



# Volunteer Role Responsibilities

## Graduate Student Association – University of Waterloo

---

**Title:** Speaker of Council / Chair of Council

**Role Status:** Elected Volunteer

**Level of Responsibility:** Senior Leadership

**Honorarium:** \$800 per month

**Estimated Hours:** 25 hours per month

**Duration:** May 1, 2022 – April 30, 2023

---

### Role Overview:

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

- Serves as a forum for the views of graduate students
- Elaborates on the corporate objects of GSA to recommend to the Board of Directors 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, values, and bylaws and policies of the GSA. The Speaker will serve as a role model for advocacy and representation. The Speaker will promote the physical and mental health of graduate students and GSA staff and volunteers.

### Role Responsibilities:

#### *Council Administration*

- 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
- Proposing a yearly schedule of regular Council meetings to Council
- Submitting the annual Council governance budget request to the GSA Board for consideration
- Administering the affairs of Council between meetings, including: chairing the Council Executive Committee, developing meeting agenda, maintaining communication channels (calendar invites, portions of GSA website, Speaker email account, Council Slack and email listserve)
- Ensuring Council committee vacancies and vacancies with seats for councilors are filled
- Facilitating knowledge transfer between councilors terms (resources, relevant issues, etc.)
- Ensure new councilors have access to the Council Training Handbook, orientation, and training

#### *Council Performance*

- 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

#### *Council Relations*

- 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
  - Attending other GSA or UW committees when requested to advance the Council's priorities
-



# Volunteer Role Responsibilities

## Graduate Student Association – University of Waterloo

---

### Qualifications

- Graduate student enrolled in a graduate program at the 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
- Ability to establish and maintain strong working relationships, including within the Graduate Student Association, and with all levels of University of Waterloo administration
- Strong time management skills and ability to manage several different projects at once
- Strong technical skills to manage online meetings (while they continue to be necessary)
- Strong organizational capabilities to manage document sharing, timely distribution of schedules, agenda, and documents
- Excellent public speaking skills

### Contacts

The Speaker of the Council will interact with

- the GSA Council,
  - its members,
  - its committees,
  - and the Deputy Speaker (appointed by the Speaker, GSA Policy GP-8),
- the GSA Board of Directors,
- the GSA President and other management staff,
  - including the Council Minute Taker, the Corporate Secretary, the Elections Coordinator, the Student Engagement Coordinator, and the Communications Team (under VP Comms),
- representatives from department and faculty level graduate student associations (dGSAs),
- the graduate student body,
- and university administrators and staff

**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:

- Exposure to stress, pressure, and conflict inherent to an advocacy and leadership position
- 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 4, 2022** to submit their cover letter and CV to the current Speaker of Council ([gsacounc@uwaterloo.ca](mailto:gsacounc@uwaterloo.ca)).

Candidates will be contacted for a meeting in March to discuss the role with the current Council Executive Committee. Candidates will be invited to speak to the full Council on April 6, 2022, after which the full Council will vote to select the next Speaker.