



## **Job Description: Council Speaker**

**Job Title:** Council Speaker

**Reports To:** GSA Board of Directors

**Hours:** 15-20 hrs/month

**Wage:** \$800/month stipend

**Effective Date:** April 14<sup>th</sup>, 2024

### **Primary Purpose**

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 and the Council Executive Committee. 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 promote high morale by serving 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 Responsibilities**

The Speaker is responsible for supporting Council in fulfilling its mandate to:

- Elaborate on the corporate objects of GSA to recommend to the GSA Board a relevant list of Ends
- Bring to the GSA President's attention near-term student needs
- Advise the GSA President on organizational strategies to accomplish Ends and address near-term student needs
- Serve as a forum for the political views of graduate students, where open debate and dialogue is encouraged



- Declare political positions on behalf of graduate students
- Self-monitor and evaluate 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
- Establishing policies and practices and develop activities that fall within its mandate

The Speaker is also responsible for:

- Annually proposing a yearly schedule of regular Council meetings to Council
- Filling Councilor vacancies in a timely manner by facilitating elections and by-elections in accordance with Council policies
- 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
- 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
- Keep the Deputy Speaker sufficiently familiar with Council issues, processes, and policy to enable the Deputy Speaker to take over with reasonable proficiency as an interim successor in the event of an emergency succession
- 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
- Ensuring that Council committees perform their duties in accordance with Council



policies and procedures

## **Required Qualifications**

### **Education**

- Currently enrolled as a graduate student at the University of Waterloo college diploma or university degree

### **Experience**

- Experience sitting on the GSA Council or another student government council is required
- Experience leading/chairing a meeting is an asset
- Experience within the GSA in any level is an asset
- Experience working collaboratively in teams with persons of various cultural, economic, and educational backgrounds
- Experience working with university student associations is an asset
- Experience in strategic planning is an asset

### **Knowledge/Skills/Abilities**

- 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
- Strong time management skills and ability to manage several different projects at once
- Excellent public speaking skills



**GRADUATE  
STUDENT  
ASSOCIATION**  
UNIVERSITY OF WATERLOO

## **DIVERSITY AND EQUITY:**

*The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.*