Speaker of the Council

Reports to: The Council  
Term: May 1, 2019 – April 30, 2020  
Wage: Historically at 20 hours/month at the TA wage

General
• Pursuant to Bylaw 7 (Council) and Governance Process Policy 8 (Council), preside over and administer the affairs of the Council and the Council Executive Committee.
• Execute duties as outlined in other Bylaws and Policies.
• Abide by and uphold the mission, vision, and values, and the bylaws and policies of the Association.
• Promote high morale throughout the Association by serving as a role model for equity and inclusivity.
• Support the professional development of graduate students, Association staff, and Association volunteers.
• Promote the physical and mental health of graduate students, Association staff, and Association volunteers.

Nature and Scope

Interpersonal Skills:
• Strong communication skills; works as part of a team and collaborates with colleagues; interacts with persons of various social, cultural, economic, and educational backgrounds; acts in a diplomatic manner; and establishes and maintains strong working relationships.

Level of Responsibility:
• Senior leadership.

Decision-Making Authority:
• Decision-making authority as assigned in the Bylaws and as otherwise delegated from time to time by the Council.

Physical and Sensory Demands:
• Minimal demands typical of a senior position operating within an office environment.

Working Conditions:
• Exposed to stress and pressure associated with senior level responsibilities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions.
• There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year).

Vacation
• Vacation pay at 4%.