

# JOB DESCRIPTION

## Board Facilitator



<b>Job Title:</b>	<b>Board Facilitator</b>	<b>Job Category:</b>	UWSA
<b>Department/Group:</b>	University of Windsor Student's Alliance	<b>Reports to:</b>	UWSA VP Finance
<b>Location:</b>			
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Part time
<b>HR Contact:</b>	General Manager	<b>Date posted:</b>	
<b>Internal posting URL:</b>	<a href="http://www.uwsa.ca/about/uwsa-opportunities/">www.uwsa.ca/about/uwsa-opportunities/</a>	<b>Travel required:</b>	No
<b>Applications Accepted By:</b>			
UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600 E-mail: <a href="mailto:uwsa@uwindsor.ca">uwsa@uwindsor.ca</a> By Fax: 519-971-3654 <a href="http://www.uwsa.ca/about/uwsa-opportunities/">www.uwsa.ca/about/uwsa-opportunities/</a>			
<b>Job Description</b>			
<p><b>ROLE</b></p> <p>The facilitator is selected by UWSA in accordance with their bylaws, which govern the appointment of coordinators and running of meetings.</p> <p>The facilitator conducts all meetings of Board and ensures that they run in an efficient manner, following the bylaws and the procedures set in Robert's Rule of Order.</p> <p><b>SPECIFIC ACCOUNTABILITIES</b></p> <ul style="list-style-type: none"> <li>i) Shall be directly responsible to VP Finance</li> <li>ii) May preside at all board and or committee meetings of the board of directors</li> <li>iii) Very clear understanding of Robert's Rule of Order procedures.</li> <li>iv) Shall not vote at any proceeding or any meeting over which he/she presides</li> <li>v) Responsible for preparing and delivering agenda, keeping records of motions</li> <li>vi) Chairing Board meetings in accordance with the binding rules and procedures;</li> <li>vii) Preparing the notice and agenda for Board meetings;</li> </ul> <p>Serving on any such bodies as required by virtues of the position</p> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Understanding of Robert's Rules of Order and meeting procedure will be an asset.</li> <li>• Must be able to maintain calm under pressure</li> <li>• Time Management skills are essential.</li> <li>• Must be a detailed oriented</li> <li>• Must be able to work within a under set deadlines.</li> <li>• Must be able to attend a <b>minimum</b> of two board meetings per month on Thursday Evenings or whatever date is deemed by the board.</li> <li>• Preference will be given to full-time undergraduate students</li> </ul>			