



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

BOARD CHAIR

The CSA's Board of Directors meets approximately every alternate Wednesday to discuss and deliberate important issues facing students and how we plan on addressing them. Between General Membership Meetings, the Board of Directors is the highest decision making body of the organization. The Board of Directors is made up of a four person Executive, two at-large members elected per college, and primary and alternate representatives appointed from college governments and campus organizations.

The Board Chair is a staff position and is an external chair (not a member of the Board of Directors). This positions primary duty is to uphold the CSA's Rules of Order and Robert's Rules of Order in order to allow for democratic decisions to be determined by the Board of Directors.

Term	4 months, May 1 – August 31, 2017 with possible extension pending favourable evaluation from the CSA Board of Directors. Approximately 5 meetings in the spring semester
Honorarium	\$25.00 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
Immediate Supervisor	Policy and Transition Manager
Executive Supervisor	The CSA Board of Directors

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Human Resources & Operations Manager and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression/inclusivity, CSA policy and bylaws, etc.,
- Required to receive 5 hours of one-on-one training at minimum wage
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the Board Chair hiring committee as the staff member, unless directed otherwise by your Executive Supervisor
- As the incoming Board Chair, be required to sit during the last Board of Directors meeting of the Winter semester and as the outgoing Board Chair, be required to attend the first Board of Directors meeting in September to assist the new Board Chair

JOB DESCRIPTION:

- To at all times be impartial and objective as it relates to the content of matters brought forward to the CSA board of directors and membership.
- To chair/facilitate Board of Directors meetings, emergency Board meetings and members meetings
- 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
- Review board packages prior to meetings with the Policy and Transition Manager
- Make all necessary inquiries and complete research to ensure you are prepared as possible for discussion at Board meetings
- Attend meetings on an as needed basis with the Policy and Transition Manager before Board of Directors meetings and members meetings in order to go over upcoming items

- Formulate rulings of the chair when an issue arises which is not explicitly stated in the CSA bylaws and/or policies, while also adhering to Roberts Rules of Order
- Ensure the Board is made aware of and upholds CSA bylaws and policies pertinent to meeting discussions in conjunction with the Policy & Transition Manger
- 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 on CSA Rules of Order and Robert's Rules
- Consult with legal counsel on issues that come before the Board of Directors in conjunction with the President of the corporation
- Participate in a performance evaluation conducted by the board of directors with notes from the PTM.

QUALIFICATIONS:

- Excellent communication skills
- Knowledge of Roberts Rules of Order
- General knowledge of the CSA and how it runs
- Arbitration and diplomacy skills
- Be familiar with the Ontario Corporations Act and the Ontario Not-For-Profit Corporations Act
- Experience chairing large meetings.
- Strong understanding of, and commitment to anti-oppression

Deadline for applications is Friday, March 17, 2017 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

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

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.