

Job Description

Position Title:	Board Advisor for the Saitsa Board of Directors
Reports to:	Saitsa Board of Directors
Location:	SAIT Main Campus – 1301 16 Ave NW, Calgary
Relevant Experience:	3-5 years
Bylaw Definition:	A person hired to act as a parliamentarian and resource person for the Board of Directors.

Role of Position

The Board Advisor for the Board of Directors of the SAIT Students' Association (Saitsa) is principally responsible for providing the Board of Directors with advice and counsel relating to parliamentary procedure and general good governance practices. The Board Advisor works to ensure that the meetings are conducted in a manner consistent with Robert's Rules of Order and the internal governing documents of the Association. The Board Advisor is expected to be unbiased and act ethically. Ideally, the Board Advisor is interested and capable in fostering a space where Directors feel as though they can engage and challenge their peers.

Duties and responsibilities

Essential Duties

- Provide advice and counsel to the Board of Directors on Robert's Rules of Order and parliamentary procedure, in accordance with principles of Policy Governance
- Assist in training new Directors in Robert's Rule of Order and parliamentary procedure
- Support the Manager of Governance & Advocacy by acting as a resource for questions and issues pertaining to Robert's Rules of Order, the Association's bylaws, and its policy governance manual;
- Assist with the implantation of Carver Model Policy Governance at the Saitsa Board of Directors;
- Mentor the President and Vice President to empower them with the knowledge, skills and understanding of effective Chairing techniques and leadership.
- Act as recording secretary for the Board as necessary.

Qualifications & Experience

Qualifications/Membership

- Comprehensive understanding of the Carver Model of Policy Governance is required.
- Credentialed Registered Parliamentarian or Professional Registered Parliamentarian in the National Association of Parliamentarians is preferred but not required.

Education

- Post-secondary education; diploma or degree in the field of social services, non-profit management, governance, political science or business is an asset.

Experience

- Minimum of three years of active board and/or Chairing experience;
- Comprehensive understanding of Robert's Rules of Order and experience with applying and enforcing the rules in board settings;
- Familiarity of the role and purpose of students' associations/unions is an asset;
- Desire to mentor students and develop leadership skills in others is an asset.

Notes

- The Board Advisor is paid an honorarium of \$200/meeting,
- BOD meetings take place at least once a month on Monday evenings, typically the first Monday of the month, and can range in time from one to four hours in length;
- As the highest governing body of Saitsa, it is imperative that our student leaders are inspired to learn, lead and be exceptional; the Board Advisor, along with Saitsa support and resource staff, work as a team to ensure the student leaders' experience is a memorable and meaningful one.
- Due to the Covid-19 pandemic, the responsibilities can be fulfilled remotely. However, as restrictions continue to be lifted, the successful candidate will be expected to attend meetings in-person when they resume.

Application Instructions

- Please submit your resume and cover letter to Sunra Sunra, Secretary to the Board of Directors, at saitsa.info@edu.sait.ca.
- Applications will be accepted until 4:00 p.m. on August 12, 2022
- Saitsa thanks all applicants, however only those selected for interviews will be contacted.