



Date Submitted: January 2024  
Reason for Submission: (Check One)  
Update   
Re-evaluation of Position   
New Position, Initial Evaluation

Position Title: SLC Speaker  
Department: Student Services  
Position Status: Active  
Employment Type: Part-time (up to 15 hours per week)  
Employment Term: August 2024 – April 2025

### POSITION SUMMARY

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 SLC 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.

**REPORTS TO:** Policy Analyst

**COMMITMENT:** The SLC 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. Hours of work may fluctuate depending on the nature of the business to be conducted at the meeting and whether the ensuing debate on a topic is moderate or substantial. The actual hours of work required each week vary 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).

**TRAINING:** The SLC Speaker will receive a minimum of 6 hours of governance training during the Spring term under the supervision of the Policy Analyst. The SLC Speaker typically gains hands-on experience in chairing meetings and public speaking in their position and will also get regular supervision from the Policy Analyst during their employment term. A mandatory Student Staff Orientation will also take place in late August.

**KEY RESPONSIBILITIES:** The SLC Speaker is responsible for preparing for meetings (reviewing supporting documents, past decisions, and policies in advance), and presiding over SLC meetings. The SLC 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 SLC 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. This would typically involve having 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 SLC Speaker is also responsible for managing conflict that may arise among SLC members during meetings.

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

### **REQUIRED SKILLS, ATTRIBUTES AND EXPERIENCE**

- A current full-time 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.
- Have an interest in organizational policy or corporate (non-profit) governance and meeting procedures.
- Prior public speaking (i.e., in medium/large formal meeting settings) experience or comfort in such settings is required.
- Demonstrate strong public speaking and communication skills.
- Demonstrate concern for treating people fairly and equitably, including people with which they personally disagree.
- Be reliable and organized in meeting preparation.
- 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.
- Establish respectful working relationships with Elected Officials while remaining arms-length.
- 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 is an asset, but not required.
- Previous experience working within a university or larger student club/association setting is an asset, but not required.

### **BENEFITS**

- Gain experience working within a professional setting.
- Develop corporate secretarial skills and expertise in servicing not-for-profit organizations.
- Work with students, volunteers, and staff from across the Students' Union.
- Contribute to student engagement and student life at UCalgary.

The successful candidate may be able to re-apply for this or a similar position provided they are enrolled in undergraduate studies.