

JOB DESCRIPTION

Board of Director



Job Title:	Board of Director	Job Category:	Director
Department/Group:	UWSA	Reports to:	UWSA Members
Location:	University of Windsor – CAW Centre		
Level/Salary Range:		Position Type:	Volunteer
HR Contact:	Maria Hamilton General Manager	Date posted:	
Internal posting URL:	UWSA@uwindsor.ca	Travel Required:	No

Applications/Nominations Accepted By:

The Chief Returning Officer at the time an Election is called.
Nomination Papers will be submitted to the CRO during the Election process.

Job Description

ROLE AND RESPONSIBILITIES

The Directors are responsible for the organization's programs, image and assets. They have a duty to manage the organization honestly, in good faith, and in the best interest of the members while using the care and diligence of a reasonably prudent person. In fulfillment of the foregoing and without limiting the generality thereof, the Board of Director:

- Must attend all regularly scheduled meetings (every Thursday evening)
- Must not miss more than five (5) meetings of the Board and or committees in total or three (3) consecutive board meetings, in their time in office.
- Must serve on at-least one (1) UWSA Committee
- Must advocate and represent their constituency, and present the views of their members to the UWSA
- Must assist in the development of policies and engage in debate and implementation of them
- Must not miss more than five (5) meetings of the Board and or committees in total, in their time in office
- Must ensure all individuals and bodies are operating in accordance with the Constitution and By-laws of the UWSA
- Must provide oversight to the UWSA Executive, on behalf of the members
- Must not be a current employee within the UWSA

POLICIES AND RESOLUTIONS

- Be vested with all other duties and privileges of a Director and Officer, to the extent that they do not conflict with the foregoing provisions
- Seek to meet with and engage students on issues that affect them at all times

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be a member of the UWSA
- Must be in good standing with the University of Windsor and the UWSA
- Must not be a removed member from the Director or Executive office within the preceding twelve (12 months)
- Must not hold an official position with an external student association not sanctioned by the UWSA
- Must not currently hold a position within a media outlet or another UWSA paid position
- Must be eighteen (18) years of age
- Must not have bankruptcy status

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Board of Director



PREFERRED SKILLS

- Strong Leadership skills
- Initiative, vision, and tenacity for funding initiatives
- Excellent written and oral communications skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for advocating for UWSA members

ANTICIPATED LEARNING OUTCOMES

A Board of Director should expect to gain hands-on experience in an influential leadership role as well as develop strong project management and team management skills.

In addition, the Board Member may expect opportunities to use and develop skills in the following (but not limited to) areas:

- Team Management Skills
- Communication skills with various stakeholders
- Building credibility in the funding community
- Organizational skills
- Mentoring and Listening skills

Members Signature:		Date:	
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