

JOB DESCRIPTION

Board Facilitator



Job Title:	Board Facilitator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	Board of Directors (Board)/ Vice President Finance & Operations (VPFO)
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 Directions for long-term direction and the VPFO for day-to-day affairs, the Board Facilitator is responsible for the administration of the UWSA Board of Directors, including chairing meetings, ongoing governance support and training, meeting material preparation and distribution, and record management.

DUTIES AND RESPONSIBILITIES

- Chair the meetings of the Board of Directors or committees, as requested, in an efficient, fair and impartial manner according to governing procedures, policies and by-laws
- Prepare and distribute all Board-relevant meeting materials and documents, including meeting notices and comprehensive agenda packages, prior to meetings within specified timeframes
- Ensure meeting minutes are accurately recorded, properly filed, and distributed within specified timeframes
- Facilitate Board governance processes, assisting the Board in fulfilling its responsibilities efficiently and appropriately
- Create a schedule of Board meeting dates for each semester to be presented to the Board for approval, in collaboration with the Operations Committee
- Establish and implement a training schedule for the Board of Directors
- Serve, in conjunction with the elected Board Chair, as the liaison between the Board of Directors and the President
- Serve as a resource on governance matters 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 VPFO or the Board of Directors

ACCOUNTABILITIES

- In order to protect the Board from the sudden loss of the Board Facilitator, ensure the elected Board Chair is sufficiently familiar with Board and governance issues and procedures to enable them to take over with reasonable proficiency as an interim successor
- 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 and, when needed, committee meetings
- Prepare a comprehensive transition manual before the end of their term, as defined by the VPFO

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PREFERRED QUALIFICATIONS

- Member of the UWSA (full-time undergraduate student)
- Demonstrated ability to maintain impartiality and be apolitical
- Knowledge and understanding of Robert's Rules of Order
- Experience serving on, or chairing, a board of directors
- Strong understanding of and commitment to inclusivity
- Demonstrated ability to maintain confidentiality
- Experience supporting a team
- Strong analytical, problem solving, time management and organizational skills
- Verbal and written communication skills
- Strong administrative 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

- Work will require use of a vehicle
- Extraordinary opportunity for personal growth and skills development, due to level of responsibility and challenges
- Work will primarily take place in a board room environment
- Access to office computer, photocopier, office supplies, meeting rooms, 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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