

**UNIVERSITY OF SASKATCHEWAN STUDENTS' UNION**  
**Position Profile**

|                                  |                              |
|----------------------------------|------------------------------|
| <b>Role:</b>                     | Chairperson Pro Tem          |
| <b>Reporting to:</b>             | President                    |
| <b>Immediate Direct Reports:</b> | None                         |
| <b>Liaison to:</b>               | University Students' Council |

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**Position Summary**

This position provides the USSU Executive with the flexibility to participate in USC meetings by acting for the President in that individual's capacity as Chair of USC. This position chairs each USC meeting (approximately 28 a year), chairs the AGM and any SGMs, and may act as of the Code of Ethics and Disciplinary Tribunal as directed by the President.

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**Qualifications**

*Education:*

- Highly developed skills in running meetings by Roberts' Rules of Order. National Association of Parliamentarians certification is preferred.
- Knowledge of the Non-Profit Corporation Act of Saskatchewan and the USSU Bylaw

*Knowledge & Skills:*

- Ability to enforce order at USC meetings and AGM/SGMs
- Excellent oral communication skills
- Ability to work effectively, cooperatively and diplomatically with a wide and diverse group of people including students, staff, and USC committees
- Aptitude for accuracy and detail
- Knowledge of a Students' Union/University environment is an asset

**Key Responsibilities**

- Attending all USC meetings as well as the AGM and SGMs
- Keeping order and providing procedural rulings at USC meetings, AGMs and SGMs
- Meeting with the President and Executive members as needed
- Running USC board elections
- Chairing the Code of Ethics and Disciplinary Tribunal if designated by the President.

### ***Key Accountabilities***

- Provide accurate and timely rulings at USC
- Ensure order and decorum are maintained
- If requested by the Presidents, work with the General Manager as needed to investigate Code of Ethics complaints and ensuring appropriate levels of confidentiality.
- Liaise with the President and the Executive as needed

*Last Reviewed: June 2015*