POSITION DESCRIPTION

Position Title: SLC Speaker
Department: Student Services
Position Status: Active
Employment Type: Part-time ($15.00/hr)

POSITION SUMMARY (Overview and Purpose)

The Students’ Legislative Council (SLC) Speaker is responsible for the conduct of SLC meetings in accordance with the Union Bylaw and Union Policy. The Speaker is also responsible for investigating complaints made against Students’ Union elected and appointed officials in accordance with the discipline process established in the Union Bylaw and SLC Complaint Procedure.

The Speaker receives governance training, and gains experience in chairing meetings and public speaking.

Hours of work may fluctuate depending on the nature of the business to be conducted at the meeting and whether ensuing debate on a topic is moderate or substantial. Actual hours of work required each week varies with meeting length, typically ranging from one to three hours. Availability on Tuesday evenings (6:00 – 9:00 PM) is required, and the Speaker may be asked to attend occasional other meetings with their supervisor or team during business hours (8:30 AM – 4:30 PM).

KEY RESPONSIBILITIES

The Speaker is responsible for preparing for meetings (reviewing supporting documents, past decisions, and policies in advance), and presiding over SLC meetings. Presiding over meetings includes maintaining order, preserving decorum, managing conflict, ruling on the acceptability of motions, facilitating and mediating discussions, and ensuring that all members have reasonable opportunity to participate in debate.

The Speaker is also responsible for investigating and handling complaints against Students’ Union Elected Officials with support from relevant SU staff, and may be involved in interpreting and enforcing Students’ Union policies and procedures as they relate to conduct issues or meeting procedures. The Speaker also administers the Oath of Office to newly elected or appointed Elected Officials.
RECOMMENDATIONS, DECISION AND AUTONOMY OF ACTION

The Speaker reports directly to the Policy Analyst and work closely with the Coordinator, Student Support.

The Speaker exercises considerable judgment in the neutral interpretation of Students’ Union policies or procedures and relies on precedent and the application of Robert’s Rules of Order. The Speaker is responsible for maintaining order and decorum by exercising discipline over the Students’ Legislative Council, guests, and observers in the gallery during SLC meetings.

The position requires the confidence to expel someone from Council Chambers (or mute/remove participants from videoconferencing) or exclude someone from discussion, and the discretion to know when it is appropriate to do so. The Speaker is also responsible for managing conflict that may arise among SLC members during meetings.

SLC must trust and respect the authority of the Speaker, who has the responsibility to remain impartial. The Speaker never participates in debate and serves to defend the rights and privileges of members.

INFLUENCE – INTERNAL/EXTERNAL

The Speaker interacts regularly with the Policy Analyst and the Coordinator, Student Support, as well as other members of student staff, including the Governance Assistant, regarding the conduct of SLC meetings, relevant Union Policy, and the content of SLC meeting agendas.

SLC meetings are attended by SU Executives and Faculty Representatives. Guests or members of the gallery may include SU staff, University staff and administration, students, and members of campus tri-media groups (e.g. the Gauntlet).

WORKING CONDITIONS

The Speaker must be available to attend all SLC meetings, held on Tuesdays at 6:30 PM or as scheduled. SLC meets weekly during the Fall and Winter terms and bi-weekly during the Spring and Summer terms. The meeting schedule is subject to cancellations or changes, though advanced notice is provided. The Speaker may also be expected to preside over special SLC meetings as called by the President.

SLC meetings are not held during exam periods, term breaks, or on statutory holidays. SLC meetings are typically held on the main UCalgary campus in MSC 280 (“Council Chambers”); but may be transitioned to be held via Zoom Videoconferencing if needed.

REQUIRED COMPETENCIES

The ideal candidate for the SLC Speaker position will:

- Be reliable and organized in meeting preparation.
- Have an interest in organizational policy or corporate (non-profit) governance and meeting procedures.
- Be familiar with Zoom Videoconferencing, including using host features.
• Have access to reliable internet connection, microphone, and webcam, in the event of SLC meetings being held virtually.
• Demonstrate concern for treating people fairly and equitably, including people with which they personally disagree.
• Demonstrate strong public speaking and communication skills.
• Have an ability to quickly read, understand, interpret, and explain policy documents from a neutral perspective.
• Remain impartial and exercise good judgment in response to contentious issues and improper conduct.
• Be able to express themselves confidently, clearly, and articulately when speaking publicly.
• Establish respectful working relationships with Elected Officials while remaining arms-length.

EDUCATION AND EXPERIENCE

Minimum Requirements:
• Current full- or part-time undergraduate student at the University of Calgary.
• Availability on Tuesday evenings, 6:00 – 9:00 PM for regular Students’ Legislative Council meetings.

Additional Requirements:
• Prior public speaking (i.e., in medium/large formal meeting settings) experience or comfort in such settings required.

Assets:
• Experience with meeting/parliamentary procedure such as Robert’s Rules of Order Newly Revised (12th ed.) a strong asset, but not required.
• Experience with or knowledge of non-profit board governance an asset, but not required.
• Previous experience working within a University or larger student club/association setting an asset.