



Job Description: Director of the Board

Job Title: Director of the Board

Reports To: Chair of the Board

Hours: 15-20 hours/month

Wage: \$50/month

Effective Date: December 2023

Primary Purpose

The purpose of the Board, on behalf of the graduate students at the University of Waterloo, is to ensure that the Graduate Student Association – University of Waterloo (a) achieves appropriate results for appropriate persons at appropriate cost (as specified in Ends policies), and (b) avoids unacceptable actions and situations (as prohibited in Executive Limitations policies), per GSA policy GP-1.

Key Responsibilities

The directors of a GSA-UW shall manage or supervise the management of the activities and affairs of the GSA-UW in compliance with the Act, per GSA by-law 5. Directors are expected to dedicate 15-20 hours of time commitment per month. The GSA Board of Directors are involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the Board of Directors is composed of students with diverse backgrounds, identities, challenges and experiences.

Specific responsibilities of directors are:

1. Attend and actively participate in all meetings of the board. All meetings of the board are mandatory to attend for directors.
 - a. To account for extenuating circumstances, one absence from a board meeting with regrets every four months will be allowed. Further allowable absences with regrets in that same four-month period will be at the discretion of the board chair.



- b. To further account for extenuating circumstances while recognizing that repeated absences significantly hinder the Board's ability to fulfill its duty, two missed board meetings without regrets in a four-month period will be considered as notice of resignation from the Board.
 - c. "Active participation" in board meetings is considered voicing opinions and/or perspectives (or lack thereof) during deliberation and voting on action items. Participation is quantified by peer and self evaluations at the end of each meeting.
 2. Participate in Board committees.
 - a. Each director is required to sit on at least 1 of the 4 standing committees. Participation on temporary committees will be required from time to time.
 - b. Committee chairs are responsible for organizing meetings/asynchronous activities to fulfill the purpose of the committee, provide regular updates to the board, and prepare meeting reports/summaries.
 3. Provide written consent to act as director and to uphold their fiduciary responsibility per GSA by-law 5.
 4. Be familiar with the Letters Patent, Supplementary Letters Patent, By-Laws, GSA-UW Policies & Procedures, the Ontario laws governing not-for-profit corporations, and the previous business of the Board per GSA by-law 5.
 5. Act in a responsible manner in conducting the affairs of the GSA-UW.

Remuneration:

Directors that fulfill their duties are entitled to a remuneration of \$50 per month.

Requirements for receiving remuneration are outlined below, and all requirements must be fulfilled to be considered eligible to receive remuneration each month.

- I. Attend all board meetings.
- II. Actively participate in board meetings.
- III. Attend all committee meetings (or, in case of asynchronous activities, complete all assigned tasks).
- IV. Actively participate in all committee meetings.

Being ineligible for remuneration one month does not automatically render a director ineligible for remuneration in any following month. If a director is deemed ineligible for remuneration for one month, only the actions taken in that month will be considered, and these actions will not be considered in determining future remuneration eligibility.

Additionally, the added duties and responsibilities of committee chairs is recognized by an additional \$25 remuneration each month. To receive this additional remuneration, committee chairs must fulfill the requirements listed in 2b.



Remuneration will be dispersed at the end of each academic term.

Remuneration non-payment vs. resignation

Remuneration ineligibility is not considered notice of resignation or removal from the board. Any of the following actions will be considered as resignation from the board:

- A. Missing two board meetings without regrets in a row.
- B. Missing two board meetings in a four-month period, unless such absences are excused at the discretion of the board chair.

Failing to fulfill II., III., and/or IV. does not trigger an automatic resignation from the Board, though it does disqualify a director from receiving remuneration for the month(s) these requirements were not fulfilled.

Required Qualifications

We are seeking people with not-for-profit experience. A background in accounting and auditing, budgeting, insurance and lobbying, marketing, privacy management, or risk and controls knowledge is desirable but is not necessary.

APPLICATION: If you are interested in this position, please send your resume and 1 page cover letter (compiled in 1 PDF document) to GSA Board Chair (gsa-bc@uwaterloo.ca) by **Nov. 27th at 5:00 PM EST**. In your email, use the subject heading "Director Application"

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.