



## COUNCIL SPEAKER

### THE ROLE OF THE SPEAKER

The Students' Union Speaker is responsible for chairing and organizing the Student Council meetings of the Mount Students' Union.

### REQUIREMENTS/QUALIFICATIONS

- Term GPA of at least 2.0
- Be enrolled in at least one class
- Excellent Time Management skills
- Strong organizational skills
- Proficiency in note taking
- Be able to deal effectively with difficult situations and individuals and work in a fast paced environment
- Be an organized and initiative driven individual able to multi-task
- Have or work to have a strong understanding of Roberts Rules of Order

### RESPONSIBILITIES AND DUTIES

- Chair the bi-weekly meetings of all Students Representative Council (SRC), including the Annual General Meeting (AGM).
- Chair the MSVUSU CPP (Constitution Policy Planning) Committee.
- Call for motions and items for SRC meetings.
- Ensure SRC meeting agendas are prepared and delivered to SRC members prior to the date of the SRC meetings.
- Ensure a record of all constitutional and policy changes and updates approved by SRC is forwarded to the Vice President Communications.
- Oversee the Recording Secretary.
- Be trained to have a working knowledge of Robert's Rules of Order to conduct all meetings. (Training arranged by the Students' Union General Manager)
- Ensure an appropriate location is booked prior to each SRC meeting.