



# Volunteer Job Responsibilities

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

**Job Status:** Elected Volunteer

**Stipend:** 10 hours per month at University of Waterloo TA rate

**Duration:** May 1, 2020 –April 30, 2021

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## Primary Responsibilities

Pursuant to Bylaw #7 (Council) and Governance Process Policy CP-8 (Council), the Deputy Council Speaker will assist the Council Speaker in administering the affairs of the Council and the Council Executive Committee and will be kept sufficiently familiar with Council issues, processes, and policy. The Deputy Speaker will abide by and uphold the mission, vision, and values, and the bylaws and policies of the GSA.

## Key Accountabilities:

The Deputy Speaker will support the Speaker in:

- Preparing a yearly schedule of regular Council meetings
- Filling Councilor vacancies in a timely manner by facilitating elections and by-elections in accordance with Council policies
- Preparing the annual Council governance budget
- Serving on the Council Executive Committee
- Ensuring Council committee vacancies and vacancies with seats for Councilors are filled
- Monitoring performance of Council committees
- Tracking attendance, preparation for meetings, and presiding over meetings in the absence of the Chair.
- Other duties delegated by the Speaker

## 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
- 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 Deputy Speaker of Council will interact with the Council and its committees, and occasionally with the GSA President and other management staff, representatives from department and faculty level graduate student associations, and graduate students.

## Level of Responsibility:

- Leadership

## Decision-Making Authority:

- Decision-making authority as assigned in the Bylaws and as otherwise delegated from time to time by the Speaker.

## Physical and Sensory Demands:

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- Minimal demands typical of 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).