

Title: Speaker

Purpose:

The purpose of the Council Speaker, is to preside over meetings of the Students Representative Council (SRC) and ensure that they are conducted in accordance with the MSVUSU Constitution, By-Laws and Policies, as well as Robert's Rules of Order. Overall, the Speaker facilitates effective and efficient decision-making within the SRC and ensures that all members are heard and represented.

Job Classification:

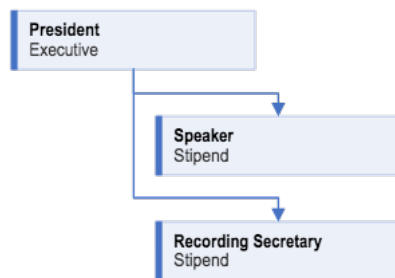
Stipend

Compensation:

This position is compensated by stipend at a rate of \$75.00 per meeting.

Reporting and Supervision:

This position reports to the President, and supports the Recording Secretary.



Duties and Responsibilities:

Essential Duties

Chair all regular and special meetings of the Students Representative Council (SRC), which must occur every three weeks at minimum, as well as the all General Meetings and Constitution Policy Planning (CPP) committee meetings.

Conduct a call for motions and items for SRC meetings, and share these with the recording secretary.

Ensure SRC meeting agendas, other meeting materials, and the location/date/hyperlink are prepared and delivered to SRC members and the MNSVU Student body at least 48 hours prior to the SRC meetings.

Ensure a record of all constitutional and policy changes and updates approved by SRC is forwarded to the Vice President of Communications.

Have and apply a working knowledge of Robert's Rules of Order to conduct all meetings.

Ensure an appropriate location is booked prior to each SRC meeting.

Ensure that all SRC meetings are accessible to all members of the MSVUSU

Ensure that all SRC meetings are recorded, and the recording is forwarded to the VP Communications.

Other Duties

Support the Recording Secretary

Key Responsibilities

Work with council members and executives to determine appropriate dates and times for meetings

Governance and Service

The Speaker supports the governance of the MSVUSU in all aspects of their work, remains unbiased, and supports collaborative and equitable decision making.

Required Qualifications:

Education

If a student, be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

If not an MSVU student, be an MSVU Alumni or hold a Bachelor's Degree.

Experience

Previous experience chairing meetings.

Previous experience applying Roberts Rules of Order in a meeting.

Knowledge, Skill and Abilities

Excellent time management and organizational skills

Proficiency in note taking

Be able to deal effectively with difficult situations and individuals and work in a fast-paced environment

Be an organized and initiative-driven individual able to multitask

Have a working knowledge of the MSVUSU Constitution, By-Laws and Policies.

Have or work to have a strong understanding of Robert's Rules of Order

Proficiency in using various software and technology tools, such as office 365, and Adobe Acrobat Pro.

Ability to work independently in a virtual environment while managing multiple priorities and meeting deadlines.

Knowledge of other MSVU and MSVUSU services available to students.

Behavioural Competencies

Strong leadership skills

Be able to maintain control and order during meetings, ensure civil debate among council members, and remain unbiased in decision-making.

Preferred Qualifications:

Previous experience as a board chair, or working with non-profit boards.

Mental/Physical Effort and Working Conditions:

The Council Speaker position requires the ability to work in a fast-paced environment, multitask, and deal effectively with difficult situations and individuals. The Speaker must also have excellent time management, organizational, note-taking, and leadership skills. In terms of working conditions, the Speaker must be able to attend regular and special meetings of the Students Representative Council (SRC) and other events as necessary, which may require working evenings and weekends. The job may also require sitting for extended periods and using a computer or other devices to take notes and record meetings. Overall, the job of Council Speaker requires mental agility, strong communication and interpersonal skills, and the ability to work under pressure in a dynamic and demanding environment.