplinary matters are handled fairly and confidentially.

**QUALIFICATIONS:**

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

The DSC cannot hold another paid USC position, USC Councillor position, USC Board Director role, Student-at-Large Trustee position on the PurpleCare Trust, or any other elected governance role during their term.

**KEY RELATIONSHIPS:**

- **Speaker of Council:** Provides guidance, assigns tasks, and collaborates closely to ensure the smooth operation of meetings and Council procedures.
- **Manager, Government Services:** Supports governance operations and acts as a resource for procedural questions.
- **Council Support Coordinator:** Collaborates on meeting materials, council communication and documentation.

**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.