



Employment Opportunity

POSITION: ASU Deputy Chairperson (1)

TERM: May 1, 2019 - April 30th 2020

RATE OF PAY: Honorarium (\$1,200)

DUTIES:

Assist the ASU Chairperson in ensuring the efficient and proper conduct of ASU Students' Representative Council (SRC) meetings
Work with the ASU Chairperson to uphold ASU Constitution, By-laws, and policies
Prepare, review, and maintain a file of SRC meeting minutes
Assist the Chairperson to ensure the proper conduct of ASU Council Members
Act as a resource for ASU Council members and all students on matters pertaining to the policies and procedures of the ASU SRC

PREREQUISITES: Knowledge of the ASU Constitution and By-laws. Experience leading meetings in an impartial manner. Strong interpersonal and organizational skills are essential. Must comply with the ASU's Academic Standards Policy (minimum sessional GPA of 2.0). Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year.

HOURS: Electronic correspondence from May 1st to August 31st. Work necessary hours during the academic year to complete the duties of the role.

TO APPLY: Submit cover letter, resume, and a copy of your unofficial transcript:

Online: to the ASU Chairperson. Molly Anderson (136061a@acadiau.ca) by Wednesday, March 27, 2019 at 4:00pm

In Person: at the Union Market by Wednesday, March 27, 2019 at 4:00pm

Incomplete resumes will not be considered.

The Acadia Students' Union believes in employment equity and the values a diverse and inclusive workplace, which we believe enriches the work environment.

We encourage qualified applications from all diverse communities and traditions including, but not limited to, Indigenous peoples, persons with a disability, racially visible persons, female-identified persons, persons of minority sexual orientations and gender identities, different nationalities, cultures or religions, and all candidates who would contribute to the diversity of our community.

We strive to use hiring practices that are inclusive to all candidates to ensure equal access to positions.

If

there are any accommodations you require please contact us and we would be happy to accommodate, where able.

We thank all applicants in advance and advise that only those invited for an interview will be contacted.

The ASU reserves the right not to fill any position that may be posted.

Please note that should a position become available during this time resumes may be considered to fulfill staffing needs.

THIS IS AN ACADIA STUDENTS' UNION EMPLOYMENT OPPORTUNITY

ASU Students' Representative Council (SRC) Deputy Chairperson

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. The SRC shall appoint a Deputy Chairperson (the "Deputy Chair") who shall be responsible for assisting the Chair with respect to the conduct of SRC meetings in accordance with the ASU Constitution, Bylaws, and SRC Procedural Policy;
2. Abide by and maintain the integrity of the ASU Constitution, Bylaws, Policies, and Procedures of the ASU
and, as an SRC official, the Deputy Chair shall be governed by the Council Code of Conduct;
3. A person is not qualified to be the Deputy Chair if that person:
 - a. Ceases to be an active member of the ASU;
 - b. Is nominated for an elected position of the SRC;
 - c. Is an elected or appointed Union official; (iv) Holds any other position of employment with the ASU; or
 - d. Does not have a sessional GPA of at least 2.0 at the time of the appointment.
4. Attend all meetings of Council and shall be the Recording Secretary of the SRC;
5. Prepare detailed minutes of all Council meetings, under the supervision of the Chair, which shall be available no later than five days after meeting, and which will be presented for approval by Council at the next meeting;
6. Assist the Chair in the preparation and distribution of the agenda and related documents for all Council meetings;
7. Review the minutes of each meeting before distribution and shall maintain a permanent file of all minutes, agendas, and related documents;
8. Ensure that electronic versions of all minutes, agendas, and related documents, are available online through the ASU website;
9. Maintain a record of the attendance of all members of the SRC at Council meetings;
10. Act as Chairperson at Council meetings in the Chair's absence;
11. Perform other duties as are assigned by the Chairperson or by the SRC.