



## **Athabasca University Graduate Students' Association**

Athabasca University Graduate Students' Association is a student-run, non-profit, diverse, and multi-faceted organization that aims to meet the needs of graduate students at Athabasca University.

The Athabasca University Graduate Students' Association provides student services and representation for AU graduate students through university and government relations with the mission that graduate-level education at AU is accessible, affordable, and of outstanding quality.

### **Speaker of Council**

AUGSA is currently hiring a Speaker of Council. This is a contract position facilitating AUGSA's Council meetings online, which typically fall to the second Tuesday evening each month. The Speaker will be required to attend up to two (2) meetings per months, which will be called at such times as AUGSA deems necessary. The Speaker shall be compensated at the rate of \$100.00 per meeting.

### **Roles and Responsibilities**

- (a) Act as the procedural officer of all Council Meetings of AUGSA;
- (b) Facilitate discussion and debates at Council Meetings;
- (c) Make rulings on parliamentary procedure;
- (d) Conduct orientations for new Council Members by familiarizing them with the AUGSA governance process.

### **Qualifications**

- The Speaker will be expected to have experience with attendance at and the chairing of formal meetings.
- Previous experience with Robert's Rules of Order is an asset.
- Previous experience with Microsoft Teams is an asset.

Posting Date: June 25, 2020

Closing Date: July 10, 2020

This position will commence on August 11, 2020.

Please send resume and cover letter describing qualifications and experience to [ed@augsa.com](mailto:ed@augsa.com). We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.

AUGSA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.