



The Acadia Students' Union invites applications for the position of
Chairperson

Posting Date: January 29th, 2018

Job Type: SRC Official

Work Location: Old Students' Union Building
30 Highland Ave, Wolfville, NS, B4P 2R5

Reports to: Students' Representative Council ("Council")

Salary: As defined in By-Law Five (Students' Representative Council Policies)

Job 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).

Qualifications: The qualified candidate will have a 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), the ability to act diplomatically and judiciously while presiding over Council business, the ability to support and encourage other Members of Council in the fulfillment of their duties, and be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year. Previous experience with Robert's Rules of Order or meeting protocol, managing other people, and/or coordinating committee and/or board operations will be considered an asset. For a complete list of the qualifications and the job description, please consult the Union's website at www.theasu.ca.

If you require a disability-related accommodation to participate in the recruitment process, please email Oliver Jacob, Chairperson, at asu.chairperson@acadiu.ca.

Interested candidates are invited to submit an application (resume and cover letter) in confidence by **4:30 PM (local time) on Wednesday, February 14th, 2018**, quoting "**Chairperson**" attention to Oliver Jacob, Chairperson, by:

In Person: Union Market in the Students' Union Building (SUB)

Mail: Acadia Students' Union
ASU Box No. 6002
Wolfville, NS B4P 2R5

Email: asu.chairperson@acadiu.ca

Facsimile: 902-542-3901

All applicants are thanked for their interest. Only candidates selected for an interview will be contacted. Information collected throughout the hiring process will be used in accordance with By-Law Five (Students' Representative Council Policies) and the Procedural Policy for the purpose of candidate selection. The Union is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. **The Union reserves the right not to fill this position or to fill it in a different capacity than advertised.**