



Volunteer Job Responsibilities

Title: Speaker of Council / Chair of Council

Job Status: Elected Volunteer

Honorarium: \$800/month

Duration: May 1, 2021 – April 30, 2022

Primary Responsibilities

Pursuant to Bylaw #7 (Council) and Governance Process Policy CP-8 (Council), the Council Speaker will preside over and administer the affairs of the Council as it:

- Serves as a forum for the views of graduate students
- Elaborates on the corporate objects of GSA to recommend to the GSA Board a relevant list of Ends
- Brings to the GSA President's attention near-term student needs
- Advises the GSA President on organizational strategies to accomplish Ends and address near-term student needs
- Declares political positions on behalf of graduate students

The Speaker will execute duties as outlined in other GSA Bylaws and Policies and will abide by and uphold the mission, vision, and values, and the bylaws and policies of the GSA. The Speaker will serve as a role model for advocacy and representation and will also promote the physical and mental health of graduate students, as well as GSA staff and volunteers.

Key Accountabilities:

The Speaker is responsible for:

- Scheduling and presiding over Council meetings and ensuring that the integrity of the Council process is maintained with regards to meeting discussions, deliberation and format
- Administering the affairs of Council between meetings
- Developing policies and practices so that Council serves as a forum for the views of graduate students, where open debate and dialogue is encouraged
- Self-monitoring and evaluating Council's overall performance and that of individual Councilors at regular intervals by applying discipline to matters such as attendance, preparation for meetings, respect of roles and procedural principles
- Proposing a yearly schedule of regular Council meetings to Council
- Attending GSA Board meetings and presenting monthly reports to the GSA Board regarding Council meetings, activities, policies, practices and decisions of the GSA Council
- Keeping the Board apprised of any and all of the Council's matters of concern
- Submitting the annual Council governance budget request to the GSA Board for consideration
- Chairing the Council Executive Committee and ensuring that the committee is adequately trained to perform its duties outlined in Council policies including but not limited to, maintaining a Council Training Handbook, conducting orientation sessions, providing training opportunities, and assessing the effectiveness of its training procedures
- Ensuring Council committee vacancies and vacancies with seats for Councilors are filled
- Facilitating knowledge transfer between Councillor terms (sharing resources, updating on relevant issues, etc)

Qualifications

- Graduate student enrolled in a graduate program at University of Waterloo
 - Strong interpersonal and communication skills
 - Ability to work as part of a team and collaborate with colleagues
 - Ability to act in a diplomatic manner
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- Ability to establish and maintain strong working relationships
- Strong time management skills and ability to manage several different projects at once
- Excellent public speaking skills

Contacts

The Speaker of the Council will interact with the Council and its committees, the Board of Directors, the GSA President and other management staff, representatives from department and faculty level graduate student associations, graduate students and university administrators and staff.

Level of Responsibility: Senior Leadership

Decision-Making Authority: Decision-making authority as assigned in the Bylaws and as otherwise delegated from time to time by the Council.

Physical and Sensory Demands: Minimal demands typical of a senior position operating within an office environment

Working Environment:

- Exposed to stress and pressure resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions.
- There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests).

Application instructions:

Interested candidates will have until **March 11, 2021** to submit their cover letter and CV to the Speaker of Council (Matthew Robbins) at gsacounc@uwaterloo.ca