



## UNIVERSITY OF REGINA STUDENTS' UNION

### Job Posting – Board Chairperson

The Students' Union of the University of Regina Inc. (URSU) requires a Board Chairperson who will be responsible for conducting meetings of the URSU Board of Directors. This is a one year term position commencing May 1, 2017 to April 30, 2018 but is renewable if agreeable to both parties. Generally, Board meetings are held predominantly bi-weekly in the evenings and monthly over the summer months. The ideal candidate will have previous Board experience and be knowledgeable of Robert's Rules of Order. The Chairperson shall receive remuneration of \$150 per meeting.

A detailed Job Description can be found at: XXXXXXXX

Qualified applicants should forward a cover letter and resume by no later than March 31, 2017 to:

University of Regina Student's Union

Attn: General Manager

gm@ursu.ca



## STUDENTS' UNION OF THE UNIVERSITY OF REGINA INC.

### Board Chairperson – Job Description

Title: Board Chairperson  
Reports To: URSU Board of Directors  
Term: May 1, 2017 to April 30, 2018

#### Official Duties

The Official Duties of the Chairperson (Chair) are outlined in URSU's Meeting Policy. They are as follows:

- Creating the Agenda and Minutes of Board Meetings
- Conducting meetings of the Board of Directors in an efficient and professional manner and in compliance with Robert's Rules of Order (latest edition)
- Conducting meetings of the Board of Directors in accordance with the governing documents of the URSU (ex: Constitution, Bylaws, Policy, etc.)
- Receiving motions, reports, etc. from Board of Directors members for inclusion on Meeting Minutes
- Ensuring that all members receive copies of the minutes, agenda and relevant supporting documents for meetings
- Forwarding copies of all meeting minutes to the President, URSU and the URSU communications department
- Providing at least 1 week notice and a replacement when they are unavailable for a meeting
- Accepting reasonable requests for special or emergency meetings as laid out in the Meeting Policy
- Keeping records of attendance
- Ensuring the meeting space is prepared prior to the meeting and clean and tidy after the meeting
- Ensure that proper procedure is followed at all meetings
- Ensure that rules of decorum are followed at all meetings
- Applying the principles of progressive discipline that are laid out in the Meeting Policy as necessary



## General Expectations:

As an employee of URSU (which is a non-partisan organization), the Chair must provide an environment for all members of URSU to participate in the democratic process. The Chair must:

- Ensure confidentiality
- Provide prompt attention to matters brought forth
- Apply an unbiased enforcement of the rules outlined in URSU's governing documents
- Manage the acceptance of the incoming correspondence from all URSU
- Ensure procedure is properly used at URSU's meetings
- Monitor and record meeting attendance, especially as it relates to conflicts of interest or conflicts of commitment
- Facilitate discussion amongst divergent points of view
- Encourage Board Members to reach consensus
- Realize when the board has reached a dead-end and needs to recess or table discussion on a topic
- Manage votes to confirm consensus decisions or to decide issues

## As a Resource:

The Chair shall act as a Resource occasionally while fulfilling their duties. The Chair should be expected to maintain working knowledge of and act in compliance with the following documents;

- The Non-Profit Corporations Act, 1995,
- The Articles of Incorporation,
- The URSU Constitution,
- By-laws,
- Policies,
- Standing Orders,
- Board of Director Handbook, and
- Robert's Rules of Order (current edition).

## Attendance

Attendance at all Board of Directors meetings is required. However the Chair must provide sufficient notice for the unavoidable cancellation of meetings of the Board of Directors (as outlined by the governing documents). In the event of absence from Board of Directors meeting, the Chair must make every effort to seek out an appropriate replacement for that meeting, notwithstanding the ratification of the temporary Chairperson.



## Accountability

Professional conduct of the chair will be required at all times. Further Guidelines are laid out in the University of Regina Respectful University Policy (GOV-100-015). As an employee of URSU, the Chair is accountable to URSU and each of its members.

## Term

The term of this engagement shall be from May 1, 2017 to April 30, 2018. The engagement may be extended upon the mutual agreement of both parties and subject to ratification by the Board of Directors.

## Compensation

The Chair shall be paid a \$150 honorarium per meeting chaired. The Chair forfeits this payment if they are unable to Chair; their replacement shall be paid instead.