

Chair of Council

1. Job Description
Shall be appointed by Council upon the recommendation of the Hiring Board. Be a non-voting member of Council and not hold any other office in a UPEI SU Sub-Organization or be a representative on Council. Preside over the procedures of all UPEI SU Council meetings.
Supervisor: President
2. Job Specifications
 - A. Excellent interpersonal skills;
 - B. Be assertive;
 - C. Good organizational skills, and;
 - D. Be able to communicate and apply decisions and rules effectively.
3. Job Duties:
 - A. Preside over all meetings of Council and General Membership;
 - B. Utilize Robert's Rules of Order as the authority at all meetings;
 - C. Assist with the interpretation and enforcement of the UPEI SU Constitution and its By-Laws;
 - D. Critically analyse written and spoken communication as determined by Council;
 - E. Maintain and file complete records on all Council Minutes, and;
 - F. Assist and oversee the CRO in their duties.