DUTIES

• The Council clerk shall be responsible accurately recording the minutes of Council meetings.
• Distribute the recorded minutes to the Vice President Internal.
• Assist the Vice President Internal in all CUSA Council meetings responsibilities to ensure the best performance of CUSA Council.

REQUIREMENTS

• Membership in the Carleton University Students’ Association (undergraduate student taking at minimum .5 credit per semester).
• Awareness and sensitivity to issue including but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
• Excellent interpersonal skills and the ability to work with volunteers both within a group and when unsupervised.
• An in-depth knowledge of the CUSA Constitution, Bylaws and Policies.
• Knowledge of Robert’s Rules of Order.
• Ability to work under pressure in a public setting.

TERM & RATE

May 2021 - April 2022
$125.00 per council meeting. Typically 1-2 meetings per month
This is not a unionized position.

HOW TO APPLY

All applicants must submit a cover letter and resume.
Interviews will be held during the week of May 17th, 2021.