**Role Title:** Director

 **Director – WUSA Board of Directors

Role Information**
Term: Sept 1, 2022 - April 30, 2023
Hours: Variable, averaging 10 hours per week
Compensation: This is a volunteer position but there is compensation by means of an honorarium of roughly $1000 per month of the role to reduce financial barriers that come with putting one’s time into this commitment.

**ROLE DESCRIPTION**

The Waterloo Undergraduate Student Association (WUSA) is committed to improving the lives of UWaterloo undergrads both in and outside the classroom. The Board of Directors represents UWaterloo undergrads both in governing WUSA on their behalf and advocating for them to the university as well as federal, provincial, and municipal governments. WUSA is the central student voice advocating for accessible, affordable, accountable, and quality education. The Board of Directors sets the strategic direction of WUSA, ensuring the organization is set up to accomplish this important work.

A Director on the Board is expected, to always act honestly, ethically, and diligently for the organization and its members. The purpose of the board is to govern WUSA on behalf of the membership and to represent the student voice on a variety of university committees and working groups. Leveraging the experience gained on these committees and knowledge gained about university & government policy, directors report back to board which collectively determines advocacy stances and strategizes how to achieve them through meetings with relevant stakeholders.

SUMMARY OF DUTIES
Governing

* Be knowledgeable about organization documentation and policies as well as the *Ontario Not-for-Profit Corporations Act, 2010* and other regulations from time to time
* Review agenda and supporting materials in advance of each meeting
* Attend monthly Board meetings and vote on matters that arise
* Obligation to subordinate personal interests to the best interests of the Corporation
* Sit on WUSA and University committees as assigned by the Board
* Exercise vigilance for and declare conflicts of interest

Advocacy

* Attend meetings with university administrators or external decision makers to advocate for student issues
* Maintain and builds relationships with important stakeholders
* Represents undergraduate students on committees as assigned by the Board

Expertise and Cooperation

* Bring the student perspective to the table in meetings of Board or with external stakeholders
* Maintain collegiality and professionalism with other Directors
* Support the legitimacy of Board decisions made in good faith by informed Directors at a legally constituted meeting

Planning and Evaluation

* Determine strategic direction set out by the Long-Range Plan and other strategic plans
* Evaluate if the organization is adhering to its outlined commitments
* Set annual priorities each year

Financial Stewardship & Risk Management

* Allocating organizational financial resources to achieve the strategic direction and operational requirements of the organization through budget approval
* Monitor the legal requirements of the organization and make sure good HR strategy is in place
* Guide future change through systematic adherence to both regulations and organization mission

QUALIFICATIONS

Each Director shall:

1. be an individual who is at least eighteen (18) years of age;
2. not have the status of bankrupt;
3. not be a person who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
4. not be a person who has been declared incapable by any court in Canada or elsewhere;
5. not be a current employee of the Corporation;
6. (f) not be absent for three (3) consecutive meetings of the Board without providing a reason satisfactory to the Board;
7. consent in writing to hold office as a Director within ten (10) days after the individual's election or appointment, provided that where a Director consents in writing more than ten (10) days after election or appointment, it shall not invalidate the individual's election or appointment as a Director; and
8. be a Member of WUSA.

KEY COMPETENCIES

* Passion and motivation to advocate the university on behalf of students
* Ability to synthesize large amounts of information and critically apply knowledge acquired
* Strong interpersonal communication skills and professionalism
* Teamwork and respect for others in an environment where decisions are made
* Effective time management (i.e. capable of handling multiple deadlines)
* Able to identify confidential and sensitive information and understand its reasonable use