



## Volunteer Job Responsibilities

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

**Job Status:** Elected Volunteer

**Stipend:** 20 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 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 Accountabilities:

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
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## 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 Speaker of the Council will interact with the Council and its committees, the Board of Directors, the GSA President and other management staff, representatives from department and faculty level graduate student associations, graduate students and university administrators and staff.

## Level of Responsibility:

- Senior Leadership

## 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:

- 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).