



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, housing, 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 SCRIBE (ONE OF TWO POSITIONS)

The Board Scribe is responsible for accurately and efficiently recording discussion and decisions and making sure that the records of these meetings reflect the day-to-day operations of the organization. The CSA Board of Directors has scheduled meetings ([2024-25 Meeting Schedule](#)) usually every alternate Wednesday evenings to discuss and deliberate important issues facing students and how to address them. CSA Board meetings are 1.5 – 2.5 hours in length on average but can vary in length from as little as 30-minutes to over 5-hours in length on rare occasions. The Board may call emergency Board meetings in addition to the scheduled meetings. If these are called, they would be called with 48 hours' notice.

Term	Start date September 11, 2024 (Board of Director meeting – training) Open, pending continued favourable evaluations from the Policy & Transition Coordinator and CSA President
Wages	\$18.50 per hour (includes vacation pay). Hours rounded up to the nearest quarter hour, starting from pre-meeting. Minimum three hours paid for Board meetings.
Immediate Supervisor	Policy & Transition Coordinator
Executive Supervisor	President

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
 - o Worker Health and Safety
 - o Anti-Oppression
 - o Accessible Service Provision
- Required to attend the following in-person training modules:
 - o CSA Staff Orientation
 - o CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
 - o Workplace Respect: Workplace Violence & Harassment
- Required to receive up to three hours of one-on-one training from the Policy & Transition Coordinator

BOARD OF DIRECTOR MEETING DUTIES:

- Responsible for attending CSA Board of Directors Meetings, Annual General Meetings, and other meetings as scheduled and producing accurate minutes with the assistance of a recording device. The Board Scribes will be scheduled to scribe meetings on an alternating basis but may be asked to scribe additional meetings as needed on short notice.
- Maintain confidentiality of all items discussed in board meetings
- Minutes to be completed using CSA equipment, and in a location that protects confidential content when applicable, as approved by your supervisor
- Submit completed minutes within five working days to the Policy & Transition Coordinator
- Notify the Policy & Transition Coordinator of the time taken to prepare the minutes. Reimbursements will be processed through the Business Office within three business days

QUALIFICATIONS:

- Availability on Wednesday evenings to attend approximately half of the scheduled Board of Directors meetings per the [Board Meeting & AGM Schedule](#)
- Availability to attend emergency Board meetings as necessary with 48-hours' notice
- Ability to type at the pace of general conversation and discussion (Minimum of 40 words per minute)
- Ability to format documents in an efficient and attractive manner using Microsoft Word
- Experience in minute taking and ability to paraphrase and synthesize conversations
- Must be proficient with personal computers and laptops, and in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook, and Adobe Reader
- General knowledge of the CSA and its operations
- Working knowledge of Robert's Rules and CSA Rules of Order
- Excellent communication and teamwork skills
- Strong understanding of and commitment to inclusivity

Deadline for applications is Friday, August 16, 2024, at 4:00 PM

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 C of the Policy Manual, Section 4.0.

The CSA is 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.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact lclarke@uoguelph.ca

New hires who require an Accommodation Plan must request a meeting with Lee Anne Clarke, the Business Manager and member of the CSA HR Support Team, prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual's needs.