



## UPEI Student Union Job Description

Job Title:	Chair of Council
Reports to:	President
Position Type:	Student employee (must be a full time student)
Tentative Start Date:	July 2021
Compensation:	\$180.84/week plus vacation pay
Hours:	5 hours/week for 4 weeks (Summer) 30 hours/week for 1 week (August-September) 12 hours/week for 28 weeks (Academic year)

The UPEI Student Union is seeking to hire student staff for the position of Chair of Council for the 2021-2022 academic year. The Chair will be appointed by council upon the recommendation of the Hiring Board. The Chair is a non-voting member of council and does not hold any other office in a UPEISU sub-organization and is not a representative on Council. Reporting to the President this position is responsible for the following:

- Preside over the procedures of all UPEISU council meetings
- Preside over all meetings of Council and General Membership
- Utilize Robert's Rules of Order as the authority at all meetings
- Assist with the interpretation and enforcement of the UPEISU Constitution and By-Laws
- Critically analyze written and spoken communication as determined by Council
- Maintain and file complete records on all Council Minutes
- Assist and oversee the CRO in their duties

### Qualifications & Skills

- Excellent interpersonal skills
- Assertive
- Great organizational skills
- Be able to communicate and apply decisions and rules effectively

Deadline for application is **4:00pm on April 9th, 2021**. To express interest in this role, please direct your cover letter, resume, and class schedule.

UPEI Student Union Hiring Committee via email: [hirement@upeisu.ca](mailto:hirement@upeisu.ca) or in person at the Student Union office.

*Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.*