

External Chair

- Term:** May 10 to December 3, 2010
January 10, 2010 to April 8, 2011
Total of at least 18 meetings
- Honourarium:** \$20.00 per hour, rounded up to the nearest quarter hour – starting from pre-meeting
Minimum three hours paid for all regularly scheduled board meetings and training dates
- Supervisor:** Communications & Corporate Affairs Commissioner

Training:

- Required to receive up to 10 hours of training prior to April 10, 2010
- Receive an honorarium of up to \$100.00 for training

Job Description:

- Primary responsibility will be to chair/facilitate Board of Directors meetings, emergency board meetings and member meetings
- Attend meeting with Supervisor before all board of directors meetings and members meetings
- Must demonstrate an understanding of University of Guelph student issues as well as an understanding of the workings of the Central Student Association, including Bylaws and Policies
- Have a working knowledge of Roberts' Rules of Order and CSA Rules of Order
- To make all inquiries and research necessary to arrive as prepared as possible for discussion at board meetings
- To review board packages prior to meetings with Supervisor to be prepared to discuss items on the agenda
- Formulate rulings of the chair when an issue arises which is not explicitly stated in the CSA By-laws and/or Policies
- To ensure the board is made aware of and upholds CSA by-laws and policies pertinent to meeting discussions.
- Consult with legal counsel on issues that come before the Board of Directors in conjunction with the appropriate executive of the corporation
- Sign minutes of the Board of Directors once they have been approved by the Board
- Act as a resource for directors with respect to all questions of process
- Assist in the training of Board members
- As the incoming External Chair be required to sit during the last board of directors meeting of this year.
- As the outgoing External Chair be required to attend the first board of directors meeting in May to assist the new External Chair
- Required to provide 10 hours of training to the new incoming External Chair prior to the end of this contract and to report the number of training hours to the Human Resources & Operations Commissioner and Business Office

Qualifications:

- Excellent communication skills
- General knowledge of the CSA and how it runs
- Arbitration and diplomacy skills
- Knowledge of Roberts Rules of Order
- Be familiar with the Ontario Corporations Act
- Experience chairing large meetings.
- Strong understanding of, and commitment to anti-oppression

Deadline for applications is Friday, February 12th, 2010 at 4:00 p.m.

Resumes accepted at the CSA Front Office UC 274, or by e-mail to csaadmin@uoguelph.ca.

Hiring Preference is given to students.

For a complete copy of the CSA Hiring Policy, visit <http://www.csaonline.ca>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is committed to Employment Equity. Our mission statement for Employment Equity can be found in the Hiring Policy. All candidates will be asked to fill out an Employment Equity Confidentiality Form upon application. These can be found in our Front Office, or on our website.