

JOB DESCRIPTION

Board of Governors



Job Title:	Board of Governors Representative	Job Category:	Director
Department/Group:	University of Windsor Student's Alliance	Reports to:	UWSA Members
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	Volunteer
HR Contact:	General Manager	Date posted:	
Internal posting URL:	UWSA@uwindsor.ca	Travel required:	No

Applications 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 Governors Representative:

- Must attend all regularly scheduled meetings
- Must serve on at-least one (1) UWSA Committee
- Must advocate, represent, and present the views of the members of the UWSA to University of Windsor Board of Governors
- Must assist in the development of policies and engage in debate and implementation of them
- Must work with President in furtherance of policies and advocacy for the members
- 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 not be a current employee within the UWSA

POLICIES AND RESOLUTIONS

- Have access to all personnel records
- 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

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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
- Must be eighteen (18) years of age
- Must not have bankruptcy status

PREFERRED SKILLS

- Strong Leadership skills
- Excellent written and oral communications skills
- Professional to communicate with the faculty and administration of the University of Windsor and the UWSA
- Personal qualities of integrity, credibility, and acting in the best interests of the University of Windsor and the students
- Strong understanding of transparency, good governance and fiscal responsibility

ANTICIPATED LEARNING OUTCOMES

A Board of Governor 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, a Board of Governor 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 and policy development
- Organizational skills
- Understanding of the academic landscape
- Professionalism
- Strategic management
- Analytical skills

Members Signature		Date:	
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