



TRENT DURHAM
STUDENT ASSOCIATION

Job title	<i>Chair</i>
Reports to	<i>Board of Directors</i>
Compensation	<i>3 Semesterly Honorariums to the amount of \$540.00 (4mths x 10 x 13.5)</i>
Start Date	<i>May 1st</i>
End Date	<i>April 30st 2018</i>
Apply To:	<i>Submit Candidacy for the Spring General Election</i>

Job purpose

The Chair is responsible for overseeing the operations of the Board of Directors and ensuring that the Board of Directors acts in accordance with TDSA by-laws and policies. The Chair is a non-voting member of the Board of Directors. The Chair acts as a liaison between the Board of Directors and the Executive.

Duties and responsibilities

1. Chair the Board of Directors Meetings
 - a. Survey availability of Board Members to schedule Board of Director meetings
 - b. Create semesterly schedules for Board of Director meetings.
 - c. Chair and moderate the Board of Directors Meetings in a timely, respectful and orderly manner using Roberts Rules as a template
 - d. Ensure that the Board of Directors acts in accordance with TDSA By-Laws and Policies
 - e. Ensure that decisions are taken and followed up with by the board of directors and executive committee
2. Train New Board of Directors
 - a. Ensure all Board positions are filled
 - b. Supervise interviews for Board positions conducted by the Executive for quality assurance and accountability
 - c. Manage grievances, complaints, and failures to perform duties
3. Receive, report, and manage grievances, complaints and failures to perform duties within the Board and between the Board and Executive. These may include failures to perform duties as outlined by Board of Directors and TDSA employee contracts; financial and office

- accountability audits; marginalization; exclusion; unfair treatment in Board Meetings, conflict between members
4. Refer complainants whose grievances or complaints extend beyond the expertise of the Chair to Accessibility/Counseling Services and Campus Security. These may include instances of sexual, physical, or verbal harassment. The Chair is still responsible for reporting these grievances to the Board of Directors for transparency and so that the Board may act appropriately in response to the reports

Qualifications

Qualifications include:

- Current Trent University Durham Student
- Leadership Skills
- Strong and articulate communication skills
- Impartiality, fairness and the ability to respect confidences
- Effect time management and organizational skills
- Tact and diplomacy
- Strong understanding of the roles/responsibilities of the executive committee
- Friendly personality, sociable and approachable
- Students enrolled in the Human Resources Diploma program are encouraged to submit their candidacy

Working conditions

One 3 hour (maximum) monthly Board of Director Meeting
Additional duties and responsibilities will be conducted on an 'as needed' basis.

Physical requirements

N/A

Direct reports

List by job title any positions to be supervised by the incumbent.

The Board of Directors supervised by Chair but do not report to Chair

Approved by:	<i>TDSA Board of Directors</i>
Date approved:	<i>December 1st, 2016</i>
Reviewed:	<i>December 1st, 2016</i>

This job description is reviewed annually.

Successful applicants are expected to conduct themselves in accordance with TDSA by-laws and policies. As representatives of the organization, successful applicants are also expected to behave in a way that reflects favourably on behalf of the organization.