Job Description

Job Title: Director

Department: Board of Directors

Reports To: Chair of the Board

Effective Date: November 2023

Primary Purpose

The GSA-UW Board of Directors is responsible for overseeing corporate interests of the Graduate Student Association. Directors are elected by graduate students each year at the GSA Annual General Meeting (AGM) held in the Winter term.

Key Responsibilities

The Board of Directors have monthly regular meetings, and operates according to the Carver Policy Governance framework, meaning that the Board focuses on strategy and oversight, and delegates day-to-day management to staff. Directors are expected to dedicate 15-20 hours of time commitment per month. A technical description of the position can be found in Policy #5 and in By-Law #5.

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 comprised of students with diverse backgrounds, identities, challenges and experiences.

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 cover letter (max 1 page) to GSA Board Chair (gsa-bc@uwaterloo.ca) by Oct. 23rd 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.