

JOB DESCRIPTION

Board Administrator



Job Title:	Board Administrator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	Board of Directors (Board)/ VP Finance & Operations (VPFO) Petar Bratic
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Part Time
HR Contact:	General Manager – Maria Hamilton	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	Varies

Applications Accepted By:

UWSA office – CAW Student Centre, Room 209
 Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654
www.uwsa.ca/about/uwsa-opportunities/

General Scope of Duties

ROLE

Reporting to the UWSA Board of Directors for direction and the VPFO, Petar Bratic, for day-to-day administrative affairs, the Board Clerk is an impartial, objective and apolitical role that provides administrative support to the Board of Directors in the preparation and maintenance of Board materials and documents.

DUTIES AND RESPONSIBILITIES

- Support the Board of Directors in fulfilling its responsibilities according to governing procedures
- Provide direct support to the Board Chair/Facilitator on administrative tasks as needed
- Ensure meeting minutes are accurately recorded (including summarized discussion content, motions, and votes), properly filed on the website and in the official records of the Corporation, and distributed within specified timeframes
- Post and update meeting materials and Board-approved documents on the UWSA website as needed
- In conjunction with the Board Chair/Facilitator, prepare and distribute all Board-relevant meeting materials and documents, including meeting notices, comprehensive agenda packages, and minutes, prior to meetings within specified timeframes
- Maintain the most recent version of the By-Laws and Policy Manual of the UWSA, ensuring their proper filing on the website and the official records of the Corporation
- Maintain an updated record of attendance for Board and committee meetings, working with the Board Chair/Facilitator to ensure the Board Attendance Policy is appropriately enforced
- Assist with the preparation of resolutions, reports, and other official UWSA documents as needed
- Take appropriate follow-up action on the Board's decisions, such as notifying interested parties on specific items, securing reports, or finalizing documents for official filing
- Serve as an objective administrative resource for the Board of Directors
- Uphold and enforce the By-Laws, policies, resolutions and procedures of the UWSA
- Fulfill any other duties as assigned by the By-Laws, policies, or standing resolutions, or as determined by the VPFO or the Board of Directors

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ACCOUNTABILITIES

- Defined by the Board of Directors or VPFO, prepare progress reports on activities and results and status of portfolio objectives
- Attend a **minimum** of two Board of Directors meetings per month on Wednesday evenings or other dates as determined by the Board, all Membership Meetings, and committee meetings as needed
- Prepare a comprehensive transition manual before the end of their term, as defined by the VPFO

PREFERRED QUALIFICATIONS

- Member of the UWSA (full-time undergraduate student)
- Strong understanding of and commitment to inclusivity
- Demonstrated ability to maintain impartiality and objectivity
- Experience with Robert's Rules of Order
- Experience with taking meeting minutes
- Demonstrated ability to maintain confidentiality
- Experience supporting a team
- Strong administrative skills
- Strong analytical, problem solving, time management and organizational skills
- Knowledge of Microsoft Word, Excel, and other information management software
- Ability to type swiftly and in detail
- Strong professional verbal and written communication skills
- Experience with conflict resolution
- Experience with maintaining calm under pressure
- Ability to work independently and in a team environment
- General knowledge of the organizational structure and operations of the UWSA

WORKING CONDITIONS

- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a board room environment or via online communication
- Access to office computer, photocopier, office supplies, etc.

The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position

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