

	Acadia Students' Union Job Description	
	Section: GV-2018-02	Pages: 5
Position: Chairperson		
Location: Old SUB 628 Department: Council	Reports to: Students' Representative Council ("Council")	Coverage: Incoming Chairpersons

1.0 Position Summary

Acting as the Presiding Officer of Council, the Chairperson is responsible for providing leadership to Council and ensuring its continued effectiveness as a body of individual members. The Chairperson is also the guardian and interpreter of the Acadia Students' Union Constitution, its By-Laws and its Operating Procedures. As Chair of all Council and select Committee meetings, the Chairperson promotes the wellbeing and efficient operation of the Students' Representative Council by ensuring that its members work together effectively and have confidence in the procedures laid down for the conduct of business. The Chairperson is also responsible for ensuring that the Council establishes fair oversight procedures and discusses those issues which it needs to discuss and dispatches its responsibilities in a professional manner. The Chairperson takes particular care that all members of the Council observe and abide by the principles of the mandate and vision of the Acadia Students' Union and its policies (including, but not limited to, the Procedural Policy and Council Code of Conduct).

2.0 Scope

Failure to ensure that Council and Committees function properly within the confines of the governing documents of the Acadia Students' Union, meeting protocol and procedure, and its policies regarding conflict of interest and individual conduct may result in issues with respect to loss of credibility for the Acadia Students' Union and its governing body, the Students' Representative Council.

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. Abide by and maintain the integrity of this Constitution, the By-laws, and regulations of the Union;
2. Sit ex-officio on all Union committees and sub-committees;
3. Ensure the effective operation of Council and its committees, as well as the effective performance of all members of such entities;
 - i. Assign end of semester reports for Council members and committee chairs as deemed necessary and forward such reports to the Review Board;
 - ii. Bring forward to the Review Board and/or Council any issues regarding any Council or committee member, particularly in regards to the fulfillment of mandated duties;
4. Be responsible for setting the date of all regular meetings and one summer meeting of Council and for preparation of the agenda from submissions by members of Council;
5. Distribute the agenda and any supporting documents by email for each meeting to members of Council and all relevant parties no later than two days prior to the date of the meeting;
6. Preside over all meetings of Council and fairly apply Robert's Rules of Order;
7. Conduct a workshop to teach all the rules of procedure governing Council to all members before the first regular meeting of Council in the Fall semester, and make available to all members a copy of the rules of order, a Council Orientation Manual, and the Constitution and By-Laws of the Union;
8. Be responsible for ensuring that all information in Council Orientation Manual is up-to-date;
9. Keep records of membership on all standing and ad-hoc committees of Council, and all reports from these committees and their members;
10. Keep a current copy of the Constitution and By-Laws both in hardcopy and electronically;

11. Supervise the work of the Deputy Chairperson as appropriate;
12. Act as Chair of the Review Board, Hiring Committee and Governance Committee;
13. Ensure that all appointments to any standing committees of Council are made by no later than the second regular meeting of Council;
14. Hold a minimum of six (6) regular hours per week during the academic year;
15. Propose two (2) tangible goals to Council for ratification for completion before the end of their term;
16. Serve as a poll supervisor for all Union elections, plebiscites and referenda, as appropriate;
17. Perform such other duties as are assigned by Council.

4.0 Working Relations

Internal: All departments and Union staff, Internal Organizations, House Councils, ASU-ratified clubs/societies, Senior Management, Council and the General Manager.

External: Members of the Public (including Students), Acadia University staff members and Members of the Administration, Representatives from other Students' Unions, Universities, related associations.

5.0 Working Conditions

Physical Demands – The Chairperson may have to work odd or long hours to complete special requests or projects and may have to spend long hours sitting and using office equipment, computers and attending sessions which can lead to muscle strain and fatigue.

Environmental Conditions – The Chairperson will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of staff. The Chairperson may find the environment to be busy and noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands – Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment.

Mental Demands – The Chairperson will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time. The Chairperson will need to handle complaints of an administrative or disciplinary nature from students which may result in emotionally charged situations.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Strong knowledge and ability to interpret the mandate, role, and responsibilities of the Acadia Students' Union, and its governing documents (the Constitution, its By-Laws and its Operating Procedures);
- Advanced computer knowledge including a working knowledge of developing agenda packages, spreadsheets, reports, and presentations in Microsoft Word and Excel and Adobe Acrobat (or similar software);
- Demonstrated ability to use reliable judgment and maintain confidentiality;
- Detail oriented and ability to compile, audit, verify, and research information and data;
- Ability to establish good working relationships with a diverse range of people (staff, students, other Members of Council and its committees);
- Diplomacy and sensitivity;
- Sound judgment and judiciousness;
- Skills of networking, influencing and advocacy;
- Sound analytical problem solving and reasoning skills in order to identify alternative solutions, conclusions or approaches to administrative and disciplinary concerns;
- Exceptional communication skills (written, verbal, and presentation);
- Ability to work with independently and in a team environment;
- Must have strong work ethic and be able to maintain standards of conduct and provide leadership, direction, and motivation to Council in a consistent and fair manner;
- Excellent customer service and interpersonal skills and possess cultural and political awareness;

- Strong organization skills with a demonstrated ability to prioritize, coordinate work schedules, handle multiple projects and competing demands, and meet deadlines;
- Ability to respond creatively to pressure and experience dealing with situations of crisis.

Asset Qualifications

- Previous experience with any of the following;
 - Robert's Rules of Order or meeting protocol
 - Managing other people
 - Coordinating committee and/or board operations

7.0 Attachments

None